

		and general administrative capabilities. Computer literate (Word, Excel, Access, PowerPoint & Outlook). Driver's license is essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Reception duties.
<b><u>ENQUIRIES</u></b>	:	Mr S Sani Tel No: (021) 421 1012
<b><u>APPLICATIONS</u></b>	:	Applicants to be submitted through following link: <a href="https://forms.gle/ZSWrvCB9eqAbMW5w7">https://forms.gle/ZSWrvCB9eqAbMW5w7</a> or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<b><u>POST 28/59</u></b>	:	<b><u>MESSENGER/CLEANERS (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R138 486 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Centurion Ref. No: JI 128/2025 Northern Management Region (Centurion) Ref No: JI 129/2025 Central Management Region (Bloemfontein) Ref No: JI 130/2025 KwaZulu-Natal Management Region (Durban) Ref No: JI 131/2025 Eastern Cape Region (East London) Ref No: JI 132/2025 Western Cape Region (Cape Town) Ref No: JI 133/2025
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 10 or ABET (NQF level1-4) relevant work experience. Ability to use machinery (vacuum, urn etc.) Ability to read and write. Communication and listening skills planning, organising and people skills.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for cleaning offices and create an orderly working environment Cleaning GG vehicles and safekeeping of equipment ordering cleaning material Ad-hoc tasks as delegated by the supervisor a driver's license will be an added advantage
<b><u>ENQUIRIES</u></b>	:	Ms P. Lufuwana, Ms S Suliman Tel No: (021) 421 1012
<b><u>APPLICATIONS</u></b>	:	Applicants to be submitted through following links or hand delivered to the mentioned addresses: <b>Centurion:</b> <a href="https://forms.gle/KX69MTRwhmEK2dfG7">https://forms.gle/KX69MTRwhmEK2dfG7</a> or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 <b>Northern Management Region (Centurion):</b> <a href="https://forms.gle/4iBGUrhym3XRfMV7">https://forms.gle/4iBGUrhym3XRfMV7</a> or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046. <b>Central Management Region (Bloemfontein):</b> <a href="https://forms.gle/n9vMVXkEbhpErsY7">https://forms.gle/n9vMVXkEbhpErsY7</a> or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300 <b>KwaZulu-Natal Management Region (Durban):</b> <a href="https://forms.gle/vjahfBsw21g3arrS6">https://forms.gle/vjahfBsw21g3arrS6</a> or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001 <b>Eastern Cape Region (East London):</b> <a href="https://forms.gle/PjQmyScAapT5TtJk6">https://forms.gle/PjQmyScAapT5TtJk6</a> or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200 <b>Western Cape Region (Cape Town):</b> <a href="https://forms.gle/JtCsGcYRrCZywor1A">https://forms.gle/JtCsGcYRrCZywor1A</a> or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
<b><u>POST 28/60</u></b>	:	<b><u>INDEPENDENT CORRECTIONAL CENTRE VISITOR (X14 POSTS)</u></b> (36-month contract appointment)
<b><u>SALARY</u></b>	:	R85 620 per annum (3/8th, Level 05), plus 37% in lieu of benefits.
<b><u>CENTRE</u></b>	:	<b>Kwa-Zulu Natal Management Region:</b> Durban Medium A Correctional Centre Ref No: JI 134/2025 Durban Medium C Correctional Centre Ref No: JI 135/2025 Regional Office Ref No: JI 136/2025 Pietermaritzburg (Med A) Correctional Centre Ref No: JI 137/2025 Ixopo Correctional Centre Ref No: JI 138/2025 Utrecht Correctional Centre Ref No: JI 139/2025 Nkandla Correctional Centre Ref No: JI 140/2025 Matatiele Correctional Centre Ref No: JI 141/2025 <b>Central Management Region:</b> Ladybrand Correctional Centre Ref No: JI 142/2025 <b>Eastern Cape Management Region:</b> Middleburg Correctional Centre Ref No: JI 143/2025