



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 persons are required to capacitate the Office:

REFERENCE: 2015/103/GP/GP

POST: COURT INTERPRETER (CONTRACT)

PERIOD: 31 MARCH 2016

CENTRE: GAUTENG HIGH COURT: JOHANNESBURG

SALARY: R123 738 – R 145 758 plus 37% 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 experience will be an added advantage and
- Candidates will be required to undergo oral and written language proficiency testing.

Language requirements:

- English, Afrikaans, Isiwati, Isindebele, Isi xhosa, IsiZulu, Sesotho, Setswana, North Sotho and Tshivenda. will serve as added advantage

Skills and Competencies:

- Communication skills,
- Listening skills,
- Interpersonal skills,
- Time management,
- Computer literacy,
- Analytical Thinking,
- Problem Solving,

- Planning and organizing,
- Confidentiality,
- Ability to work under pressure.

DUTIES:

- Interpret in Criminal Court,Civil Court,quasi-judicial proceedings,
- Interpret during consultation;
- Translate legal document and exhibits,
- Record cases in criminal record book.
- Assist with reconstruction of Court Records,
- Make case records on request of the Judges and prosecutors.
- Perform Specific line and Administrative support Functions,

ENQUIRIES: Ms Lutendo Netshitomboni 📞 (011) 335 0392

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 , Cnr. Prichard and Kruis Street: Johannesburg.

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