



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

**POST: SENIOR COURT INTERPRETERS (SALARY LEVEL 7)
RE-ADVERTISEMENT**

CENTRE: MAGISTRATE'S OFFICES

Kimberley (3)
Upington (1)

Ref: NC/43/08
Ref: NC/44/08

Springbok (1)
Kimberley High Crt (1)

Ref: NC/45/08
Ref: NC/91/08

SALARY: R 117 501.00 – R 136 419.00 per annum. The successful candidate will be required to sign a performance agreement.

Requirements:

- Grade 12 or equivalent qualifications;
- Tertiary qualification will be advantageous;
- Three to five years experience in court interpreting;
- Applicants will be subjected to a language test;
- A valid drivers licence will be an added advantage

Language proficiency:

- Xhosa, English, Afrikaans and Tswana are compulsory.
- Sotho, Sepedi, Tshonga and isiZulu will be an added advantage

Skills and competencies:

- Good communication skills (verbal and written);
- Computer literacy (MS Word and Excel)
- Ability to work under pressure;
- Administrative and organizational skills;
- Sound interpersonal relations;
- Accuracy and attention to detail.

DUTIES:

- Control and supervise Court Interpreters;
- Interpret in special cases when necessary;
- Attend to personnel administration aspects;
- Translate legal documents and exhibits;
- Draw case records on request of the Magistrate and Prosecutors;
- Make arrangements for foreign language interpreters in consultation with the prosecution.

ENQUIRIES: Mr. J. Tope ☎ (053) 839 0060

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: 17 SEPTEMBER 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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE