

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL MANAGEMENT

DIRECTORATE: ADMINISTRATION

DIVISION: GENERAL SERVICES, SUBDIVISION: PROCUREMENT AND ASSET MANAGEMENT, SECTION: FLEET MANAGEMENT

Post designation	:	Chief Administrative Officer Grade 8
1xPost	:	Windhoek (Head Office)
Scale of salary	:	N\$ 238, 825 – N\$ 285,420
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma in Transport Management on NQF Level 6 or equivalent qualification plus **five (5)** years' proven experience in Fleet Management.

Additional requirements

- Administer procurement of goods and services to internal/external customers;
- Clear outstanding commitments on procured goods and services;
- Deals with stock and asset management;
- Manage the secretarial function of the Economizing committee,
- Approve expenditure and requisitions;
- Execute any other duties assign by the Control Administrative Officer or Deputy Director.

Key performance areas:

- Review and develop fleet management operating guidelines;
- Define maintenance schedule plans for each vehicle and ensure that vehicle histories are kept in the file.
- Review, develop, and update electronic databases for each vehicle.
- Plan and facilitate the annual inspection process for each vehicle.
- Manage the fleet and assign tasks to support staff members.
- Prepare submissions for procurement of repairs, registration payments, license disc renewals and various directives;
- Liaise with and visit suppliers to address challenges related to vehicle repairs;
- Prepare the annual hypothetical budget for the Subdivision of Fleet Management and Support Services
- Provide various reports on fleet-related issues;
- Plan, process, and execute vehicle purchases and replacements as required;
- Review and monitor maintenance schedules for vehicles and develop quarterly maintenance plans;
- Sign job cards for vehicle repairs conducted by supplies;
- Facilitate the assessment of vehicles involved in accidents to determine the extent of repairs or recommend writing off the vehicles;
- Prepare submissions to Treasury for the disposal of vehicles
- Conduct one-one-one quarterly performance reviews;
- Compile monthly and quarterly sub-divisional reports.

DEPARTMENT: JUDICIAL SERVICES

PSM CIRCULAR NO. C OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 14 MARCH 2025, CLOSING DATE 11 APRIL 2025

DIRECTORATE: SUPREME AND HIGH COURTS

Post designation	:	Chief Legal Officer Grade 4
1xPost	:	Oshakati High Court
Scale of salary	:	N\$ 517, 195 – N\$543, 728
Housing Allowance	:	N\$ 121, 560 per annum
Motor Vehicle Allowance	:	N\$ 110,917 (capital and running cost) 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, High Court and / or Supreme Court litigation.

Additional requirements:

- Admission as Legal Practitioner in Namibia (**certified copy of the admission order must accompany the application for employment form**);
- Above average knowledge of the Criminal Procedure;
- Above average knowledge of the Civil procedure in the High Court (tested during interviews);
- Above average knowledge of the Civil procedure in the Supreme Court (tested during interviews) and
- Proficiency in Microsoft Office Programs (tested during interviews)

Purpose of the post:

The incumbent of this position will be assigned to the Hon. Chief Justice as his dedicated legal researcher.

Key performance areas:

The successful candidate will perform his or her duties in accordance with directions issued by the head of court to whose jurisdiction he or she is assigned, including but not limited to the following:

- Communicate with Legal Practitioners regarding cases in the Supreme Court;
- Assist the Chief Justice and other Supreme Court Judges during courtroom proceedings;
- Conducting legal research on behalf of the Chief Justice and other Judges of the Supreme Court;
- Prepare bench memos and other legal memoranda with respect to pleadings and depositions;
- Proof reading Judges orders and judgments;
- Verifying legal citations for accuracy;
- Summarize common cause facts and issues on pleadings;
- Issuing of Court process, i.e. Notices of Set Down, etc;
- Issue, Keep and analyze court statistics;
- Assist to process and manage the litigation process, court documents and rolls of the applicable court;
- Assist with the implementation of legislation, including acts, rule, regulations, practice directives, and consequential procedures and practice in co-operation with Chief justice, the Judges of Supreme Court and the Registrar, when necessary;
- Consult with parties in preparation of cases for purposes of hearings, when called upon to do so;

- Liaise between judges of the Supreme Court and parties;
- Serve on various sub-committees of the applicable court;
- Act as the liaison officer between the judges and the other instances;
- Write and respond to correspondences;
- Assist the registrar with the execution of the Directorate 's Strategic plan
- Prepare draft orders for the Judges' approval before signature and verification and signing of such orders;
- Assist Chief Justice and other Supreme Court Judges with all cases from inception to conclusion; and
- Execute other function assigned by Chief justice, Deputy Chief Justice, the Executive Director and /or the Registrar.

**DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: SUPREME AND HIGH COURTS**

Post designation	:	Senior Legal Officer Grade 5
3xPosts	:	Windhoek
Scale of salary	:	N\$ 432, 601 –N\$ 517, 195
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum requirements:

- B. Juris Degree plus 6 years in-service experience as an Assistant Legal Officer plus certification of satisfactory performance;

OR

- BA LLB Degree plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performances;

OR

- BA LLB Degree plus Registration as provided for in the appropriate legislation.

Additional requirements:

- Admission as Legal Practitioner in Namibia (**certified copy of the admission order must accompany the application for employment form**);
- Experience in the drafting of bills of costs and defending/ opposing bills of costs during taxation (tested during interviews);
- Criminal Procedure;
- Civil procedure in the High Court (tested during interviews);
- Civil procedure in the Supreme Court (tested during interviews) and
- Proficiency in Microsoft Office Programs (tested during interviews).

Key performance areas:

- Communicate with Legal Practitioners regarding case management and procedural requirements;
- Assist the Judges during courtroom proceedings;
- Conducting legal research on behalf of the Judges of the High Court;
- Prepare bench memos and other legal memoranda with respect to pleadings and depositions;
- Proof reading Judges orders and judgments;
- Verifying legal citations for accuracy;
- Summarize common cause facts and issues on pleadings;

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- Issuing of Court process, i.e. Judicial Case Management notices, etc;
- Prepare draft orders for the Judges' approval before signature and verification and signing of such orders;
- Assist Judges with all cases from inception to conclusion; and
- Attend to taxation as taxing master of the High and Supreme Courts.
- Execute other function assigned by Chief justice, Deputy Chief Justice, the Executive Director and /or the Registrar/ Deputy Registrar or Chief Legal Officer.

APPLICANTS SHOULD NOTE THE FOLLOWING:

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application forms for employment;
- Applicants with foreign qualifications **must** attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidate must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their 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 originally certified documents such as Identity Documents, Qualifications and CVs will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable; and
- Please note all documentation **must** be originally certified and **must** be attached to the application form.

Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply. Please further note that only shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

Enquiries: Mesdames Aletta F. Emvula, Tel: 061- 435 3603, Lea NN Shatoolwa, Tel: 061- 435 3605, Rosalia Hangula Tel: 061 435 3577, Fredrika Shipatuleni Tel: 061435 3576

Applications (Form 156043 obtainable at all Government Offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Office of the Judiciary
Private Bag 13412
WINDHOEK**

OR

Hand delivered at the Office of the Judiciary, Schönlein Building, Schönlein Street, Windhoek West.