

**DUTIES** : 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.

**ENQUIRIES** : Mr W Ndamase Tel No: (043) 702 702 7000/7133

**APPLICATIONS** : 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>

**POST 06/53** : **TELECOM OPERATOR (X2 POSTS)**

**SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Office: Paarl Ref No: 10/2026/WCX (X1 Post)  
Master of The High Court: Grahamstown Ref No: 53/26EC (X1 Post)

**REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Interpersonal skills; Good telephone etiquette; Numerical skills; Ability to operate technical equipment; Loyalty and high levels of integrity; Ability to work under pressure; Conflict management skills.

**DUTIES** : Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.

**ENQUIRIES** : Western Cape: Ms W Nguyuza Tel No: (021) 462 5471  
Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131

**APPLICATIONS** : **Western Cape:** Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu> For Attention: Ms P Paraffin  
**Eastern Cape:** 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>

**POST 06/54** : **SECURITY OFFICER REF NO: 11/2026/WC**

**SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate Office, Goodwood

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr A Knowles Tel No: (021) 462 5471

**APPLICATIONS** : Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>

**FOR ATTENTION** : Ms P Paraffin