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Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Principal Court Interpreter (14)

Salary: R132 054 – R153 312 *per annum*

Magistrate Offices: Atlantis (1), Bellville (1), Cape Town (1), George (1), Khayelitsha (1), Kuilsriver (1), Malmesbury (1), Mossel Bay (1), Oudtshoorn (1), Paarl (1), Worcester (1), Wynberg (2) and High Court, Cape Town (1)

Requirements • Senior certificate • Language ability of Xhosa, English and Afrikaans.
• Excellent writing and verbal communication skills, administration and organisation skills, At least 5 years relevant experience, A valid driver's licence.

The following will be regarded as a strong advantage:

- Diploma and degree in Legal Interpreting and Translation
- Language ability in any of the other official languages

Duties • Control and supervise Court Interpreters in the office • Execute any duty assigned by the Area Court Manager within the Cluster • Train and develop Court Interpreters • Attend to personnel administrative aspects pertaining to Interpreters • Monitoring attendance register to ensure punctuality • Do interpretation in complicated and complex criminal / civil matter sessions when necessary • Ensure that subordinates conclude performance agreements; review their performance and provide feedback to them • Ensure that subordinates perform their duties in compliance with their performance agreements • Ensure that Interpreters keep interpreting registers up to date and compile statistics for submission • Arrange for "Foreign Language" interpreting • Do the allocation of Interpreters to each court in accordance with their competencies and experience while keeping record of all such allocations.

Enquiries: Mr N Luddy Tel. (021) 462 5471.

The Department of Justice is an equal opportunity employer.

In the filling of the posts the objective of Section 195(1)(i) of the Constitution of South Africa, 1996 (Act 108 of 1996) and the staffing policy of the Department of Justice will be taken into consideration.

Applications must be submitted on form Z83 and should be accompanied by certified copies of all qualifications, identity document and a detailed CV. A separate application for each post is required.

Please forward your application to the Regional Head, Department of Justice and Constitutional Development, Private Bag X 9171, Cape Town 8000.

OR

Physical address: Eleventh floor Plein Park Building, Plein Street, Cape Town.

For Attention: Mr N Luddy

NOTE: If no response to your application is received within three (3) months after the closing date of this advertisement, please regard your application as being unsuccessful.

The Department reserves the right to fill any vacancies or not.

Closing date: 20 June 2008