



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 : 2015/97/NC/OCJ

POST : SENIOR COURT INTERPRETER

CENTRE : NORTHERN CAPE HIGH COURT: KIMBERLEY

SALARY : R 183 438 –R 216 084 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 plus three (3) years Court Interpreting
- Qualification in Legal Interpreting will serve as an added advantage
- Must have a good knowledge of Sesotho and IsiZulu
- Knowledge of legislation which governs transparency and confidentiality in the Public Services (Act 2 of 2000) as amended.
- A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- To interpret in Court of Law (Civil and Criminal matters), confessions and commissions.
- Entering of criminal cases in the criminal record book/ register.
- Consecutive interpreting from source to target language during Court proceedings, consultation, quasi and judicial.
- Interpret non-verbal gesture, dramatization and confessions.
- Ensure that subordinates conclude performance agreements.
- Collect, monitor interpreting register, calculate and compile statistics.
- Making arrangements for foreign languages interpreters in consultation with the Prosecutor.
- To perform a variety of routine interpreting duties related to the core function of the Department.
- To attend to all other duties that can be assigned to him/ her from time to time and to assist with the necessary administrative duties.

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office);

- Excellent Communications skills;
- Listening skills;
- Interpersonal skills;
- Time management;
- Computer literacy;
- Analytic Thinking;
- Problem Solving;
- Planning and Organizing skills;
- Ability to work under pressure.
- Confidentiality;

ENQUIRIES: Ms S Ruthven 📞 (053) 807 2733

APPLICATIONS: Quoting the relevant reference number, direct your application to:

Deputy Director: Human Resources, Office of the Chief Justice, Private Bag X5043, KIMBERLEY, 8300 OR hand deliver to: High Court, Sol Plaatje Drive, Room B107, KIMBERLEY.

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 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 

HEAD: INTERGRATED HUMAN RESOURCES