



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**MUNICIPAL COURT
CORPORATE SERVICES
COURT INTERPRETER (3 YEAR CONTRACT POSITION)**

Minimum Requirements: Grade 12 • minimum of 2 years practical experience in Interpreting

Other Requirements: Proficiency in English and one or more of the languages of the Western Cape • A valid driver's license

Responsibilities/Duties: Render Interpreting services in municipal court, interpreting during consultation; interpret and translate into verbal communication (From English to Xhosa and Afrikaans and vice versa) to all parties involved in the court proceedings, Interpret and translate into verbal communication all court documentation/correspondence to the parties involved where required. Attend any consultation or per-hearing meeting where the services of an Interpreter are required, Interpret all documentation (dockets, warrants and charge sheets). Assist with telephone enquiries and counter duties where the duties of an Interpreter are required. Assist with reconstruction of court records

Added advantage: National Diploma in Languages or similar qualification • Court interpretation experience, Proficiency in one or more indigenous languages • Proficiency in 3 languages • knowledge of any foreign language or sign language

Job related enquiries: Ms Annalene De Beer (021 808 8018)

Salary: R 197 915.16 - R 256 932.84 (subject to re-evaluation)


Plus benefits

Your application, accompanied by a covering letter, a comprehensive CV and the details of three (3) contactable referees, must be posted to the Human Resource Management Services at Stellenbosch Municipality, P.O. Box 17, Stellenbosch, 7599 or hand delivered and dropped in the application box at Ecclesia Building, 71 Plein Street, Stellenbosch. No e-mails or faxes will be accepted.

Please note: By applying for this position, the candidate consents to the verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Recently certified copies (not older than a year) of your qualifications, identity document and driver's license (if applicable) is a requirement for selection and must be attached to your CV. Candidates who do not submit all the supporting documentation as requested, will not be considered. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 26 August 2019 @ 12:00

 Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.
