



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

08 April 2008

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

REFERENCE: 08/38/MP

POST: RE-ADVERTISEMENT: PRINCIPAL COURT INTERPRETER
(3 posts)

CENTRES: MAGISTRATE OFFICES: EVANDER, MIDDELBURG AND NSIKAZI.

SALARY: R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Relevant tertiary qualification;
- Ten years experience in Court Interpreting;
- A valid drivers license;

Language requirements:- English, Afrikaans, Siswati, Zulu and North Sotho. Fluency in Tsonga, Venda, Shona and Swahili would be an added advantage.

Skills and Competencies:

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

DUTIES:

- Supervising Court Interpreters; Interpret in high profile cases;
- Manage Performance of Court Interpreters; Train and develop Court Interpreters; Attend to personnel administrative matters; Checking registers; Co-ordinate and compile statistics; Making for foreign language interpreters.

ENQUIRIES: Ms T H S SHABANGU ☎ 013 753 9320

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

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X11249, Nelspruit, 1200
OR
Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.

CLOSING DATE: 25 April 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 and identity document. **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.

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 these positions.

DIRECTOR: HUMAN RESOURCES