https://www.jobzfricly.online/job/department-of-correctional-services-entry-level-jobs/

Department of Correctional Services (DCS): Entry Level Jobs 2026/2025

Hiring organization
Department of Correctional Services

Employment Type
Intern

Duration of employment
3 Months

Industry
Government Administration

Job Location
Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours
09

Date posted
August 29, 2026

Valid through
14.02.2028

Description

The Department of Correctional Services (DCS) invites unemployed youth to apply for various entry-level positions within the government sector. These roles offer an opportunity to gain valuable experience and contribute to the operational success of DCS. We are looking for dedicated and enthusiastic candidates who meet the minimum qualifications to join our team.

Available Positions:

1. **Administrative Services / System Clerk**
   Location: Office of the Deputy Minister, Pretoria
   Reference No: HO 2024/11/01
   Salary: R216 217 per annum
   Requirements: Grade 12 / Matric Certificate

   Duties:

   - Provide general clerical support services.
   - Record, organize, store, capture, and retrieve correspondence and data.
   - Update registers and statistics.
   - Handle routine inquiries and manage incoming and outgoing document registers.
   - Provide clerical support for procurement processes, stock control, and supply chain management.
   - Assist with personnel administration, including maintaining leave registers and personnel records.
   - Manage travel and accommodation arrangements for staff.
   - Support financial administration and ensure the correctness of travel claims.

1. **[illegible]**

Skills

- Strong verbal and written communication skills.
- Ability to plan, organize, and manage time effectively.
- Punctuality and reliability.
- High level of confidentiality and discretion.
- Adaptability and flexibility in a dynamic environment.
- Integrity, honesty, and strong work ethics.
- Assertiveness and the ability to work under pressure.
- Excellent interpersonal and listening skills.

Contacts

To apply for any of the positions at the Department of Correctional Services, please follow these steps:

1. **Download the Z83 Form** (available online) and complete it.

2. **Prepare a recently updated CV** that highlights your qualifications and experience.
3. **Indicate the Reference Number**, Position, and Area/Centre on your application form.

Submission Options:

- **By Post:**
  Send your complete application to:
  Department of Correctional Services,
  Post Advertisement Section,
  Private Bag X136,
  Pretoria, 0001
- **Hand Delivery:**
  You can hand deliver your application to:
  124 WF Nkomo Street,
  Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street,
  Pretoria, 0001
  (Previously: Cnr Church and Schubart Street)
- **By Email:**
  Alternatively, you can email your application to:
  NationalOfficeHRM@dcs.gov.za

Important Notes:

- Only shortlisted candidates will be required to submit certified copies of their ID documents, qualifications, and recent academic transcripts/records.

Ensure that you meet the requirements and include all necessary documents when applying.