



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X2033, MMABATHO, 2735 – Tirelo Building, Dr. Albert Luthuli Drive, MMABATHO.
Tel: (018) 389 8302, Fax: (018) 384 2406

Sub-Office File 2/1/5

07 February 2008

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

REFERENCE: 08/VA22/NW

POST: COURT INTERPRETER

CENTRE: ODI MAGISTRATE COURT

SALARY: R68 995 – R80 058 per annum. The successful candidate will be required to sign a performance agreement.

Requirements:

- Grade 12 or equivalent qualifications;
- Tertiary qualification will be an advantage;
- Applicants will be subjected to a language test;
- A valid drivers licence will be an added advantage

Language proficiency:

- Setswana, Afrikaans, English, Zulu, Sepedi and Tsonga.

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:

- Interpret in criminal court, civil court, labour court and quasi 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;
- Make arrangements for foreign language interpreters in consultation with the

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

prosecution.

ENQUIRIES: Mr. M L Moetanalo at ☎ (018) 389 8362.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at Tirelo Building, Dr. Albert Luthuli Drive, Mmabatho .

CLOSING DATE: **25 February 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.

DIRECTOR: HUMAN RESOURCES MANAGEMENT

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