



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 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 is required to capacitate the Office:

REFERENCE: 2015/154/LP/OCJ

POST: CLUSTER MANAGER: INTERPRETING

CENTRE: LIMPOPO HIGH COURT: POLOKWANE

SALARY RANGE: R 289 761.00 – R 350 025.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- NQF 4 FET qualification/ Grade 12 and National Diploma in Legal Interpreting at NQF 6 or equivalent qualification with 6 years' experience in interpreting of which 3 years at supervisory level
- Proficiency in at least two or more indigenous languages and English
- A valid driver's license.

SKILLS AND COMPETENCIES:

- Good communication skills (written and verbal).
- Listening skills
- Interpersonal skills
- Time Management
- Computer literacy (MS Office- with focus on Excel)
- Analytical thinking
- Problem Solving
- Planning and Organising
- Ability to work long hours under pressure and be self-motivated and;
- Attention to detail.

KEY RESPONSIBILITY AREAS:

- Manage the legal interpreting and language services stakeholder relation in the Provincial Service Centre of the Office of the Chief Justice.
- Develop the legal interpreting and language service business plan for the Provincial Service Centre of the Office of the Chief Justice.
- Manage both human and physical resources of legal interpreting and language services in the Provincial Service Centre of the Office of the Chief Justice.
- Manage special projects of legal interpreting and language services
- Coordinate the interpreting and language services activities in the Provincial Service Centre of the Office of the Chief Justice.
- Manage training and development of court interpreters
- Manage operational efficiency of the language service Provincial Service Centre of the Office of the Chief Justice.
- Manage compliance of the code of conduct

ENQUIRIES: Ms. Ndalamo Phadziri 📞 (015) 287 2038)

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X9526, POLOKWANE, 0700 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, No. 92 Bok Street, POLOKWANE, 0700


CLOSING DATE: **02 OCTOBER 2015**

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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.

We welcome applications from persons with disAbilities 

HEAD: INTERGRATED HUMAN RESOURCES