



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST: COURT INTERPRETER

CENTRE: MAGISTRATE'S OFFICE: UPINGTON

REF: NC/20/08

SALARY: R68 955 – 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' license will be an added advantage.

Language requirements:

- Xhosa, English, Afrikaans, Tswana, Sotho, Zulu.

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, 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;
- Ensure that subordinate conclude performance agreements, review performance and provide feedback to court interpreters;
- Ensure that subordinates perform their duties in accordance with their performance agreements;
- Control and supervise court interpreters in small offices;
- Make arrangements for foreign language interpreters in consultation with the prosecution.

ENQUIRIES: Ms C Cader ☎ (053) 839 0031.

APPLICATIONS: If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X6106, Kimberley, 8300.

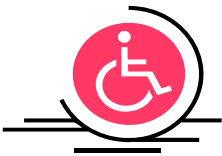
CLOSING DATE: 25 March 2008

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 position.



People with disabilities are encouraged to apply.