

**MANAGEMENT CADRE
MINISTRY OF DEFENCE AND VETERANS AFFAIRS**

**DEPARTMENT: DEFENCE
DIRECTORATE: DEFENCE LEGAL ADVISOR**

Post Designation	:	Deputy Director Grade 4 (Legal)
1x Post	:	Windhoek
Salary Scale	:	N\$517,195 – N\$543,728
Salary Notch	:	N\$517,195 per annum
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle Allowance	:	N\$110,917 per annum

Minimum Requirements:

- BA LLB Degree or equivalent qualification on NQF Level 7 in the field of Law.
- Admission as legal practitioner in Namibia.
- 5 years post admission experience in Magistrates Court, Higher Court or Supreme Court litigation.

Key Performance Areas:

- The successful candidate will perform his or her duties in accordance with direction issued by the Head of Directorate to whose jurisdiction he or she is assigned, including but not limited to the following:
- Serve as a deputy Defence legal Advisor.
- Communicate with the Government Attorneys regarding cases in the Ministry.
- Prepare Memos and other legal memoranda
- Verifying legal citations for accuracy
- Assist with the implementation of legislation, including Acts, rule, regulations, practice, directives, and consequential procedures and practices in cooperation with other stakeholder when necessary.
- Coordinate all legal matters as may be required.
- Serve on various committees in the Ministry.
- Assist the Ministry on drafting of contract of agreements
- Provide legal advice in terms of litigations.
- Represent the Ministry on Claims against the state
- Write correspondence as may be required.
- Execute other Functions and duties assigned to him/her.

Applications must be submitted to the following address:

**The Executive Director
Ministry of Defence and Veterans Affairs
Private Bag 13307
WINDHOEK**

Or hand delivery to:

**The Division
Human Resources Management
Ministry of Defence and Veterans Affairs, Bastion 2
Corner Sam Nuuyoma Drive and Tall Street,
WINDHOEK**

Enquiries: Mr Lennox Likando Tel (061-2042214)
