

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.

CLOSING DATE : 23 November 2015

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 & CV must be accompanied by original certified copies of qualifications and identity document. A driver's license must be attached if indicated as a requirement. 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, 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. 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. 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 44/22 : **CHIEF DIRECTOR: INTERNATIONAL RELATIONS REF NO: 15/348/CD**
This is a Re-advertisement candidates who previously applied are encouraged to re-apply as the post requirements have changed

SALARY : R1 042 500 – R1 246 449 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office; Pretoria

REQUIREMENTS : An LLB Degree or recognized 4 year legal qualification at NQF 7 level; A post graduate qualification in International/Law Relations will be an added advantage; 5 years experience at a senior managerial level and relevant work experience in the field of International Relations; Understanding of constitutional matters and international law will be an added advantage; Skills and Competencies: Communication skills (written and verbal); Financial Management; Technical expertise; Strategic leadership capability; Performance management; Analytical thinking, problem solving and decision making; Project management; Research and Development; People development and empowerment; Change management.

DUTIES : Key Performance Areas: Manage and coordinate liaison and cooperate with States, including Regional, Continental and International Organizations/agencies on justice, constitutional and legal affairs within international context; Manage and coordinate Africa Union (AU) and SADC matters regarding justice, human rights and other legal matters; Manage and coordinate Commonwealth matters pertaining to the administration of justice, human rights and other legal matters; Manage and facilitate interaction with other international bodies United Nations (UN); The Hague Conference, The International Institute on the Unification of Private Law (UNIDROIT); African, Asian Legal Consultative Organizations (AALCO) and related bodies on constitutional and legal affairs; Manage and coordinate negotiations on extradition and mutual legal assistance agreements on criminal, civil matters and other legal agreements with other States; Prepare documents, memoranda for the signed and

		ratification treaties/instruments on justice, human rights and other legal matters for Cabinet and Parliament; Manage and facilitate processing of maintenance request in terms of Reciprocal Enforcement of Maintenance Orders Act 80 of 1963;
<u>ENQUIRIES</u>	:	Ms. S. Cutshwa (012) 315 1481
<u>APPLICATIONS</u>	:	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 Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply
<u>POST 44/23</u>	:	<u>DIRECTOR: GLOBAL, CONTINENTAL AND REGIONAL MATTERS 02 POSTS</u> <u>REF NO: 15/347/CD</u> This is a re-advertisement candidates who previously applied are encouraged to re-apply as the post requirements have changed
<u>SALARY</u>	:	R864 177 – R1 107 972 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office; Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or recognized 4 year legal qualification (NQF 7); A post graduate qualification in International/Law Relations will be an added advantage; 6 years in the field of International Relations Development of which 5 years should be at middle/senior managerial level; Understanding of constitutional matters and international law will be an added advantage; Skills and Competencies: Communication skills (written and verbal); Financial Management; Technical expertise; Strategic leadership capability; Performance management; Analytical thinking, problem solving and decision making; Project management; Research and Development; People development and empowerment; Change management.
<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate with State, including Regional, Continental and International Organization/agencies on justice, constitutional and legal affairs within international context; Manage and coordinate Commonwealth matters pertaining to the administration of justice, human rights and other legal matters; Manage and facilitate interaction with other international bodies United Nations (UN); The Hague Conference, The International Institute on the Unification of Private Law (UNIDROIT); Africa and Asian Legal Consultative Organizations (AALCO) and related bodies on constitutional and legal affairs; Prepare documents, memoranda for the signed and ratification treaties/instruments on justice, human rights and other legal matters for Cabinet and Parliament; Manage and coordinate negotiations of bilateral and multilateral treaties on Constitutional and legal matters; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. S. Cutshwa (012) 315 1481
<u>APPLICATIONS</u>	:	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 Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply

OTHER POSTS

<u>POST 44/24</u>	:	<u>FAMILY ADVOCATE LP 8 2 POSTS</u>
<u>SALARY</u>	:	R698 286 – R983 454 per annum. (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Office of the Family Advocate; George and REF NO: 190/15/FA/WC REF NO: 191/15/FA/WC; Worcester
<u>REQUIREMENTS</u>	:	An LLB Degree or recognized four (4) year legal qualification; At least nine (9) years appropriate post qualification/litigation experience; Admitted as an Advocate; A valid driver's licence. Skills and Competencies: Good communication skills, both verbally and writing; Research, investigation, evaluation and report writing skills with attention to detail and Diversity, Dispute and Conflict Resolution Skills; Proven track record of previous managerial experience will be an added advantage.
<u>DUTIES</u>	:	Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Manage and ensure effective and efficient service delivery of the Family Advocate Office at the various service points within the respective Office; Conduct advance enquiries, training, mentoring and coaching of all Advocates in the Office; Deal with performance Management of Advocates in the respective office; Identification and implementation of Risk Management Plan; Compile qualitative

	reports to court with a recommendation on any matter concerning the legal situation of the children involved in a pending matter; Promoting integrity of statistics of the Family Advocate's Office; Promote access to Family Advocate Services.
<u>ENQUIRIES</u>	: Advocate J Gerber at Tel: (044) 802 4200, George and Advocate Britz (023) 3471238, Worcester
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice, Private Bag X9171, Cape Town, 8000 OR Physical Address: Mezzanine Floor, Plein Park Building, Plein Street, Cape Town
<u>FOR ATTENTION</u>	: Mr N Luddy
<u>POST 44/25</u>	: <u>FAMILY ADVOCATE LP7: 3 POSTS</u>
<u>SALARY</u>	: R592 806 – R638 616 per annum. (Salary will be in accordance with the OSD determination). The successful candidates will be required to sign a performance agreement
<u>CENTRE</u>	: REF NO: 15/105/FS 2 Office of the Family Advocate: Bloemfontein & Welkom REF NO: 194/15/FA/WC 1 George
<u>REQUIREMENTS</u>	: An LLB Degree or recognized four years Legal qualification. At least five (5) years appropriate post qualification/litigation experience. Admitted as an Advocate or Attorney of the High Court; The right of appearance in the High Court of South Africa; A Valid driver's licence. Skills and Competencies: Litigation. Advocacy; Legal research and drafting Dispute resolution and case flow Management.
<u>DUTIES</u>	: Key Performance Areas: Execute the mandate of the Office of the Family Advocate. Perform all functions and duties of the Senior Family Advocate in accordance with relevant legislation; Endorse Settlement Agreements or commenting thereon; Institute enquiries to ascertain the best interest of the minor child by means of ADRS procedures and evaluation. Attend to Hague matters when delegated to do so; attend to relevant Circuit Courts within the Free State Province.
<u>ENQUIRIES</u>	: Ms. NM Dywili ☎ (051) 407 1800.
<u>APPLICATIONS</u>	: Advocate J Gerber at Tel: (044) 802 4200 BLOEMFONTEIN: Please direct your application to: The Regional Head, Private BagX20578, Bloemfontein, 9300, or hands deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301. CAPE TOWN: Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice, Private Bag X9171, Cape Town, 8000 OR Physical Address: Mezzanine Floor, Plein Park Building, Plein Street, Cape Town
<u>NOTE</u>	: Separate application must be made quoting the relevant reference number
<u>POST 44/26</u>	: <u>DEPUTY DIRECTOR: LAN SPECIALIST REF NO: 15/342/ISM</u> (Contract Appointment ending 30 September 2018)
<u>SALARY</u>	: R569 538 – R670 890 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: National Office, Pretoria
<u>REQUIREMENTS</u>	: National Diploma/Degree in Information Systems/Technology/Computer science or equivalent qualification at NQF6; Minimum three years relevant LAN and WAN networking experience (Network Optimization tools, VLANs, DHCP, Routing Protocols, IRF, Spanning Tree, Multiple Spanning Tree, IP Address Management/Subnet Masking); Experience in configuring and deploying switches, routers, wireless access points and controllers, network management tools i.e. HP IMC, network performance/optimization tools i.e. Riverbed; Knowledge of IP Telephony, Audio-Visual/ Video Conferencing solutions; Networking Certifications will be an added advantage. (i.e. HP, Juniper, Cisco, etc.) Skills and Competencies: Network operations at all layers; Good communication (written and verbal) skills; Good interpersonal relations; Ability to work independently and under pressure; Vendor/ Supplier contract and service level management skills.
<u>DUTIES</u>	: Key Performance Areas: Responsible for the LAN strategy, plan and implementation; Consult with business, IT and industry to develop technical requirements and technical specifications; Conduct PoCs (Proof of Concepts) where necessary of identified solutions with a clearly articulated success criteria; Manage all project related issues, incidents, operational and project related IMACDs, risks and changes related to LAN solutions.
<u>ENQUIRIES</u>	: Ms S. Bezuidenhout ☎ Tel: (012) 315-1090
<u>APPLICATIONS</u>	: 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 Street, Pretoria.

<u>POST 44/27</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATION SYSTEMS (WAN SPECIALIST) REF NO: 15/343/ISM</u> (Contract Appointment ending 30 September 2018)
<u>SALARY</u>	:	R569 538 – R 670 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three year tertiary qualification in Information Technology; Minimum three years relevant experience; In-depth Technical Experience of TCP/IP fundamentals; Expert level hands-on experience with network bridging, switching and routing; Advanced Networking Certification will be an added advantage; Knowledge of implementing Internet / E-mail /Firewall Policies; Knowledge of network monitoring system; Knowledge of Public Service Act and Regulations, the Department and the Integrated Justice System; Knowledge of systems design and policy formulation is recommended. Skills and Competencies: Effective Communication (written and verbal) skills; Leadership skills; Interpersonal relations; Conflict Management; Analytical thinking; Project Management; Technical Judgment; Strategic planning; Ability to execute high level decisions; Presentation skills; Resource Management.
<u>DUTIES</u>	:	Key Performance Areas: Manage and monitor the provision of communication systems (LAN, WAN, VPN); Ensure compliance to Service Level Agreement parameters and invoke penalties as and when required; Ensure that communication system (LAN, WAN, VPN) are upheld and available as provided by service providers; Manage and monitor the provision of file & print and exchange backups; Establish and manage an effective video conferencing / arrangement service.
<u>ENQUIRIES</u>	:	Ms S. Bezuidenhout ☎ Tel: (012) 315 - 1090
<u>APPLICATIONS</u>	:	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 Street, Pretoria.
<u>POST 44/28</u>	:	<u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 15/346/HR</u>
<u>SALARY</u>	:	R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in Human Resource Management or equivalent qualification; 3 years relevant experience in Organizational Development projects; Knowledge of labour legislation, including transformation guidelines and practical application of Organizational Development and Change Management Models; A valid driver's licence. Skills and Competencies: Computer literacy (MS Word, Excel and Power Point); Intervention design and evaluation skills; Facilitation and presentation skills; Project management skills; Communication skills (verbal & written); Interpersonal skills and ability to write and communicate effectively with stakeholders; Research and report writing skills (methodology and analysis and Conducting of surveys; Team-building skills; Conflict Management and Resolution.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and coordinate organizational development and change management policy, strategy and standards; Design and facilitate targeted organizational development and change management programme; Facilitate and coordinate organizational culture audits and climate surveys; Design and facilitate organization-wide change management programmes; Facilitate and coordinate departmental diversity programmes.
<u>ENQUIRIES</u>	:	Ms E Zeekoei at ☎ (012) 315 1436
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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.
<u>POST 44/29</u>	:	<u>ASSISTANT DIRECTOR: COURT INTERMEDIARY 4 POSTS</u>
<u>SALARY</u>	:	R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Clusters: Bloemfontein (1), Welkom (1) REF NO: 2015/230/GP 2 posts and Centre: Regional Office, REF NO: 15/95/FS 2 POSTS; Regional Office; Gauteng
<u>REQUIREMENTS</u>	:	Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Five (5) years' experience in

intermediary services of which three (3) years should be at supervisory level; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court; Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; administrative skills; Computer literacy (MS Word, Power Point, Outlook, Excel); Problem solving and decision making skills

<u>DUTIES</u>	:	Key Performance Areas: Manage and coordinate intermediary services in the cluster; Manage, consolidate and analyse intermediary service information, statistics and reporting; Facilitate and coordinate training and development of court intermediaries; Monitor maintenance of equipment in courts at testifying rooms and its related resources; Provide effective people management.
<u>ENQUIRIES</u>	:	Northern Cape: Ms NM Dywili ☎(051) 407 1800 Gauteng: Ms P Raadt ☎ (011) 332 9000
<u>APPLICATIONS</u>	:	Please direct your application to: The Regional Head, Private BagX20578, Bloemfontein, 9300, or hands deliver at 53 colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300. Quoting the relevant reference number, direct your application to: Private Bag X6, Johannesburg, 2000, 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number, Shortlisted candidates might or will be subjected to a language test
<u>POST 44/30</u>	:	<u>ASSISTANT STATE ATTORNEY, 07 POSTS (LP3-LP4) REF NO: 15/353/SA</u> This is a re-advertisement candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R229 773 – R657 924. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: Johannesburg
	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court will be an added advantage; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the following Courts: Magistrates Courts, High Court, Labour Court, Constitutional Court, Land Claims Court and CCMA; Draft legal documents and conduct legal research; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection.
<u>ENQUIRIES</u>	:	Mr. E. Seerane☎ (012) 315 1780
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.A current certificate of good standing from the relevant law Society must accompany the application
<u>POST 44/31</u>	:	<u>HUMAN RESOURCE PRACTITIONER: EMPLOYMENT EQUITY REF NO: 15/341/HR</u>
<u>SALARY</u>	:	R196 278 – R231 210 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	A 3 years relevant Degree or National Diploma in HRM or equivalent related qualification; Minimum of 1 year experience in Human Resource Management within the Public Service; Knowledge/Experience of Employment Equity matters will serve as an added advantage Knowledge of PERSAL system; Skills and Competencies: Organizing skills; Analytical and decision-making skills; Computer literacy (Ms

		Office); Communication skills (verbal and written); Interpersonal skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Provide general administrative support and efficient resource management and administration; Review and manage Directorate EE plans; Provide support in conducting Employment Equity and sexual Harassment awareness workshops; Provide assistance to Managers monitoring implementation of Employment Equity Policy and Plans; Assist in consolidating information for the Employment Equity Reports quarterly and annually; Coordinate the EAC functioning and interview participation; Maintain the database for people with disabilities;
<u>ENQUIRIES</u>	:	Ms E Sebelebele ☎ (012) 357 8662
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Preference will be given to people with disabilities
<u>POST 44/32</u>	:	<u>COMMUNICATION OFFICER: REF NO: 15/339/PEC</u>
<u>SALARY</u>	:	R196 278 – R231 210 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3 year Degree or equivalent qualification in Journalism; 1 year experience in journalism; Experience in working with print and online publications; A valid driver's license. Skills and Competencies: Communication skills (verbal & written); Ability to work under pressure and meet deadlines; Computer literacy (MS word and Power Point); Interpersonal and Organizational skills Able to work with diverse personalities and style willingness to travel.
<u>DUTIES</u>	:	Key Performance Areas: Draft, proofread and sub-edit articles for both electronic and print publications; Write comprehensive and well researched articles in simple language; Assist with Internal Communication surveys, the newsletter production process and develop appropriate content for booklets, pamphlets & posters; Conduct appropriate research and develop content on a range of issues for the newsletters and other publications; Provide photography and videography for the unit.
<u>ENQUIRIES</u>	:	Mr J Motsieloa ☎ (012) 315 1351
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply
<u>POST 44/33</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 061/15/NC</u> This post is a re-advertisement; candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R196 278 – R 231 210 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Kimberley Magistrates Office
<u>REQUIREMENTS</u>	:	Grade 12 / NQF level 4; Two year (2) year Diploma in Interpreting (NQF Level 5); Three (3) years practical experience as Court Interpreter; Proficiency in two or more languages Afrikaans and English; Knowledge of Policies, prescripts, legislation, court proceedings and cultural diversity; A valid drivers' license. Language Requirements: isiXhosa, Tswana, English, Afrikaans are compulsory; Sotho, Sepedi, XiTsonga, Tshivenda and isiZulu will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Good communication Skills (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services; Translate Legal Document and Exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line And Administrative Support Functions; Control and Supervision of Interpreters.
<u>ENQUIRIES</u>	:	Ms C. Mashibini ☎ (053) 802 1300
<u>APPLICATIONS</u>	:	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 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>NOTE</u>	:	Applicants will be subjected to a Language test

<u>POST 44/34</u>	:	<u>PRINCIPAL COURT INTERPRETER, REF NO: 113/14/NC</u> This post is a re-advertisement; candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office Kimberley
<u>REQUIREMENTS</u>	:	NQF Level 5 / Grade 12 and a National Diploma in Legal Interpreting; Five (5) years' experience as a Court Interpreter; Proficiency in two or more languages and English; Candidates will be required to undergo oral and written language proficiency testing.; Valid driver's licence. Language requirements: Tswana, English, Afrikaans and isiXhosa are compulsory; Sotho, Sepedi, Tsonga and isiZulu will be an added advantage Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical Thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Control and supervision of Interpreters; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Attend to personnel administrative aspects; Procure foreign language interpreters and casuals in line with PFMA.
<u>ENQUIRIES</u>	:	Ms. C Mashibini ☎ (053) 8021300
<u>APPLICATIONS</u>	:	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 th floor, Kimberley, 8301. Email or faxed applications will not be considered.