

SENIOR COURT INTERPRETER
HIGH COURT KIMBERLEY (2 POSTS) Ref No: NC/91/08
KIMBERLEY MAGISTRATES COURT (3 POSTS) Ref No: NC/43/08
UPINGTON MAGISTRATES COURT (2 POSTS) Ref No: NC/44/08
SPRINGBOK MAGISTRATES COURT (1 POST) Ref No: NC/45/08

Salary : R 106 335 – R 123 456 per annum. The successful candidate will be required to sign a performance agreement.

Requirements : • Grade 12 or equivalent qualification; A Tertiary qualification will be an added advantage; Five (5) years experience in court interpreting; Applicants will be subjected to a language test; A valid driver's licence will be an added advantage.

Language Requirements:

- English, Afrikaans, Xhosa and Tswana.
- Venda, Sotho and Zulu will be an added advantage.

Skills and Competencies:

- Computer Literacy (MS Office) ▪ Effective communication (verbal and written) ▪ 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 subordinates conclude performance agreements, review performance and provide feedback to Court Interpreters; ▪ Ensure that subordinates perform their duties in accordance with performance agreements; ▪ Control and supervise Interpreters in small offices ▪ Make arrangements for foreign language interpreters in consultation with the prosecution.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objective of section 195(1)(i) of the Constitution of South Africa 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 will be required to undergo security clearance.

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za and should be accompanied by certified copies of qualifications, identity document and driver's licence as well as a detailed CV. A SAQA evaluation report must accompany foreign qualifications.

APPLICANTS MUST INDICATE THE REFERENCE NUMBER AND CENTRE OF THE POST FOR WHICH THEY ARE APPLYING. SEPARATE APPLICATIONS MUST BE SUBMITTED WHEN APPLYING FOR MORE THAN 1 POST. APPLICATIONS THAT DO NOT COMPLY WITH THE ABOVEMENTIONED REQUIREMENTS WILL AUTOMATICALLY BE DISQUALIFIED.

Correspondence will be limited to short-listed candidates only. If you don't receive any correspondence from this office within 3 months of this advertisement, please accept that your application has been unsuccessful. The Department reserves the right not to fill these positions.

Quoting the relevant reference number, direct your applications to: The Regional Head, Private Bag X6106, and Kimberley 8301. Applications can also be hand delivered to the New Public Building (Magistrates Court), 7th Floor, Kimberley. Enquiries may be directed to Mr J Tope at (053) 8390000.