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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 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:** 2015/81/EC/OCJ

**POST:** CLUSTER MANAGER: INTERPRETING

**CENTRE:** EASTERN CAPE HIGH COURT: GRAHAMSTOWN

**PACKAGE:** R 270 804 – R 327 126 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- NQF 4 FET qualification/ Grade 12 with 5 years' experience in interpreting OR
- A three-year relevant Degree/Diploma at NQF 6 or equivalent qualification with 3 years' experience in interpreting
- At least three years at supervisory level.
- Proficiency in at least two or more indigenous languages and English
- Knowledge of the new corporate identity guidelines for government;
- 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 cluster.

- Develop the legal interpreting and language service business plan for the cluster.
- Manage both human and physical resources
- Manage special projects
- Coordinate the interpreting and language services activities in the cluster
- Manage training and development of court interpreters
- Manage operational efficiency of the language service cluster.
- Manage compliance of the code of conduct
- Render translation- and editing services to the Department;
- Promote equitable use of all 11 languages;
- Ensure redress of the previously marginalized languages;
- Monitor language policy implementation and adherence.

**ENQUIRIES:** Ms Dibuseng Mongoato 📞 (043) 702 7108/9

**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:** 26 JUNE 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.

People with disability are encouraged to apply.

**HEAD: INTERGRATED HUMAN RESOURCES**