



The Pan South African Language Board (PanSALB) is a Schedule 1 public entity reporting to the Department of Sport, Arts and Culture. Established under the PanSALB Act (No. 59 of 1995, as amended), PanSALB derives its mandate from Section 6(5)(a) and (b) of the Constitution to promote and protect multilingualism, advance language rights and create conditions for the development of all official languages, including the Khoi, San and Nama languages and sign language.

ADMINISTRATION CLERK: LANGUAGES

Twenty-Four (24) months fixed-term employment contract

Salary Level 4: R 275,497 per annum (Inclusive of 37% in lieu of benefits)

Reference: 08/ 2026

Location: Head Office (Pretoria, Arcadia)

MINIMUM REQUIREMENTS: Applicants must possess a National Senior Certificate (NQF 4) and the relevant NQF Level 6 or higher qualification in Applied Linguistics, Language Practice, Translation Studies, Interpreting Studies, African Languages, Linguistics, Office Administration or any related field, with 1-2 years relevant experience in language practice, translation, editing, proofreading, terminology development, interpreting, or language promotion. Internship or experiential learning in a language environment will be an added advantage.

TECHNICAL EXPERIENCE: *Translation and editing * Proofreading and quality assurance *Research support, maintaining registers, databases, preparing reports and correspondence* Coordinating meetings and stakeholder engagements * knowledge of linguistic human rights, language policy, translation, interpretation processes and relevant legislative frameworks

BEHAVIORAL COMPETENCIES: Attention to detail *Strong verbal and written communication skills *Planning and organizing *Deadline-oriented *People skills *Professionalism *Administration skills *Computer Literacy *Ability to work under pressure * Teamwork and collaboration

DUTIES: The successful incumbent will be expected to perform, amongst others:

Provide Language Facilitation Services;

- Assist with the translation of official documents into and from South African official languages, including the Khoi and San languages.
- Copy-edit translated and original (internal) documents to ensure linguistic accuracy, consistency, readability, and compliance with revised Spelling and Orthography Rules.
- Conduct terminology research and contribute to the development and maintenance of terminology databases and glossaries.
- Assist in providing interpreting support for meetings, workshops, seminars, and language promotion activities where required.
- Assist in researching and gathering linguistic information to support language development initiatives.
- Draft language-related content, articles, reports, and newsletters for internal and external communication.
- Assist with the implementation of PanSALB's internal Language Policy and language facilitation process

Support Language Development and Promotion Programmes

- Assist in implementing projects aimed at promoting multilingualism and language rights.
- Support programmes that advance previously marginalized languages.
- Participate in awareness campaigns such as International Mother Language Day activities, exhibitions, and language promotion events.
- Assist in developing language resources and educational material

Provide Administrative and Stakeholder Support

- Maintain records, databases, and filing systems relating to language facilitation services.
- Assist with stakeholder engagements involving Provincial Language Committees (PLCs), National Language Bodies (NLBs), and other PanSALB structures.
- Prepare meeting agendas, correspondence, reports, and minutes.
- Coordinate logistical arrangements for meetings, workshops, seminars, and conferences.
- Liaise with stakeholders regarding language-related enquiries and service requests.
- Assist in compiling statistics and reports relating to language facilitation activities

Applications must be submitted using a signed and dated PanSALB Application Form, which can be obtained from the PanSALB website. Each application must include a comprehensive CV, along with copies of your ID and qualifications. Incomplete applications will not be considered.

Interested individuals are invited to forward their applications via e-mail to languagesapplications@pansalb.org

Enquiries: Mr Bongani Mahlangu on 012 341 9638.

PanSALB is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender, and disability) in PanSALB through the filling of posts. Preference will be given to youth, women, and people living with disability. Candidates must note that they may be interviewed in any official language or choose which language they wish to be interviewed in. If you have not been contacted one month of the closing date, kindly deem your application unsuccessfully. Correspondence will only be with the short-listed candid. PanSALB reserves the right not to appoint

Closing Date: 19 October 2026