



REPUBLIC OF NAMIBIA
MINISTRY OF JUSTICE

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VACANCIES ANNOUNCEMENT

In pursuing its mandate to provide accessible, effective, innovative and people-centred legal services that prioritise the diverse needs of the society, promote justice for all and uphold fairness, equity and the rule of law, the Ministry of Justice invites applications from dynamic, self-driven motivated suitably qualified Namibian citizens to join our team in the following roles:

DIRECTORATE: LAW REFORM, POLICY AND LEGISLATION

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|--------------------------------|---|--|
| 1. Post Designation | : | Chief Law Reform, Policy & Legislation Grade 2 |
| Number of Post | : | One (1) |
| Duty Station | : | Windhoek |
| Salary Scale | : | N\$ 600 319 – 637 063 per annum |
| Housing Allowance | : | N\$ 142 104 per annum |
| Motor Vehicle Allowance | : | N\$ 149 351 per annum (Capital &Running cost) |

About the role:

As a senior manager and part of the management team you will be reporting to the Executive Director and the Chairperson of the Law Reform and Development Commission (LRDC). You will be required to perform managerial, professional and administrative duties and to render support the Executive Director and the Law Reform and Development Commission (LRDC) in implementing the strategic objectives of the ministry and the LRDC.

Minimum Requirements

To be successful in this role you must have:

- LLB Degree (or equivalent legal qualification at NQF level 8).
- Nine (9) years appropriate experience in the field of law of which seven (7) years should be in legal research, policy development and drafting of bills.
- Namibian citizenship (only Namibian citizens will be shortlisted).

- Candidate must be in possession of a valid driver's license (a certified copy must be attached) and the license must be at least two (2) years old.
- If in Public Service, candidate must be at least at the level of Deputy Chief Grade 3 or the equivalent if not in Public Service. In both cases probation must have been confirmed and confirmation of probation on a current position must be attached to the application.

Preferences/ Advantages:

- Master's Degree at NQF level 9 or Higher.
- Website Management and knowledge in the Hyper Text Markup Language or HTML (the standard markup language for documents designed to be displayed in a web browser).
- Experience in administering any E-Laws Platforms.

Key Responsibilities:

As a Head of Directorate, you will be responsible for the:

- Overall timely delivery of quality law, policy and legislative reform reports;
- Preparation of strategic planning documents including of annual reports, strategic plans and procurement plans (budget) for the Directorate and the Law Reform and Development Commission;
- Enforcement of discipline amongst staff members of the Directorate in accordance with the Public Service Act and Staff Rules;
- Management and supervision of Ministry of Justice and LRDC Projects;
- Coordination of the Secretariat service to the LRDC and the CCL;
- Taking accountability for the delivery of research projects assigned to you or subordinates, keeping the Executive Director and the Commission informed about progress of your research project;
- Overall supervision of the administration of the Namibia Legal Information Institute (NamibLII) website or any other approved E-Laws Platform in line with the Ministry of Justice's and LRDC Mandate of making the law accessible to the people.

Competencies (to be tested)

- Research ability in the field of law.
- Leadership/managerial competencies namely, results driven leadership, managing people and organization transformation.
- Excellent writing, communication and presentation skills.
- Ability to conduct high level public and stakeholder engagements.
- Certification of Proficiency in Microsoft Office Programs.
- Case Law Summary.
- Legal Editing.
- Empirical or Evidence based research.
- Writing annotations and commentaries.
- High Level Report Writing.