



Northern Cape
Provincial Legislature

EXTERNAL ADVERTISEMENT

LOCATION: KIMBERLEY-NORTHERN CAPE

Persons interested in applying for the following post to be considered, must send their applications (detailed Curriculum Vitae and certified copies of Qualifications, Driver's License and ID which are not older than 3 months), including an application form, available on the Northern Cape Provincial Legislature website: www.ncpleg.gov.za. Forms may be collected at the Northern Cape Provincial Legislature. Please quote the relevant reference number. Failure to comply with these requirements will result in the application being disqualified.

Please direct your application to the Acting Manager: Human Capital or hand delivered to Northern Cape Provincial Legislature, Nobengula Ext, Kimberley, 8300 to Registry for attention: Ms IK Mophule or alternatively email your application to recruit@ncpleg.gov.za

HANSARD SERVICES

Position: Interpreter (Afrikaans)
(REF: NCPL/I/102024 IPA)

Remuneration Package: R 745 128.00 p.a. (C1) (Inclusive of Benefits)

Requirements:

Candidates must have a Bachelor's Degree or B Tech Degree in language practice and one or more languages as a major subjects on NQF level 7. Three (3) to five (5) years interpreting, transcribing and translating experience. A good command of English and Afrikaans languages and being able to interpret and translate from English into Afrikaans and vice versa is a must.

KNOWLEDGE & SKILLS:

Computer Literate (MS Office- advanced); Reading Comprehension; Business Skills/ Writing; Active Listening; Understanding of legislative concepts and practices; Knowledge of policies, procedures and processes; Report Writing; Presentation Skills; Analytical skills; Communication; Reasoning ability; Interpersonal Skills; Critical Thinking; Time Management; Change Management skill; Ethics; Results Driven.

KEY PERFORMANCE AREAS:

Interpreting: Interpretation from source languages to target languages to enhance communication, understanding and public participation. Translating: Translation of summaries of bills, Acts, House Papers and documents for public participation and education; Terminology development: Assists with the development of a terminology list; Assists in conducting research on languages; Assist in Reporting: Reads draft copy of all work done; Corrects all typing and language errors; reports or types all House debates and other Committee meetings; Ensures that references and terminology are uniform; Proofreads printers work; Liaises with support staff of members of the Legislature regarding their speeches; Attends committee meetings and developmental presentations as part of public hearing preparations; Represents the Legislature on various forums relating to Hansard and Language Services; daily, weekly and monthly reports on transcribing work done.

For further information and enquiries, please contact

Mr G. Isaka on 0763709558 or via electronic mail: gisaka@ncpleg.gov.za.

SECURITY, RECORDS AND FACILITIES

Position: Security Official
(REF: NCPL/102024SO)

Remuneration Package: R399 520.00 p.a. (A3) (Inclusive of Benefits)

REQUIREMENTS:

Candidates must have Grade 10, Registration with PSIRA on a Grade C is a minimum requirement. National Key Point training and certification will be an added advantage. Relevant experience as a Security Official will be an added advantage.

KNOWLEDGE & SKILLS: :

Computer Literate; Reading comprehension; Writing Skills; Active listening; Knowledge of policies, procedures and processes; Report writing; Analytical skills; Communication (English); Reasoning ability; Interpersonal skills; Critical thinking; Time Management; Change Management skill; Ethics and Results driven.

KEY PERFORMANCE AREAS :

Checks security inventory/equipment daily; Ensures that all visitors, contractors, staff and goods are screened according to the standing operational procedures, Conduct searches when required; Ensure that all registers, pocket books and electronic data capture systems are kept and updated; Documents all faults, Irregularities and incidents; Analyses and prioritises emergencies; Prepares workstation and utilises personal and advanced security equipment; Monitors all security equipment including CCTV and Xray scanners; Execute proper client protocol and communication ethics; Submits all relevant reports for data capturing and record keeping; Execute high level access control to the hosts, in partnership with SA Police Services working at the precinct.

For further information and enquiries, please contact

Mr M. Muller on 083 633 9038 or via electronic mail: mmuller@ncpleg.gov.za.

Important Note: In filling this position, we will be guided by the need to meet our Employment Equity Targets. The NCPL encourages people who are Differently Able to apply. Applicants may be subjected to assessment centres. Appointment will be subjected to a compulsory pre-employment screening in the form of qualifications, references- (please provide email addresses of your referees) security clearance, and security vetting. It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority SAQA prior to the selection process.

CLOSING DATE: 14 NOVEMBER 2024