



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG
Private Bag X6, Johannesburg, 2000 • 16th Floor Carlton Centre,
Commissioner Street, JOHANNESBURG
Tel (011) 331 0440, Fax (011) 331 1062

Sub-Office File 2/1/5

28 July 2008

REFERENCE: 08/207/GP

POST: COURT INTERPRETER (1 POST)

CENTRE: MAGISTRATE VANDERBIJLPARK

SALARY: R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Tertiary qualification will be an advantage;
- Applicants will be subjected to a Language test;
- A valid drivers' license will be an added advantage.

Language requirements: A combination of the following languages: English, Afrikaans, Sepedi, Tshivhenda, IsiZulu, IsiXhosa, Isindebele, IsiSwati, Sitsonga, Sesotho and Setswana.

Skills and Competencies:

- Computer literacy (MS Office);
- Good communication(written and verbal);
- Administration and organizational skills;
- Ability to maintain interpersonal relations;
- Accuracy and attention to detail.

DUTIES:

- Interpret in Criminal Court, Civil Court, quasi-judicial proceedings;
- Interpret during consultation;
- Translate legal documents and exhibits;
- Record cases in criminal record book;
- Draw case records on request of the Magistrate and Prosecutors;

- Make arrangements for foreign language interpreters in consultation with the prosecution.

ENQUIRIES: Mr. G Mabaso ☎ (016) 933 4351

APPLICATIONS: **If applying for more than one post, please list in order of preference.**

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X06, Johannesburg, 2000

CLOSING DATE: **25 August 2008**

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this

DIRECTOR: HUMAN RESOURCES