



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 : 2015/213/OCJ

POST : COURT INTERPRETER

CENTRE : EASTERN CAPE HIGH COURT: BISHO

SALARY : R 132 399.00 –R 155 961.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- NQF level 4/Grade 12,
- Proficiency in two or more indigenous languages and English.
- 0-3 years practical Court Interpreting experience will be an added advantage.
- Candidates will be required to undergo oral and written language proficiency testing.
- **LANGUAGE REQUIREMENTS:** English and Isi Xhosa, knowledge of Afrikaans and Sesotho will be an added advantage.

KEY RESPONSIBILITY AREAS:

- Interpret in Criminal Court, Civil Court, quasi-judicial proceedings,
- Interpret during consultation;
- Ensure the smooth functioning of courts by being in court on time everytime;
- Translate legal documents and exhibits;

SKILLS AND COMPETENCIES:

- Communication skills;
- Customer service;
- Work ethic and motivation;
- Professional appearance and conduct;
- Listening skills;

- Interpersonal skills;
- Time management skills;
- Computer literacy;
- Analytical Thinking;
- Problem Solving;
- Planning and Organising;
- Confidentiality;
- Ability to work under pressure;
- Self management.

ENQUIRIES: Ms NP Biko ☎ 043 702 7142

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, CHISLEHURST, EAST LONDON.

CLOSING DATE: 4 DECEMBER 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 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

