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.

CLOSING DATE: 07 MARCH 2016

NOTE: Interested applicants may visit the following website: www.justice.gov.za or 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. A Z83 form & CV must be accompanied by original certified copies of qualifications and 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 exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. A valid driver’s licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. 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.

MANAGEMENT ECHELON

POST 07/70: SOLICITOR GENERAL REF NO: 16/26/CLO
5 Years renewable contract

Job Purpose: To oversee and coordinate the establishment of a single Unit: State Legal Services to represent government and organs of state in courts of law; Determine the legal position that government will take in the Constitutional/Supreme Court and to provide legal advice.

SALARY: R1 267 806 – R1 428 186 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: An undergraduate legal qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA in Business Administration and/or Public Administration; At least 8 - 10 years experience at a senior managerial level; 10 years experience, inter alia, practicing as a lawyer, commercial/corporate lawyer, drafting, opinion writing and subordinate legislation; Admittance as an Attorney/Advocate in any division of the High Court of South Africa or previously admitted as an Attorney and practiced as such; Knowledge of, inter alia, interpretation of statues, administrative law, constitutional law; Public Service experience would be an advantage; A valid driver’s licence; Skills and Competencies: Planning and Organizational skills; Strategic, capability and leadership skills; Communication (written and verbal ) skills; Computer literacy (MS Office); Research, statistical and negotiation skills; Project management skills; Financial management; Change management.

DUTIES: Key Performance Areas: Develop and table to the Minister the litigation policy framework for the implementation across all spheres of government; Provide and implement the litigation strategy across all spheres of government; Direct, oversee and report on litigation for and on behalf of government; Direct and oversee and coordinate the provision of mediation services; Drive down the astronomical costs of litigation for government; Drive the transformation agenda through the management of briefs and
instructions to the legal profession; oversee and facilitate the provision of cooperative inter-governmental relations of legal and constitutional matters; Direct, oversee and quality assure the provision of state legal advisory service to all organs of state; provide strategic leadership, management and corporate governance of the Unit; oversee and facilitate the provision of corporate management services.

ENQUIRIES: Ms N Jacobs (012) 315 1186
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE: Women and People with disabilities are encouraged to apply.

POST 07/71: DIRECTOR: NATIONAL OPERATIONS CENTRE REF NO: 16/27/COO

SALARY: R864 177 – R1 017 972 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: An undergraduate qualification (NQF level 7) in Statistics/Information Management or related fields as recognized by SAQA; At least 6 - 10 years' experience of which 5 years must be at middle/senior managerial level; Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations; A valid driver's licence. Skills and Competencies: Planning and Organizational skills; Strategic, capability and leadership skills; Communication (written and verbal ) skills; Computer literacy (MS Office); Research, statistical and negotiation skills; Project management skills; Financial management; Change management.

DUTIES: Key Performance Areas: Monitor and evaluate the performance of the Department and service points on a regular basis; Collate, process and analyse management information and statistics gathered from service points across the country; Compile and write specific and standard reports, using the information and statistics that has been gathered and processed from service points; Plan, implement and manage different projects to evaluate and measure the performance of the Department and develop the capacity and improve performance and service delivery; Produce various reports in support of policy decisions that will ensure equitable access to justice and lead to a redistribution of resources; Manage human and physical resources of the directorate to ensure that appropriate capacity and facilities are in place to meet the directorate’s strategies goals.

ENQUIRIES: Mr. MC Kekana (012) 357 8023
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE: Women and People with disabilities are encouraged to apply.

OTHER POSTS

POST 07/72: DEPUTY DIRECTOR: SYSTEMS MANAGER BUSINESS SYSTEMS SUPPORT MAINTENANCE REF NO: 16/38/ISM

Contract appointment ending September 2018

SALARY: R569 538 – R670 890 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: A National Diploma/Degree in Information Technology or equivalent qualification at NQF6; Three (3) years experience in an IT environment with focus on Business Application Maintenance, Functional Support and testing; A minimum of 1 year experience in SLA Management; The following will serve as an advantage:- Experience in Application Development and exposure to development of IT policies, procedures and processes, ITIL as well as IT auditing standards; Experience in Project Management, Change Management, End User Training and business applications deployment/implementation. Skills and Competencies: Communication (written and verbal) skills; Project Management and Management skills; Good
interpersonal relations; Creative and analytical; Ability to work independently and under pressure; Attention to detail and accuracy.

**DUTIES**

Key Performance Areas: Provide general functional and system support, specializing in business systems/subsystems; Quality assurance of developed systems/enhancement to systems; Ensure deployment/implementation of developed solutions; Manage the service level agreement.

**ENQUIRIES**

Ms E Zeekoei (012) 315 1436

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**NOTE**

People with disabilities are encouraged to apply.

**POST 07/73**

**ASSISTANT DIRECTOR: FRAUD AND CORRUPTION PREVENTION 2 POSTS REF NO: 16/39/COO**

**SALARY**

R289 761 - R341 313 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office, Pretoria

**REQUIREMENTS**

Bachelor's Degree/Public Administration/Management or equivalent qualification; 3 years experience in fraud and corruption prevention, including investigations and public service anti-fraud and anti-corruption policies and strategies; Knowledge of Departmental policies and legal framework; A valid driver’s licence. Skills and Competencies: Organizing and planning; Motivational skills; Communication skills (written and verbal); Interpersonal skills; Problem solving; Presentation/facilitation skills; Computer literacy (MS Office); Ability to work under pressure; Basic financial management skills; Project management skills.

**DUTIES**

Key Performance Areas: Facilitate the development and implementation of Fraud and Corruption Prevention Strategy/Plan in the Department; Review and evaluate anti-corruption capacity measures within the Department; Administer financial disclosures and provide advisory services on ethical issues; Monitor and evaluate integrity systems and processes; Manage resources (human, financial and assets) in compliance with PFMA and relevant regulatory framework.

**ENQUIRIES**

Ms. M. Modibane (012) 315 1668

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Postal address: The Human Resource, Department of Justice and Constitutional Development Private Bag X81, Pretoria, 0001. OR Application Box, First Floor, Reception, East Tower, Momentum Building, Pretoria, 0001.

**NOTE**

People with disabilities are encouraged to apply.

**POST 07/74**

**CLUSTER MANAGER: COURT INTERPRETING 5 POSTS REF NO: 29/16/WC**

**SALARY**

R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate Offices; Atlantis Cluster (also serving Vredendal Cluster) Bellville Cluster (also serving Somerset West Cluster), George Cluster (also serving Oudtshoorn Cluster), Khayelitsha Cluster (also serving Mitchells Plain Cluster) and Paarl Cluster (also serving Worcester Cluster)

**REQUIREMENTS**

NQF level 4/ Grade 12 and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Six years’ practical experience as a Court Interpreter with minimum three years supervisory experience; A valid driver’s licence. Skills and Competencies: Communication (verbal and written) skills; Listening skills; interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.

**DUTIES**

Key Performance Areas: Manage the legal interpreting, language services and stakeholder relations in the cluster; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services in the cluster; Manage special projects of legal interpreting and
language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.

ENQUIRIES: Mr J January Tel. (021) 462 5471
APPLICATIONS: Forward your application to: The Regional Head, Private Bag x 9171, Cape Town 8000 OR Physical address: Plein Park Building, Mezzanine floor, Plein Street, Cape Town.
FOR ATTENTION: Mr H Mzaca
POST 07/75: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 38/15EC
SALARY: R289 761 – R341 313 per annum, The successful candidate will be required to sign a performance agreement.
CENTRE: Regional Office, East London
REQUIREMENTS: 3 year National Diploma/Degree in Human Resources or relevant field; Three years supervisory experience; A valid driver’s licence; The following will serve as an added advantage: 6 years experience in Human Resources. Skills and Competencies: Basic project management skills; Computer literacy (MS Office, Intranet and Internet); Basic training skills; Communication skills;(verbal and written); Numerical skills; Interpersonal relations; Problem analysis and solving; Planning and organizing; Knowledge of PERSAL system.
DUTIES: Key Performance Areas: Manage and maintain performance management system of the Region and measure compliance; Provide, advise training and support to the Regional Office and sub-offices on the development of performance agreements; Facilitate, monitor and assess the implementation of the performance management system in the Region; Manage the implementation of policies and procedures related to the Human Resources PILLIR administration; Provide support and guidance to staff regarding policies, requirements and general pre-scripts; Monitor work-flow, apply and maintain discipline in the unit; Ensure that staff is adequately trained and developed to fulfill their functions; Assist with policy implementation and compliance; Submission of statistics; Submissions of monthly, quarterly, annual reports contributions.
ENQUIRIES: Mrs. Pretorius ☎ 043 702 7000
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200

NOTE: People with disabilities are encouraged to apply. A current certificate of good standing from relevant Law Society must accompany the application.
POST 07/77: ASSISTANT STATE ATTORNEY LP3-LP4 2 POSTS REF NO: 16/34/CLO

SALARY: R229 773 – R657 924. (Salary will be in accordance with OSD determination).

CENTRE: State Attorney: Pretoria

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa; A valid driver’s licence; Admission as Conveyance. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication (written and verbal) skills; Accuracy and attention to detail.

DUTIES: Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrate Court, Labour Court, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice/opinions and contracts; Draft and/or settle all types of arrangements on behalf of various clients; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide conveyance and notarial services.

ENQUIRIES: Ms. Khanyi Ngomani (012) 357 8661

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE: The successful candidate will be required to sign a performance agreement, People with disabilities are encouraged to apply. A current certificate of good standing from relevant Law Society must accompany the application.

POST 07/78: PROVISIONING ADMINISTRATION OFFICER: PERFORMANCE MANAGEMENT 02 POSTS REF NO: 16/37/CFO

SALARY: R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: An appropriate Bachelors Degree/National Diploma in Purchasing Management/Logistics or equivalent qualifications; At least 1 year experience in Court Management or Supplier Performance Management as well as the drafting of contracts or services level agreements; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and other relevant prescripts; Appropriate practical experience in legal administration; A valid driver’s licence. Skills and Competencies: Computer skills (MS Word, Excel); communication skills (written and verbal); Good organizing skills; Good planning and decision making skills; Conflict resolutions; Time management; Interpersonal relations; Ability to work under pressure and be self motivated.

DUTIES: Key Performance Areas: Assess and evaluate actual performance of contracted suppliers in conjunction with Project Managers; Assist with the drafting of Service Legal Agreements/Contracts in accordance with the approved Bid proposal and Terms of Reference (TOR); Assist with the monitoring of suppliers and ensure that they meet performance criteria, e.g. service levels and quality laid down in the contract; Provide assistance and support to Branches/Project Managers on contract and supplier performance related activities; Support visits to regions and contracted suppliers as and when required; Compare the awarded bid documents (terms, conditions, scope of provider during the bidding process; Meet with the service providers and project teams to review progress, discuss problems consider necessary changes; Perform general administrative duties.

ENQUIRIES: Ms E Zeekoei at (012) 315 1436

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.

POST 07/79: PROVISIONING ADMINISTRATION OFFICER: BIDS AND NEGOTIATION 2 POSTS REF NO: 16/36/CFO
SALARY: R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: An appropriate Degree in Commerce, Accounting/Economics or equivalent qualifications; At least 1 year experience in Supply Chain Management; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, PPPFA and other relevant prescripts; Knowledge of Supply Chain Management within the public sector. Skills and Competencies: Computer skills (MS Word, Excel); Communication skills (written and verbal); Good planning and organizing skills; Analytical skills; Presentation skills; Problem solving skills; Client orientation and customer focus skills; Strategic planning skills.

DUTIES: Key Performance Areas: Administer the bid process within the Department; Quality check the submission, recommendations and specifications/terms of reference presented to the Bid Adjudication Committee and evaluation committee; Render secretarial services to the Bid Adjudication Committee and Evaluation Committee; Update Bid register and communicate the outcome of the various decisions to the relevant stakeholders; Manage the sourcing of quotations for all goods and services in the National Office; Follow up and provide feedback with regards to the matters considered by the Bid Adjudication Committee to the internal clients.

ENQUIRIES: Ms E Zeekoei at (012) 315 1436

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001, OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply

POST 07/80: INTERNAL AUDITOR: COMPUTER AUDIT REF NO: 16/22/IA

SALARY: R243 747 – R287 121 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: A Bachelor’s Degree or National Diploma in Auditing, Information systems, computer science or any other related qualification; At least 1 year computer auditing experience; Experience in the use of CAATS and teammate software; The Certified Information System Auditor (CISA), Certified Internal Audit (CIA) or other professional designations will serve as an advantage; Knowledge of COBIT, ITIL, COSO and IT governance framework and must also be a member of the Information Systems Audit and Control Association (ISACA) and comply with the Standards of the Professional Practice of Internal Auditing or other professional standards. Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and Organizing; Programme & Project Management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

DUTIES: Key Performance Areas: Conduct computer audits in accordance with the approved audit methodology, ISACA and Institute of Internal Auditors (IIA) Standards; Execute and report on general and application control reviews on complex and high level audit assignments; Perform IT audits for the Internal Audit (IA) components which includes performing general control reviews that test and evaluate security administration, scheduling, IT planning, policies, procedures, production operations, maintenance, system infrastructure and networks; Formulate an audit program based on the outcome of the preliminary survey; Draft reports on the internal audit work; Monitor implementation and adherence to audit recommendations; Disseminate corporate governance awareness through various forums to all staff; Build relationships with external auditors and other assurance providers; Perform audits using CAATS and Systems Development Life Cycle audits; Identify opportunities and provide inputs through audit recommendations for improvement of organizational efficiencies and performance; Assist with IT risk assessments.

ENQUIRIES: Mr. C. Sibiya Tel (012) 315 1351

APPLICATIONS: Quoting the relevant reference number, direct your application: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address:
Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.

POST 07/81: SENIOR STATE ACCOUNTANT REF NO: 16/31/MAS

SALARY: R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Master of the High Court: Cape Town

REQUIREMENTS: 3 years Bachelor’s Degree/ National Diploma in Finance; 3 years relevant experience in Financial and Administration environment as well as creditors; Knowledge of Public Finance Management Act (PFMA), Treasury Act, Public Service Act and other legislative prescripts; Knowledge of Basic Accounting System (BAS) and Pastel Accounting software; Knowledge of Supply Chain Management (Facilities, Asset Management, Procurement and provisioning) prescripts. Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication (written and verbal) skills; Interpersonal relations; Problem solving skills; Ability to work under pressure; Report writing skills; Ability to interpret and apply policies; Analytical skills, accuracy and attention to detail; Planning and organization.

DUTIES: Key Performance Areas: Prepare financial statements and co-ordinate the budget reviews (monthly, quarterly and annually); Collect, consolidate annual budget inputs and draft operational procurement plan; Perform reconciliations between supplier statements and BAS payment report; Oversee expenditure trends in the office by maintaining expenditure commitment report and issue early warning reports; Follow up on outstanding cases and handle enquiries from suppliers; Liaise with Office Manager and the Master on all financial matters of the office and assist the branch during the audit process; Provide effective people management.

ENQUIRIES: Mr S. Maeko ☏ (012) 315 1996

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.

POST 07/82: SENIOR COURT INTERPRETER REF NO: 16/19/FS

SALARY: R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Office, Thaba Nchu

REQUIREMENTS: NQF level 4/Grade 12 National and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Three (3) years practical experience in court interpreting; A valid driver’s licence; Knowledge of legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competencies: Excellent communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality and ability to work under pressure and Art of interpreting; Language requirements: SeSotho, SeTswana, IsiXhosa, English and Afrikaans. Knowledge of isiZulu will be an added advantage.

DUTIES: Key Performance Areas: 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, pretrial, 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.

ENQUIRIES: Ms N Sithole (051) 407 1800

APPLICATIONS: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

POST 07/83: PRINCIPAL COURT INTERPRETER, REF NO: 113/14/NC

SALARY: R 243 747–R287 121 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Office Kimberley (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)

REQUIREMENTS: NQF level 4/Grade 12 and National Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Five (5) years practical experience in Court Interpreter with minimum of two years supervisory experiences; A valid driver’s licence. Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical Thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.

DUTIES: Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Quarterly and annual assessments of interpreters; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.

ENQUIRIES: Ms. C Mashibini (053) 8021300

APPLICATIONS: If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. 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, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

POST 07/84: SENIOR COURT INTERPRETERS 2 POSTS REF NR: 061/15/NC REF NO: 097/15/NC

SALARY: R196 278 – R231 210 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Kimberley Magistrates Office (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)

REQUIREMENTS: NQF level 4/Grade 12 National and National Diploma in Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English and two or more indigenous languages; Three (3) years practical experience in court interpreting; A valid driver’s licence; Knowledge of legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competencies: Excellent communication skills; Listening skills; Interpersonal skills; Time management; Computer Literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality and ability to work under pressure and Art of interpreting Language Requirements: isiXhosa, Tswana, 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.

DUTIES: Key Performance Areas: 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, pretrial, 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.

ENQUIRIES : Ms C Mashibini (053) 802 1300
APPLICATIONS : If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. 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, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

NOTE : Applicants will be subjected to a Language test