



**REPUBLIC OF SOUTH AFRICA
OFFICE OF THE CHIEF JUSTICE**

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: 2015/66/WC

POST: SENIOR COURT INTERPRETER

CENTRE: WESTERN CAPE HIGH COURT, CAPE TOWN

PACKAGE: R 183 438 – R216 084 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- NQF level 4/Grade 12
- Two year Diploma in interpreting (NQF level 5).
- Three (3)years practical experience as a Court Interpreter.
- Candidates will be required to undergo oral and witten language proficiencytesting.
- Language requirements: Proficiency in English ,Afrikaans, and IsiXhosa
- Recommendations: Proficiency in other indigenous languages and drivers’s licence

SKILLS AND COMPETENCIES:

- Planning and organizing
- Confidentiality
- Good communication skills (oral and verbal)
- Interpersonal skills
- Time management skills
- Analytical Thinking
- Ability to work under pressure
- Confidentiality
- Listening skills
- Computer literacy (MS Office)

DUTIES:

- Render interpreting services
- Translate legal documents and exhibits

- Develop terminology
- Assist with the re-construction of Court Records
- Control and supervision of Interpreters
- Perform specific line and administrative support functions

ENQUIRIES: Ms M Baker ☎ 021-469 4000

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

The Provincial Head: Western Cape, Private Bag X9020, Cape Town, 8000 OR
Address: 35 Keerom Street, Cape Town, 8000


CLOSING DATE: **15 May 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.

We welcome applications from persons with disAbilities 

HEAD: INTERGRATED HUMAN RESOURCES MANAGMENT