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OFFICIAL SPECIFICATION FORM

Specification for:	**Appointment of an Employment Agency to provide CV's for the post of ASD: Terminology Coordination (Afrikaans)**			
Directorate:	**Terminology Coordination**			
Unit:	**Terminology Coordination**			
Was this service previously requested in this current financial year? If yes, please provide reasons why is requested again on your memo to procure.	Yes		**No**	**X**
Departmental Assets	Yes		**No**	**X**

Item Description:	**Quantity**
Appointment of an Employment Agency to provide CV's of qualified candidates for the post of ASD: Terminology Coordination (Afrikaans). The details of the post are as follows **REQUIREMENTS:** Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Language Practice/ Linguistics/ Translation and Interpreting Studies/ BA /BEd with a major in a relevant source language qualification; 2-3 years relevant experience with at least 2 years as a Language Practitioner in a terminological or lexicographical environment; Knowledge of Public Service Regulations; Knowledge of terminological and lexicographical principles; Knowledge of relevant prescripts and Regulations; Knowledge and understanding of Language policies and procedures; Knowledge of Terminology Management System; Strong editing, proofreading, and writing skills; Excellent command of at least two official languages (including English); Project Management skills; advanced computer skills; Problem solving and Analysis; Presentation skills; Good Communication and interpersonal relations. **KEY PERFORMANCE AREAS** Ensure that a multilingual technical terminology service is rendered in the department through source text development; target text development; compilation of front and back matter; project management; stakeholder collaboration; development of national terminology policy and implementation; publication and dissemination of terminology lists; recording of minutes; translation-oriented terminography; conducting terminology research; management of the Terminology Management System (TMS); management of the National Terminology Register and the National Term Bank; conducting training on principles of terminology management and people	**1**

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management. Collaboration with other language stakeholders and continuous liaison with institutions and members of language communities; Supervise subordinates. **EXPECTED OUTPUT** The service provider must identify, source and present to the Department a pool of suitably qualified and appropriately screened candidates, comprising a maximum of twelve (12) candidates who meet the requirements of the Assistant Director: Terminology Coordination (Afrikaans) post.		
Requestor: Name (in print)	Signature	Date
Boniswa Manqaba	Boniswa Chiselela Manqaba	15 October 2026
Acting Director/ Delegate: Name (in print)	Signature	Date
Ms Zandile Maloka	Signed by:Ntombizandile Patience Maloka Signed at:2026-10-16 09:55:18 +02:00 Reason:Approve Ntombizandile Patience Maloka sports, arts & culture	15 October 2026
Technical Enquiries: Name (in print)	Telephone Number	E-mail address
Dr H Machaba	Tel No: (012) 441 3251	HatuM@dsac.gov.za

Note: Department doesn't provide tools of trade to the service providers