



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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** : 2016/278/OCJ

**POST** : SENIOR COURT INTERPRETER (5 POSTS)

**CENTRE** : WESTERN CAPE HIGH COURT: CAPE TOWN

**LEVEL** : 7

**SALARY** : R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Diploma: Legal Interpreting at NQF level 5 or equivalent qualification and three (3) years practical experience in Court Interpreting / Grade 12 or NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting;
- Proficiency in two or more indigenous languages and English;
- A valid driver's licence will serve as an added advantage;
- **NB: Shortlisted candidates will be required to undergo oral and written language proficiency test.**

**SKILLS AND COMPETENCIES:**

- Planning and organising;
- Confidentiality;
- Computer literacy (MS Office);
- Good communication skills (written and verbal);
- Interpersonal skills;
- Time management skills;
- Ability to work under pressure and solve problems;
- Analytical thinking; Listening skills.

## KEY RESPONSIBILITY AREAS:

- To render interpreting service;
- Translate legal documents and exhibits;
- Develop Terminology;
- Assist with the reconstruction of Court Records;
- Perform specific Line and Administrative Support Functions;
- Control and Supervision of interpreters;

**ENQUIRIES:** Ms L Adams ☎ (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. Applications can also be hand delivered to 35 Keerom Street, Cape Town.

**CLOSING DATE:** **30 SEPTEMBER 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**

