

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: RAAD 32) PERMANENT APPOINTMENT - CERES

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

### Requirements:

- Relevant 3-year tertiary qualification majoring in an appropriate language or language practice.
- 2-5 Years of relevant experience as a translator/interpreter.
- Computer literate (MS applications).
- Code B driver's licence.
- 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 & <i>planning</i> 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	<i>Action and Outcome Orientation; Resilience; Accountability and Ethical Conduct; Learning Orientation and Flexibility</i>
5.	Management / Leadership Competencies	<i>Impact and Influence; Team Orientation; Coaching and Mentoring; Leadership</i>

### Duties

- Translating municipal documents such as reports, brochures, letters, Policies, Training material, official forms, charge sheets, Questionnaires/adverts/notices, press releases, and any other material submitted to the Language Unit by any directorate in two of the three official languages of the province.
- Translate recommendations and summaries of items that served before Council and its Committees.
- Forward translation requests electronically, via e-mail or telephonically.
- Render interpreting service at interviews, meetings, community meetings, local staff meetings, disciplinary hearings, and any other forum where a language barrier is posing a problem.
- Liaising with various parties at different levels for a variety of reasons in conducting an interpreting service.
- Use discretion in defusing volatile situations during interpretations.
- Constant interaction with both internal and external entities during the execution of duties
- Liaise with professional bodies, community, politicians, etc., over a wide spectrum
- Ensure effective control over the use of equipment during interpreting.
- Keep a record of all translation requests per department.

- Submit quarterly reports pertaining to translations.
- Obtain quotations in respect of catering services for the council when needed.
- Comply with the relevant supply chain management processes in terms of approval, requisitions, and order numbers.
- Liaise with the service provider and arrange final logistics to be effective.
- Assist with switchboard relief duties, take telephonic messages, and transfer telephonic calls
- Provide clientele services telephonically when possible.

**Salary: R 301 729.02 per annum (Post level T10 of a Grade 4 Municipality)**

Interested candidates must complete an official application form, which is obtainable on our website: [www.witzenberg.gov.za](http://www.witzenberg.gov.za) or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at 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 Human Resource Manager, PO Box 44, Ceres, 6835, or Fax to 023 – 3161877 or E-mail to: [jobs@witzenberg.gov.za](mailto:jobs@witzenberg.gov.za). For further inquiries, you may contact Mr H Arendse at the Human Resources Department at Telephone number 023 – 3161854. Please ensure that no original copies are submitted, as application forms will not be returned upon request. Disclosure of incorrect information will lead to disqualification.

**Closing Date: 03 MARCH 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. 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 designation groups to apply (in terms of the Employment Equity Act))**

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

**11 FEBRUARY 2026**