



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 : 2016/178/OCJ

POST : PRINCIPAL COURT INTERPRETER

CENTRE : NORTHERN CAPE HIGH COURT: KIMBERLEY

LEVEL : 8

SALARY : R 262 272.00 –R 308 943.00 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 5);
- Five(5) years practical experience in Court Interpreting with a minimum of two years supervisory experience;
- Proficiently in English and two or more indigenous languages;
- Candidates will be required to undergo oral and written languages proficiency testing
- A valid driver's licence


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 when it is necessary,
- Procure foreign language and Casual Interpreters in line with PFMA.

SKILLS AND COMPETENCIES:

- Good communications skills (verbal and written);
- Listening skills;
- Interpersonal skills;
- Time management;
- Planning and organizing;
- Confidentiality;
- Analytical thinking;
- Computer literacy (MS Word and Excel)
- Ability to work under pressure;
- Accuracy and attention to detail.

ENQUIRIES: Ms R Ruthven
 (053) 807 2733

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resources Management: High Court, The Office of the Chief Justice, Private Bag X5043, KIMBERLEY. Application can also be hand delivered to: Ms S Ruthven, High Court, Sol Plaatje Drive, Room B107, kimberley.

CLOSING DATE: **29 July 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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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

