

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

CORPORATE SERVICES: ADMINISTRATION SECTION INTERPRETER (REFERENCE: COR 15) PERMANENT APPOINTMENT - CERES

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- A relevant 3-year tertiary (NQF Level 6) qualification majoring in language practice /Translation and Interpreting or Linguistics.
- 2-5 Years of relevant experience as a translator/interpreter.
- Computer literate (MS applications).
- Code B driver's licence.
- Demonstrate proficiency in English, Afrikaans, isiXhosa (Written and Verbal), including the ability to provide simultaneous and/or consecutive interpreting services
- Good human relations, interpersonal, and communication skills.
- Ability to give attention to detail.
- High level of responsibility.
- Ability to work under pressure and to handle conflict.
- Must be fit and healthy to carry out duties with good eyesight, hearing, and speech ability.
- Must be mentally fit and able to do the work and function effectively in difficult working conditions.
- The incumbent must have a high level of concentration and mental alertness and the ability to cope with stress.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English or IsiXhosa.

Competencies

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Communication; Organisational Awareness & Planning and Organising; Cognitive Ability; Technology Usage
2.	Functional Competencies	Task Management; Discipline-Specific Skills
3.	Public Service Orientation Competencies	Interpersonal Relationships; Service Delivery Orientation; Client Orientation and Customer Focus
4.	Personal Competencies	Action and Outcome Orientation; Resilience; Accountability and Ethical Conduct; Learning Orientation and Flexibility
5.	Management / Leadership Competencies	Impact and Influence; Team Orientation; Coaching and Mentoring; Leadership

Duties

- Undertake written translations by receiving documents for translation and, using a computer and dictionary, translating into and from Afrikaans, English, and Xhosa.
- Arrange for typing of translated documents; Check documents for typing errors and return for further administrative attention and arrange external translation by a service provider if so approved by the Manager.
- Translate municipal documents such as: Reports; Brochures; Letters; Policies; Training material; Official forms and charge sheets; Questionnaires/adverts and notices; Press releases and any other material submitted by any directorate in two of the three official languages of the province.
- Translate recommendations and summaries of items that were served before Council and its Committees.

- Forward translation requests electronically, via e-mail or telephonically.
- Proofread all translations prior to dispatching back to the requestor and typing of translated documents.
- Editing a broad spectrum of documents in isiXhosa and /or English and translating PowerPoint slides for public participation.
- Liaising with PANSALB structures such as the Provincial Language committees.
- Ensure the successful implementation of the municipal language policy by liaising and communicating with other municipalities regarding language issues.
- Perform Interpretation Services by acting as interpreter when required, e.g. at council meetings, council with public gatherings, and disciplinary hearings in order to provide proper interpretation services.
- Arrange committee meetings as assigned and arrange audio recordings of meetings in all meetings.
- Collect agenda items for submission to the committee.
- Obtain outstanding information needed for compilation of agenda items and liaise with departments and bodies.
- Arrange for typing of agendas and scrutinize agendas and submit them to the Senior Administrative Officer.
- Monitor printing and distribution of agendas.
- Assist with specific logistical and procedural requirements associated with Council's meetings and Committee support functions
- Provide information on meeting procedures
- Allocate secretarial resources in accordance with the status and complexity of meetings and submit completed schedules for approval and execution
- Ensure that security measures are in place and that unauthorized persons do not gain access to the recording system, which is located in the Council Chambers for meeting purposes.
- Refer to Council's schedule of meetings and arrange and confirm the venue with due consideration to the number of delegates attending and facilities required.
- Assist with the compilation of Council's annual programme of scheduled meetings
- Provide secretarial support in terms of minute-taking to various
- Committee and Sub Committee meetings. Compile committee agendas and attend meetings.
- Ensure that all supporting information is included with specific items to eliminate any possible confusion
- Responsible for scrutinizing all draft agendas for correctness of language prior to having it signed and distributed
- Circulate notifications, agendas and minutes of previous meetings to members.
- Arrange pre-meeting discussions with stakeholders if required and take necessary steps relating to arranging and preparation of meetings and submit draft minutes to Manager.
- Access and make information available before the meetings to the Chairperson and/or representatives on specific items for discussion, referring to Council's resolutions, reports and correspondence.
- Support with regard to various logistical arrangements. Ensure effective sound recordings of all council meetings.
- Responsible for completion of CD recordings and protection thereof and arrange that committee decisions be conveyed to internal departments and sections and arrange discussions to facilitate implementation of decisions when necessary.
- Liaise and consult with supervisor regarding implementation of committees and diarize matters for follow-up and ensure final disposal.
- Arrange for committee items serve at the next approval level, when applicable.
- Obtain quotations in respect of municipal assets and stationery.
- Liaise with service providers with regard to relevant documents, specifications, delivery logistics and site visits.
- Comply with the relevant supply chain management processes in terms of approval, requisitions and order numbers.
- Inform the Manager: Administration of any administrative delay, matter, issue, or issues perceived whilst obtaining quotations.
- Complete all processes, including submission of invoices, and inform the service provider of pay date.
- Ensure that the delivery service of assets obtained is smoothly organized and that assets are barcoded.
- Assist the Manager: Administration with the tender process, seek quotations and requisitions.
- Liaise with the applicable service provider on the requirements and specifications for translations.
- Ensure an effective translation service and receive letters to be responded to
- Obtain relevant information to prepare a written response
- Draft a letter to respond and submit to the supervisor and manager for approval.
- Undertake follow-up, when necessary, in order to ensure that correspondence, as assigned, is duly responded to
- Perform general administrative tasks related to administrative functions to ensure effective translation services
- Liaise with supervisor as necessary to ensure that general administrative tasks are well performed.
- Liaise with the applicable service provider regarding the requirements, specifications and prescriptions with regard to translations.

Salary: R 373 129.02 per annum (Post level T11 of a Grade 4 Municipality)

Interested candidates must complete an official application form, which is available on our website at www.witzenberg.gov.za or at the Municipal Buildings in ODB, Wolseley, PA Hamlet, Tulbagh, and the main office in Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Senior Recruitment Practitioner or E-mail to: jobs@witzenberg.gov.za. No CVs will be returned on the applicant's request; therefore, please do not send us your original certificates. For further inquiries, please contact Mr. H. Andendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 12 NOVEMBER 2026 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. All information received shall be treated with strict confidentiality and shall not be used for any purpose other than to assess the suitability of the applicant. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designated groups to apply in terms of the Employment Equity Act)

**Municipal Manager
D Nasson
04/03/22**