



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 11249, 24 BROWN STREET, NEDBANK CENTRE, NELSPRUIT, 1200
Tel (013) 753 9323, Fax (013) 752 2666

Sub – Office file 2/1/5

04 January 2008

Vacancies
(Head Office File 6/4/2/1)

REFERENCE: 08/02/MP

POST	COURT INTERPRETER
CENTRE	MAGISTRATE, NELSPRUIT.
SALARY	R68 995 – R80 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 licence will be an added advantage: Language requirements: English, Afrikaans, Sepedi, Ndebele; Fluency in Zulu and Tsonga, 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.
ENQUIRIES	MR TR MNISI ☎ 013 753 9323
APPLICATIONS	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249 , Nelspruit , 1200. OR Physical address: Reception Area, Mpumalanga Regional Office; 24 Brown Street, Nedbank Centre, Fourth Floor.
CLOSING DATE	21 January 2008

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

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.

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.

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.

DIRECTOR: HUMAN RESOURCE.

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