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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>2021/170/OCJ</b>
<b>POST</b>	<b>PRINCIPAL COURT INTERPRETER</b>
<b>CENTRE</b>	<b>HIGH COURT THOHOYANDOU</b>
<b>LEVEL</b>	<b>8</b>
<b>SALARY</b>	R 316 791.00 per annum. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- Matric plus 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 minimum of (2) years' supervisory experience.
- A valid driver's licence.

#### **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.
- **Languages Proficiency:** English, Tshivenda, Xitsonga, Sepedi. Knowledge of Shona, Isi- Zulu, and Setswana will be added advantage.

**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. RF Mathobela/ Ms. EM Ramaphakela Tel No: (015) 495 1758/ 1744**

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

**CLOSING DATE:** **16 AUGUST 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 be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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** 

