



**REPUBLIC OF SOUTH AFRICA  
OFFICE OF THE CHIEF JUSTICE**

---

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 3 September 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person are required to capacitate the Office:

**REFERENCE** : 2015/10/EC

**POST** : PRINCIPAL COURT INTERPRETER

**CENTRE** : EASTERN CAPE HIGH COURT: MTHATHA

**SALARY** : R 227 802 –R 268 338 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- NQF level 4/Grade 12 and a National Diploma in Legal Interpreting (NQF Level 6)
- Five years of practical experience as a Court Interpreter
- Proficiently in two or more indigenous languages and English
- Candidates will be required to undergo oral and written languages proficiency testing
- A valid driver's license
- **LANGUAGE PROFICIENCY**; English and isiXhosa
- Knowledge of other languages will be an added advantage

**KEY RESPONSIBILITY AREAS:**

- To render supervisory services in the legal interpreting and language environment.
- Provide mentoring and coaching to junior/ senior court interpreters.
- Manage performance of court interpreters (PMDS).
- Leave management for language services at the high court.
- Render interpreting in complex and high profile cases, special cases, pre trial conferences, disciplinary hearings and consultations.
- Translate legal documents and exhibits
- Develop related language glossary.
- Attend to personnel administration aspects of court interpreters.
- Assist with the reconstruction of courts and records and when it is necessary,
- Provide foreign language and casual interpreters and in line with PFMA

**SKILLS AND COMPETENCIES:**

- Good communications skills(verbal and written)

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

**ENQUIRIES:** Ms Dibuseng Mongoato ☎ (043) 702 7108

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:

The Provincial Head, Private Bag X9065, East London, 5200 **Or Physical Address:** Office Of The Chief Justice Service Centre, No. 3 Phillip Frame Road, Chiselhurst, East London

**CLOSING DATE:** **20 February 2015**

**NOTE:** In the filling of the advertised posts, the objectives of the Constitution of South Africa 1996, and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa , 1996 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resource policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

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 these positions.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

People with disabilities are encouraged to apply.

**HEAD: INTERGRATED HUMAN RESOURCES**