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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:**

<b>REFERENCE</b>	<b>2021/162/OCJ</b>
<b>POST</b>	<b>SENIOR COURT INTERPRETER</b>
<b>CENTRE</b>	<b>NORTHERN CAPE HIGH COURT, KIMBERLEY</b>
<b>LEVEL</b>	<b>7</b>
<b>SALARY</b>	R 257 508.00 per annum. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- Grade twelve (12) plus a National Diploma in Legal Interpreting or equivalent relevant qualification on NQF Level 6.
- Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting.
- Proficiency in English and two or more indigenous- languages (Afrikaans, Isizulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa)..
- Knowledge of any foreign Language will be an added advantage
- A valid driver's licence 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 Word) and research capabilities.
- 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.
- Ability to work independently, to be meticulous, to think logically and to practice good time management.

**KEY PERFORMANCE AREAS:**

- Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings.
- Rendering interpreting services during consultations.
- Translate legal documents and exhibits.
- Assist with reconstruction of court records.
- Develop terminology and coin words.
- Control and supervision of Interpreters.
- Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

**ENQUIRIES:**                    **Ms S Ruthven Tel No: (053) 807 2733**

**APPLICATIONS:**            Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.

**CLOSING DATE:**            **30 JULY 2021**

**NOTE:**                            Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.

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 the new form Z83, obtainable from any Public Service Department. ([www.dpsa.gov.za-vacancies/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://www.judiciary.org.za)). The completed and signed form should be accompanied by a recently updated CV, as well as copies of all qualification/s and ID document. Such copies **need**



**not** to be certified when applying for a post. 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** 

