



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 are required to capacitate the Office:

REFERENCE : 2015/163/GP/OCJ

POST : RE-ADVERT: CONTRACT COURT INTERPRETER (1 POST)
(Candidates who previously applied need to re-apply as previous applications will not be considered)

CENTRE : GAUTENG HIGH COURT: JOHANNESBURG

SALARY : R132 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
- Three months practical Court Interpreting experience will be an added advantage;
- Candidates will be required to undergo oral and written language proficiency testing.
- English, Afrikaans, Isi Xhosa, IsiZulu, Sesotho, Setswana, North Sotho IsiNdebele, IsiSwati and TshiVenda

KEY RESPONSIBILITY AREAS:

- Interpret in Criminal Court, Civil Court, quasi-judicial proceedings,
- Interpret during consultation
- Translate legal documents and exhibits;
- Record cases in criminal record book;
- Assist with construction of Court Records;
- Draw case records on request of the Judges and prosecutors
- Make arrangements for foreign language interpreters in consultation with the prosecution

SKILLS AND COMPETENCIES:

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

ENQUIRIES: Ms Mnisi Sharon ☎ (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruis Street: Johannesburg.


CLOSING DATE: **09 October 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. 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 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT