

- Ability to manage and supervise subordinate staff, enforce discipline, uphold confidentiality, be reliable and trustworthy.

**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: MASTER OF THE HIGH COURT**

<b>Post Designation</b>	: Master of the High Court Grade 2 (Re-advertisement)
<b>Number of Posts</b>	: One (1)
<b>Duty Station</b>	: Windhoek
<b>Salary Scale</b>	: N\$ 600 319 – 637 063 per annum
<b>Housing Allowance</b>	: N\$ 142 104 per annum
<b>Motor Vehicle Allowance</b>	: N\$ 149 351 per annum (Capital & Running costs)

#### **Minimum Requirements:**

- LLB (NQF Level 8) (or equivalent qualification);
- 9 years' appropriate experience with at least 4 years at managerial in office management, financial management, or administration of deceased estate, Insolvencies, Curatorship, Trusts and investment funds;

#### **Additional requirements:**

- Experience and qualification in financial management/risk management

#### **Key Responsibilities:**

The Master of the High Court is a statutory position created in terms of section 2 of the Administration of Estates Act, Act 66 of 1965. The incumbent of the position is appointed subject to the provisions of the Public Service Act, Act 13 of 1995 at the level of Chief, Grade 2 and serves as Head of Directorate for the Directorate: Master of the High Court under the Ministry of Justice.

The functional mandate of the Master of the High Court is set out in the enabling legal framework, which includes the Administration of Estates Act, 1965, the Administration of Trusts Act, 2023, the Insolvency Act, 1984, the Companies Act, 2004, and includes the oversight and management of the Directorate in relation to the various functions pertaining to the Guardian's Fund, Deceased Estates, Insolvencies, Curatorship, and Trusts.

**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.**

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**DIRECTORATE: LEGAL ADVICE**

<b>1. Post Designation</b>	: Chief Legal Advice Grade 2 (Re-advertisement)
<b>Number of positions</b>	: One (1)
<b>Duty Station</b>	: Windhoek
<b>Salary Scale</b>	: N\$ 600 319 – N\$ 637 063 per annum
<b>Housing Allowance</b>	: N\$ 142 104 per annum
<b>Motor Vehicle Allowance</b>	: 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);