

Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <https://forms.office.com/r/X2XaVPasWu>.

<b><u>POST 29/24</u></b>	:	<b><u>MESSENGER (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Alexandria Ref No: 75/25EC (X1 Post) Magistrate Office: Aliwal North Ref No: 76/25EC (X1 Post) Magistrate Office: Flagstaff Ref No: 77/25EC (X1 Post) Magistrate Office: Mthatha Ref No 78/25EC (X1 Post) Magistrate Office: Namakgale Ref No: 65/23/LMP (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 10/Abet level 4; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render driver/ messenger support services; Collect correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
<b><u>ENQUIRIES</u></b>	:	Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131 Limpopo: Ms M.J Mawela Tel No: (015) 769 1424
<b><u>APPLICATIONS</u></b>	:	<b>Eastern Cape:</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Limpopo:</b> Quoting the relevant reference number, direct your application to: Postal Address: The Court Manager, Magistrate Namakgale, Private Bag X11007, Namakgale, 1391 or Physical address: Reception Area, Magistrate Namakgale OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 29/25</u></b>	:	<b><u>SECURITY OFFICER (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: East London Ref No: 89/25EC (X2 Posts) Magistrate Office: Alice Ref No: 90/25EC (X1 Post) Magistrate Polokwane Ref No: 66/25/LMP (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
<b><u>ENQUIRIES</u></b>	:	Eastern Cape: Mr Nofemela Tel No: (043) 702 7000 / 7135 Limpopo: Mr M.C Rapetsoa Tel No: (015) 294 6000
<b><u>APPLICATIONS</u></b>	:	<b>Eastern Cape</b> Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Limpopo:</b> Quoting the relevant reference number, direct your application to: Postal address: The Court Manager: Magistrate Polokwane, Department of Justice and Constitutional Development, Private Bag X9320, Polokwane 0700 OR hand deliver at Reception Area, Magistrate Polokwane opposite Polokwane Municipality. OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Separate application must be made per centre and quoting the relevant reference number.
<b><u>POST 29/26</u></b>	:	<b><u>CLEANER REF NO: 108/25EC</u></b>
<b><u>SALARY</u></b>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE  
REQUIREMENTS**

: Magistrate, Mdantsane  
Grade 10/ ABET level 4. Skills and Competencies: Concern for others; Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Communication skills (verbal and written); Problem analysis; Self-management; Computer literacy.

**DUTIES**

: Key Performance Areas: Provide cleaning services; Keeping and maintaining of cleaning material and equipment; Perform general assistant work; Perform any other relevant duties that may arise.

**ENQUIRIES  
APPLICATIONS**

: Mr Nofemela Tel No: (043) 702 7000 / 7135  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London, or <https://forms.office.com/r/X2XaVPasWu>