

EXTERNAL ADVERTISEMENT

DIRECTORATE: INFORMATION AND KNOWLEDGE MANAGEMENT

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
50004713	Setswana-English Language Practitioner	One (1) ONLY P09 R 717 819 CTC Per Annum

Reporting to: Deputy Hansard Editor

Purpose:

To translate all applicable documents from Setswana into English and from English into Setswana, provide interpreting for all proceedings of the House and applicable Committee work. To gather terminology in the above 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, 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 requests 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 equivalents.
- Editing and proofreading translations.

KPA 2: Interpreting

- Provide interpreting from Setswana into English and vice versa for sittings of the House, committee meetings and any activity as shall be determined by the client.
- Draw up a list of interpreting challenges.

- Establish date, time and venue for the service.
- Establish target audience prior to the event.
- Establish type of presentations to be used (this would include topics or subjects that are going to be discussed, if possible).
- Get supporting documents and information from relevant coordinators.

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.
- Group terms according to a specific subject area and alphabetically.

KPA 4: Editing and Proof-Reading

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

KPA 5: Transcribing

- Where required, transcribe Setswana/English speeches.

KPA 6: Administration

- General day-to-day administration.
- Collate and distribute draft speeches after each sitting.
- Handle translation, interpreting requests and provide solutions.
- 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, provincial departments, national departments, and the Pan South African Language Board (PanSALB), the National Language Bodies, National Language Service, lexicographical units and other relevant bodies

COMPETENCIES

- Computer literate
- Social media literate
- Translation and interpreting
- Terminology gathering
- Editing and proofreading

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
- Communication
- Knowledge of different languages
- Speed reading
- Ability to distinguish between different accents of languages
- Editing practices
- Proof reading
- Social media

QUALIFICATIONS/ EXPERIENCE REQUIRED:

- A minimum of a three-year B degree or equivalent in language practice or linguistics in the areas of translation and interpreting.
- At least 3 years' experience as a translator and interpreter in Setswana-English and English-Setswana, in a highly pressured environment is required.
- Preferable 1 year experience in Public Service/Parliament/Legislative Sector

Closing date for applications: 03 September 2026

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. If you do not receive any response from us within six weeks of the closing date, please consider your application as unsuccessful.

This is a readvertisement. Candidates who had applied before need not reapply for this position.

To apply for this position, submit your cv to Hrrecruitment1@gpl.gov.za 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.

Applicants must refer inquiries pertaining to the advertisement to the Talent Attraction Specialist on the following email: TMkhungo@gpl.gov.za