

POST

LANGUAGE PRACTITIONER REF:040414/22

**SALARY
CENTRE**

**R 252 144 per annum (Level 9)
Pretoria**

REQUIREMENTS:

A three-year qualification in Languages including English. Good verbal and written command of English and Afrikaans and any other official language(s). Ability to quality control documents. Ability to translate correspondence from Afrikaans into English. Computer literacy particularly MS Office Suite. Willingness to work irregular hours when requested. Good interpersonal relations, planning, organising skills and a team player.

DUTIES:

Provide key strategic support with regard to language editing, style and formatting of documents that are for the attention of the Director-General, Deputy Minister and the Minister in accordance with the Departmental manual on written communication. Advise Departmental officials on the correct usage of English. Ensure that the manual on written communication is updated as and when the information changes and communicate changes to all Departmental officials. Liaise with officials within the Department regarding the promotion of proper usage of formats and templates by conducting workshops and presentations.

ENQUIRIES:

Ms C Molope, Tel: (012) 336 8749

APPLICATIONS:

Please forward your application quoting the reference number to: The Department of Water Affairs, Private Bag X 350, Pretoria 0001 or hand deliver at the Continental Building, Cnr Visagie and Bosman, Continental Building.

FOR ATTENTION:

Ms TE Ntabeni