

SIGN LANGUAGE INTERPRETER
(24 MONTHS CONTRACT)

REF NO : 2017/30
SALARY : R226 611 per annum
CENTRE : Head Office

REQUIREMENTS:

Senior Certificate (Grade 12) or equivalent with extensive knowledge and experience of South African sign Language interpretation. Sign Language Interpretation Certificate. Understanding of procurement legislation, government processes and procedures is essential. Knowledge of computer programmes: MS Excel, MS Word, and MS PowerPoint.

DUTIES

Reporting: to the Deputy Director: Bid Administration. To render Sign Language interpreting services to the DD: SCM in all internal and external meetings and interactions with colleagues and stakeholders to facilitate free flow of information and to ensure that the DD communicates in an effective manner including telephonic communication. To accompany the DD to all events and official activities/meetings internally and externally so as to ensure that the DD participates equitably in all meetings and processes. To provide administrative and office management support to the Directorate not limited to: (a) assist in preparation of bid adjudication sittings, (b) compile and issue quotations as requested, (c) provide administrative assistance to the capital procurement process, (d) perform any duties in relation to the implementation of the Supply Chain Management (SCM). To support the capturing and maintenance of information in the SCM Directorate through records management in support of the overall objectives of the Directorate.

NOTE:

The appointed incumbent is required to maintain high professionalism and adhere to the code of ethics in interpreting and to maintain confidentiality Mr T Tladi, Tel (012) 406 1864 or Mr V Baliso (email only) Vuyile.Baliso@dpw.gov.za

ENQUIRIES:

APPLICATIONS:

The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Streets, Central Government Offices Building, Pretoria,

FOR ATTENTION:

Ms NP Mudau

NOTE: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of vacant posts, and persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Applications should be submitted on a signed Z83 Form, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Certified documents should not be older than three (3) months. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. No faxed or e-mailed applications will be accepted. **NB:** It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. Application must reach us by no later than 16h00 of the closing date. Application received after the closing date will not be considered. Please forward your application, quoting the relevant reference number, to the address mentioned.



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Closing date: 14 July 2017