



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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 23 August 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 : 2016/97/OCJ

POST : SENIOR COURT INTERPRETER (8 POSTS)

CENTRE : WESTERN CAPE HIGH COUR: CAPE TOWN

LEVEL : 7

SALARY : R 196 278.00 –R 231 210.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12/ NQF Level 4;
- Diploma: Legal Interpreting at NQF level 5 or equivalent qualification;
- Three (3) years practical experience as Court Interpreter;
- Proficiency in two or more indigenous languages and English;
- A valid driver's licence will be an added advantage;
- **NB: Shortlisted candidates will be required to undergo oral and written language proficiency testing.**

KEY RESPONSIBILITY AREAS:

- Render Interpreting Services;
- Assist with the reconstruction of Courts Records;
- Translate legal document and exhibits;
- Develop Terminology;
- Perform specific line and administrative support functions;
- Control and Supervision of Interpreters;

SKILLS AND COMPETENCIES:

- Planning and organizing;
- Confidentiality;
- Computer literacy (MS Office);
- Good communication skills (written and verbal);
- Interpersonal skills;
- Time management skills;
- Analytical Thinking;
- Ability to work under pressure;
- Confidentiality;
- Listening skills;

ENQUIRIES: Ms M Baker ☎ (021) 469 4000

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

The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X9020, CAPE TOWN, 8000 OR PHYSICAL ADDRESS: 35 Keerom Street, CAPE TOWN.

CLOSING DATE: 18 MARCH 2016

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 Resources policies of the Department will be taken into consideration. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo competency assessment test after the interview.

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.

We welcome applications from persons with disAbilities

