

## 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.*

- APPLICATIONS** : Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.
- CLOSING DATE** : 26 November 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. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. 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 POST

- POST 45/19** : **SENIOR COURT INTERPRETER**
- SALARY** : R242 475 – R285 630 per annum
- CENTRE** : Magistrate's Office, Frankfort
- REQUIREMENTS** : NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5, Proficiency in English; Proficiency in two or more indigenous languages; Three (3) years practical experience; Valid (motor vehicle) Driver's license will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management; Confidentiality and ability to work under pressure; Language Proficiency: Frankfort: Sesotho, IsiXhosa, IsiZulu, English and Afrikaans.
- DUTIES** : Key Performance Areas: To interpret in court of Law Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-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 feed back to Court Interpreters; 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.
- ENQUIRIES** : Ms NM Dywili @ 051 407 1800
- NOTE** : The successful candidate will be required to sign a performance agreement.