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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/s are required to capacitate the Office:

REFERENCE : 2019/645/OCJ

POST : SENIOR COURT INTERPRETER

CENTRE HIGH COURT WESTERN CAPE DIVISION: CAPE TOWN

LEVEL : 7

SALARY : R257 508.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A National Diploma in Legal Interpreting or equivalent relevant qualification in the field of languages
- A minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting.
- Proficiency in English and two or more indigenous languages.
- A valid driver's licence.
- Knowledge of any foreign Language will be an added advantage.
- Candidates will be required to undergo Oral and Written Language proficiency testing:

SKILLS AND COMPETENCIES

- Excellent communication skills (written and verbal).
- Computer literacy (MS Office), Good Interpersonal Relations.
- Ability to work under pressure and solve problems.
- Accuracy and attention to detail, Customer Services.
- Planning and Organising Skills. Confidentiality.
- Analytical thinking, listening skills.
- Time management and ability to work under pressure.



KEY PERFORMANCE AREAS

- Court proceeding.
- Interpreting during consultation.
- Translate legal documents and exhibits.
- Assist with reconstruction of Court records.
- Develop terminology, coin words, control and supervision of Interpreters
- Perform specific line and Administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES: Ms M Baker Tel No: (021) 469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Adress: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town.

CLOSING DATE: 22 November 2019

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.

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). Financial records will only



be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo a competency assessment 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.

We welcome applications from persons with disAbilities 

