



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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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	2021/04/OCJ
POST	PRINCIPAL COURT INTERPRETER
CENTRE	GAUTENG DIVISION: PRETORIA
LEVEL	8
SALARY	R316 791.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- A three (3) year National Diploma/Bachelor's Degree in Legal Interpreting or equivalent relevant qualification.
- A minimum of five (5) years' practical experience as a Court Interpreter with a minimum of years' supervisory experience.
- A valid driver's licence.
- Proficiency in English and/or two or more indigenous languages.

SKILLS AND COMPETENCIES:

- Excellent communication skills.
- Listening skills.
- Interpersonal skills.
- Time management skills.
- Computer literacy.
- Analytical thinking.
- Problem solving skills.
- Planning and organising.
- Confidentiality.



- Ability to work under pressure and art of interpreting.

KEY PERFORMANCE AREAS

- Render interpreting services in complex and high profile cases, special cases, pre-trial conferences, disciplinary hearings and consultations, translate legal documents and exhibits.
- Develop terminology.
- Procure foreign language interpreters and casual interpreters in line with PFMA. Control, supervise and attend to personnel administrative aspects of interpreters.
- Render supervisory services in the Legal Interpreting and Language environment.
- Provide mentoring and coaching to Junior/Senior Court interpreters.
- Manage performance of court interpreters, leave management for language services at the high court and develop related language glossary.

ENQUIRIES: **Ms T Mbalekwa Tel No: (011) 335 0404**

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

CLOSING DATE: **05 FEBRUARY 2021**

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 

