

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The DOJ&CD 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 No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement*

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.
- CLOSING DATE** : 07 May 2018
- NOTE** : Interested applicants may visit the following website: [www.justice.gov.za](http://www.justice.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Correspondence will be limited to short-listed candidates only. 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. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

- POST 16/08** : **ADMINISTRATIVE OFFICERS (3 POSTS)**
- SALARY** : R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Ref No: 04/18/NC Magistrate Office Olifantshoek  
Ref No: 05/18/NC Magistrate Office Garies  
Ref No: 06/18/NC Magistrate Office Williston
- REQUIREMENTS** : A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Three (3) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; A valid driver's license will be an added advantage. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure;
- DUTIES** : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
- ENQUIRIES** : Mr J. Tope ☎ (053) 8021300
- NOTE** : Separate application must be made quoting the relevant reference number

<b><u>POST 16/09</u></b>	:	<b><u>SENIOR COURT INTERPRETERS (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Ref No: 07/18/NC; Magistrate Office Kimberley (3 Posts) Ref No: 08/18/NC; Magistrate Office De Aar (1 Post)
<b><u>REQUIREMENTS</u></b>	:	NQF Level 4/Grade 12; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Three (3) years' practical experience as a Court Interpreter; Knowledge of Policies, prescripts, legislation, court proceedings and cultural diversity; Drivers' license will be an added advantage. Language Requirements: isiXhosa, Tswana, English, and Afrikaans are compulsory. Sotho, Sepedi, XiTsonga, Tshivenda and isiZulu will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	To interpret in Court of Law (Civil and Criminal matters), confessions and commissions; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts, disciplinary hearings and Conciliation and Arbitration; Interpret in re-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance and give feedback to Court Interpreter; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department; To attend to all other duties that can be assigned to him / her from time to time and to assist with the necessary Administrative duties.
<b><u>ENQUIRIES</u></b>	:	Mr R Muller ☎ (053) 802 1300
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number. Applicants will be subjected to a Language test