



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE: LIMPOPO

Private Bag X 9526, POLOKWANE, 0700 - 92 Bokstreet, POLOKWANE, 0699.
Tel no 015-2872097/2975524/30/31/32, Fax no 015-2872163

Sub-Office File 2/1/5

30 June 2008

VACANCY CIRCULAR LETTER

REFERENCE: 29/08/LMP

POST: COURT INTERPRETER

CENTRE: MAGISTRATE POLOKWANE

SALARY: R68 995 - 80 058 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:

- English, Afrikaans, N.Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona would be an added advantage;

Skills and Competencies:

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

DUTIES:

- Interpret in Criminal Court, Civil Court, Labour 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;
- Keep Court records up to date;
- Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.

PLEASE NOTE: Preference will be given to Males and applicants with disabilities

ENQUIRIES: Mr Nxumalo LT ☎ 015 287 2080

APPLICATIONS: Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Head, Department of Justice & Constitutional

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND
CONSTITUTIONAL DEVELOPMENT**

Development, Private Bag x9526, Polokwane 0700 **OR Physical address:** Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE: 21 July 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 (where applicable). **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 the closing date of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. No e-mailed, late or faxed applications will be accepted.

**DEPUTY DIRECTOR: HUMAN RESOURCE
REGIONAL OFFICE: LIMPOPO**