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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 23 August 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 OCJ:

**POST** : PRINCIPAL COURT INTERPRETER (2 POSTS)

**CENTRE** : PIETERMARITZBURG HIGH COURT, REF NO: 2018/185/OCJ  
GAUTENG LOCAL DIVISION: JOHANNESBURG, REF NO: 2018/186/OCJ

**LEVEL** : 8

**SALARY** : R 299 709.00 – R 353 043 .00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A National Diploma: Legal Interpreting at NQF level 5 or any other equivalent relevant qualification and a minimum of 5 years practical experience in Court Interpreting, with a minimum two years supervisory experience or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting;
- Proficiency in English and two or more indigenous languages;
- A valid driver's license will be an added advantage.
- Knowledge of any foreign language or sign language will be an added advantage;
- Candidates will be required to undergo oral and written languages proficiency testing.

**SKILLS AND COMPETENCIES:**

- Excellent communication skills;
- Computer literacy;
- Good interpersonal relations;
- Ability to work under pressure and solve problems;
- Accuracy and attention to detail;
- Customer services;
- Planning and organizing skills;
- Confidentiality;
- Analytical thinking;
- Listening skills;
- Ability to work under pressure, Time management.

**KEY PERFORMANCE AREAS:**

- To render supervisory services in the legal interpreting and language environment.
- Provide mentoring and coaching to junior/ senior court interpreters.
- Manage performance of court interpreters (PMDS).
- Leave management for language services at the high court.
- Render interpreting in complex and high profile cases, special cases, pre trial conferences, disciplinary hearings and consultations.
- Translate legal documents and exhibits.



- Develop related language glossary.
- Attend to personnel administration aspects of court interpreters.
- Assist with the reconstruction of courts and records and when it is necessary, Procure foreign language and Casual Interpreters in line with PFMA.

**APPLICATIONS:** **KWAZULU-NATAL:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, **DURBAN**, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: **ENQUIRIES: Ms L Marrie (031) 372 3167.**

**GAUTENG:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. **ENQUIRIES: Ms T Mbalekwa (011) 335-0404.**

**CLOSING DATE:** 27 JULY 2018

**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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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.

**Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.**

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. The successful candidate/s will be subjected to pre-vetting (pre-screening). Successful candidates should note that in terms of Regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of State or be a director of a public or private company conducting business with an organ of State. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo competency assessment test after the interview. 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** 

