



**GAUTENG**  
LEGISLATURE  
Your View — Our Vision

CELEBRATING  
30  
1994-2024  
YEARS OF  
DEMOCRACY



## INTERNAL/EXTERNAL ADVERTISEMENT

### DIRECTORATE: INFORMATION AND KNOWLEDGE MANAGEMENT

<b>REFERENCE #</b>	<b>POSITION</b>	<b>NO. OF VACANCIES AND SALARY PACKAGE</b>
<b>20241003</b>	<b>Language Practitioner</b>	<b>One (1) ONLY P09 R 684 942 CTC Per Annum</b>

**Reporting to: Deputy Hansard Editor**

#### **Purpose:**

To translate all applicable documents from Sesotho and into English, provide interpreting for all proceedings of the House and applicable Committee work, from Sesotho into English and vice versa. To gather and terminology in the above languages. To develop a terminology database to assist the legislature to ensure efficient service delivery through languages. To assist in developing the legislature's capacity to work with languages other than those mentioned above. To sub-edit and index the Hansard, Committee transcripts, and transcripts of proceedings of the administration, the Annual Report, the Citizens version of the Annual Report, and any other document as shall be designated. To coordinate the language function in rotation with other colleagues.

### **KEY PERFORMANCE AREAS**

#### **KPA 1: TRANSLATION**

- Receive a request for translation from the Hansard Deputy Editor
- Record requisition and deadline in the register
- Assess document and the translation brief
- Understand what the document to be translated is all about
- Establish target audience and purpose of translation.
- Advise the Hansard Deputy Editor/client on the approach to be followed
- Check background information for clarity
- Translate information from one language to another
- Draw up a list of new terms, existing and non-existing equivalences
- Editing and proofreading the translation

## **KPA 2: Interpreting**

- Provide interpreting from Sesotho into English and vice versa
- Draw up a list of interpreting challenges
- Establish date, time and venue for the service
- Establish target audience prior to
- Establish type of presentations to be used (this would include topics or subjects that are going to be discussed)
- Get supporting documents and information

## **KPA 3: TERMINOLOGY GATHERING**

- Excerpt terms from official documents of the legislature, and from the speeches being interpreted.
- Draw up a list of those excerpted terms with their equivalents
- Terms are grouped according to a specific subject area and alphabetically
- Present the terms to the terminology meeting to authenticate/verify

## **KPA 4: Editing and Proof-Reading**

- Provide editing and proofreading services for transcripts of speeches of the House, Committees and other general documents.
- Draw up a list of uncommon words, phrases, abbreviations worth noting for the editorial meeting

## **KPA 5: Transcribing**

- Effect language and other corrections in speeches of the House and committee proceedings recorded in audio

## **KPA 6: Administration**

- General day-to-day administration
- Collate and distribute draft speeches after each sitting
- Handle translation and interpreting requests
- Give monthly performance statistics to the Hansard Language Coordinator

## **KPA 7: Stakeholder Management**

- Liaise with clients/Hansard Deputy Editor on translations or interpreting required
- Advise clients/Hansard Deputy Editor on translation or interpreting matters
- Produce translations and interpreting of high quality and professional standards.
- Liaise with subject specialists/linguists/terminologists
- Liaise with institutions such as National Parliament, the provincial Department of Arts and Culture, National Department of Arts and Culture, the Pan South African Language Board (PanSALB), the National Language Bodies, National Language Service, lexicographical units and other relevant bodies

## **COMPETENCIES**

- Translation and interpreting
- Terminology gathering
- Editing and proofreading
- Financial and Governance Management
- Human Capital
- Stakeholder
- Project Management

## **KNOWLEDGE AND SKILLS**

- Language legislation and other legislation
- Multilingual skills – be able to distinguish between different dialects of the same language
- Good interpersonal skills; work well as a team; ability to work unsupervised
- Leadership and speaking skills
- Knowledge of different Languages
- Speed reading skills
- Ability to distinguish between different accents of languages
- Recording Principles
- Transcribing Principles
- Editing Principles
- Publishing Principles
- Proof Reading and Quality Assurance
- Terminology Development

## **QUALIFICATIONS/ EXPERIENCE REQUIRED:**

- A minimum of a three-year national diploma in language practice or linguistics in the areas of translation and or interpreting.
- At least 3 years' experience as a translator and interpreter in Sesotho-English and English-Sesotho, in a highly pressured environment is required.

## **Closing date for applications: 23 October 2024**

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

**To apply for this position, submit your cv to [Hrrecruitment@gpl.gov.za](mailto:Hrrecruitment@gpl.gov.za) for internal candidate and [Hrrecruitment1@gpl.gov.za](mailto:Hrrecruitment1@gpl.gov.za) for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references)**

**Always quote the position reference number on the subject line – applications without a position reference number will not be considered.**

