

The Master of the High Court is required to:

- provide strategic direction and leadership in the execution of the mandate of the Directorate. This includes oversight and guidance to staff members within the directorate to enhance the overall service culture to ensure the directorate mandate is implemented efficiently;
- serve as liaison between all stakeholders of the directorate and be accountable to the Minister of Justice and the Executive Director;
- set and communicate the directorate's vision, mission, and strategic goals to ensure effective execution of its mandate; and
- develop and implement directorate policies, procedures, and standards.

Competencies (to be tested):

- Analytical, problem-solving, conflict management and decision-making skills;
- Communication and people skills;
- Knowledge of Government policies and procedures;
- Demonstrated ability to handle high-pressure situation; and
- Experience in specialised areas of the fields of law applicable to the mandate of the Master of the High Court.

Psychometric testing is mandatory for all short-listed candidates.

Candidates will be subjected to security vetting.

Address enquiries to : Mrs Elizabeth Ameya-Shonghela (061) 280 5295 or Mrs.Yolante Karunga: (061) 280 5115

DIRECTORATE: LEGAL ADVICE

1. Post Designation	: Chief Legal Advice Grade 2 (Re-advertisement)
Number of positions	: One (1)
Duty Station	: Windhoek
Salary Scale	: N\$ 600 319 – N\$ 637 063 per annum
Housing Allowance	: N\$ 142 104 per annum
Motor Vehicle Allowance	: N\$ 149 351 per annum (Capital & Running cost)

Minimum Requirements:

- LLB Degree at NQA level 8 (or equivalent qualification);
- Minimum of 9 years appropriate experience, of which four (4) years should be at Management level (i.e. Deputy Chief Grade 3 or equivalent levels if coming from outside the Public Service);



Additional requirements

- Specialized knowledge and/or qualification in any of the following fields will be considered as an added advantage: Constitutional, Administrative Law; Labour Law, Intellectual Property Law, Environmental Law and Renewable Energy, Property Law, Public and Private International Law, Natural Resource (Mining Law and Petroleum Law), Aviation Law, Maritime Law or Law of the Sea, Info Tech and Cyber Law, Corporate/Commercial Law.

Competencies (to be tested)

- Strong analytical, problem-solving and decision-making skills;
- Excellent communication skills
- Sound knowledge of Government policies and Procedures;
- Demonstrated ability to handle high pressure situations;
- Strategic management skills;

**Psychometric testing is mandatory for all short-listed candidates.
Candidates will be subjected to security vetting.**

Address enquiries to: Mr Simeon Antsino, Tel (061) 280 5268 or Mrs Elizabeth Ameya (061)280 5295

APPLICANTS SHOULD NOTE THE FOLLOWING:

- Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). Candidates who fail to attach such proof will not be considered for shortlisting.
- The activities of the Ministry of Justice are of strategic importance. You are forewarned that a security clearance in respect of shortlisted candidates may be required at any time and your co-operation in that regard will be expected.
- Applicants who only partially complete and /or do not sign application forms, or who do not attach letters of confirmation of their probations in their current positions and, who do not attach the necessary documents will disqualify the application.
- All documentation **must** be originally certified and **must** be attached to the application form.
- Applicants in designated groups especially women, people living with disabilities and marginalized who are able to perform the required duties are strongly encouraged to apply meeting advertisement requirements are encouraged to apply.
- Candidates with Curriculum Vitae, which do not clearly indicate the years of experience, and the exact type of work experience will not be considered.

PLEASE FURTHER NOTE:

Only shortlisted candidates will be contacted and no application for employment, CVs and other supporting documents will be returned to the applicants
Preference will be given to Namibian Citizens.

Applications (Form 156043 & 156094) should be accompanied by comprehensive curriculum vitae, certified copies of Identity Document and Qualifications as well as academic records must be submitted to:

**The Executive Director
Ministry of Justice
Private Bag 13302
WINDHOEK**

Attention: Human Resources Office

Or

Hand delivered applications may be submitted at the following physical address:

**Subdivision: Human Resources
1st Floor, Tallas Building
Independence Avenue opposite Telecom**

DUE DATE: 16 FEBRUARY 2025

FAXED APPLICATIONS WILL NOT BE CONSIDERED



**GLADICE PICKERING
EXECUTIVE DIRECTOR**

