



## **LANGUAGE PRACTITIONERS: FREELANCE TRANSLATORS, EDITORS AND INTERPRETERS IN ENGLISH, AFRIKAANS, ISIXHOSA AND SOUTH AFRICAN SIGN LANGUAGE (SASL)**

The Department of Cultural Affairs and Sport invites freelance language practitioners to submit applications for placement on the Western Cape Government database of freelance language service providers for the period 1 October 2023 to 30 September 2026.

Translators, editors, proofreaders and interpreters (excluding SASL) are required to possess an appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification), and proven skills in language translation, editing, proofreading and interpreting. South African Sign Language interpreting applicants must possess an appropriate Sign Language qualification. All applicants are required to have at least five years' (within the last 10 years) relevant experience.

### **1. Applications**

Applications should:

- 1.1 Include a brief CV describing relevant qualifications and experience.
- 1.2 Specify the applicant's mother tongue as well as fluency and good writing skills in other languages.
- 1.3 Describe the language services the applicant is able to provide.
- 1.4 Describe any specialised subject areas (legal, finance, environment, etc.) in which the applicant has worked, supported by examples of the work he or she has done.
- 1.5 Include three reference reports, including contact details of clients or institutions that candidates have provided language-related services for.

### **2. Service provider compliance**

#### **2.1 Registration as a service provider for government**

All service suppliers to government have to be registered on the National Treasury's Central Supplier Database (CSD) as well as the Western Cape Supplier Evidence Bank (WCSED). The Department will only accept quotations for work from suppliers registered on the CSD as well as the WCSED. Applicants who are currently not registered on CSD can self-register on <https://secure.csd.gov.za/>.

For registrations on WCSED all necessary forms can be obtained from our office at [Meryl.Davidson@westerncape.gov.za](mailto:Meryl.Davidson@westerncape.gov.za).

#### **2.2 Tax compliance**

Applicants must ensure that their tax status is in order with the South African Revenue Service (SARS) and must provide proof of this, when required.

### **3. Conditions**

**Closing date for applications is Thursday, 24 August 2023.** Applicants will be required to complete a practical test as part of the application process. Successful candidates will sign a Code of Conduct and Service Level Agreement before they are included on the Department's database of freelance language practitioners. Applications not adhering to the above requirements will be disqualified.

#### **Enquiries:**

Meryl Davidson  
Tel: 021 483 9850  
Email: [Meryl.Davidson@westerncape.gov.za](mailto:Meryl.Davidson@westerncape.gov.za)

Applications to be delivered at the bid box situated on the Ground Floor, Protea Assurance Building, Greenmarket Square, Cape Town.