



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE AND LABOUR RELATIONS

JUSTICE

Tel: (061) 280 5244
Enqr: Ms. LN Timoteus
Email: Laimi.Timoteus@moj.gov.na

Private Bag 13302
Windhoek
Namibia

Our Ref.: 11/S.3/1/1

Vacancies Announcement

In pursuing its mandate to provide legal services and access to justice the Ministry of Justice and Labour Relations invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens to join our team in the following roles:

DIRECTORATE: CIVIL LITIGATION
MANAGEMENT CADRE

Job designation:	Deputy Government Attorney Grade 3
Number of Posts:	One (1)
Salary Scale:	N\$ 554 603 – 588 548 per annum
Motor Vehicle Allowance:	N\$ 136 485 per annum
Housing Benefit:	N\$ 131 280 per annum
Duty Stations:	Windhoek

Minimum requirements:

- LLB Degree at NQF Level 8 (or equivalent qualification) plus 9 years' experience in civil litigation;
- Admission as a Legal Practitioner of the High Court of Namibia;
- Must be in possession of a valid Driver's License.

Purpose of the position

To present Ministries, Offices and Agencies in civil litigation, labour matters and defend Public Servants in criminal cases arising from the executions of their duties in all courts and tribunals as well as conveyancing on behalf of the state.

All correspondences must be addressed to the Executive Director

Key accountabilities:

- Appears in the High and Supreme courts on behalf of the Government in all civil dispute and litigation;
- Render legal advice to Ministries/Offices /Agencies and Treasury in civil disputes and litigation;
- Acts as a counsel on behalf of Government official in certain criminal cases brought against them for alleged offences committed in the execution of their duties;
- Collect debt on behalf of Government;
- Attends to conveyance matters on behalf of the Government;
- Attends to labour matters, conciliation, arbitration and litigation;
- Supervise and oversee work of Legal Officers;
- Trains, coaches and mentor staff; and
- Executes any other duties assigned by the Government Attorney or an authorized person.

Job designation:	Senior Legal Officer Grade 5
Position Level:	Third entry level
Number of posts:	Two (2)
Duty Station:	Windhoek
Salary scale:	N\$ 432 601 – 4517 195 per annum
Transport allowance:	N\$ 10 512 per annum
Housing allowance:	N\$ 17 424 per annum

Minimum Requirements:

- LLB Degree on NQF Level 8 (or equivalent qualification);
- Admission as a Legal Practitioner of the High Court of Namibia;
- Ability to work under pressure with minimum supervision, should have qualities of reliability, discreetness, and trustworthiness.

Key responsibilities:

- Represents government in all civil disputes and civil litigation;
- Acts as defence counsel on behalf of the Government officials in certain criminal cases brought against them for alleged offences committed in the execution of their duties;
- Manages good relations with stakeholders/client engagement (Customer care);
- Renders legal advice to Ministries /Offices/ Agencies and Treasury in civil disputes and litigation;
- Collects debt on behalf of the Government;
- Conducts research in preparation of cases;

All correspondence must be addressed to the Executive Director

- Attends to all labour matters;
- Attends case management hearings, interlocutory applications, and all High court and Supreme Court hearing etc;
- Ability to draft various court pleadings, answer affidavits, particulars of claims, legal advice in contemplation of litigation, etc;
- Attends to case files and queries from clients;
- Attends to all court hearings, mediations, arbitrations, taxation, and labour appeal etc;
- Prepares and submits status reports of all matters assigned to you by the Government Attorney;
- Complies with the Customer Service Charter;
- Prepares and submit monthly, quarterly, and annual statistics as per the Government Attorney directives.
- Completes and submits Performance Agreements and Quarterly Performance Reviews;
- Renders legal opinions to all Office/Ministries/Agencies; and
- Executes any other duties assigned by the Government Attorney or an authorized person.

Address enquiries: Ms Johana H Kapembe, Tel: 061-207 5270 or Mr. Salatiel Munghadi, Tel: 061-280 5212

DIRECTORATE: PUBLIC PROSECUTIONS

CRIMINAL PROSECUTION

Job designation:	Deputy Prosecutor General Grade 3
Position level:	Management
Number of Posts:	One (1)
Salary Scale:	N\$ 554 603 – 588 548 per annum
Housing Allowance:	N\$ 131 280 per annum
Motor vehicle Allowance:	N\$ 136 485 per annum
Duty Station:	Rundu

Minimum Requirements:

- Have an LLB/B. Proc Law degree (or equivalent qualification) which will entitle the candidate to practice law in the High and Supreme Courts in Namibia or in similar jurisdictions and also enable the candidate to be admitted as a Legal Practitioner;

All correspondence must be addressed to the Executive Director

- Admission as a Legal Practitioner or a Master's degree in Criminal Justice will serve as an added advantage;
- Have a minimum of 9 years post-qualification appropriate practising experience of which 3 years could have been spent handling cases in the High Court, and Supreme Court, and or 6 years in the Regional Court dealing with more complex and sensitive cases as compared to cases in the district courts;

Additional requirements

- Should be a fearless candidate and have practical knowledge in making legally and procedurally sound decisions in relation to appeals of court decisions and possible Prosecutions given the complexity of cases and time constraints and the volume of cases to be handled.
- Have extensive experience in criminal prosecutions and knowledge of legal principles, practices, proceedings and a good working knowledge of criminal legislation and government procedure;
- Be able to interpret legislation, rules, regulations, including indictments and pleadings; analyse issues, draw interpretations and give sound recommendations;
- Have sound judgement and excellent advocacy skills;
- Have strong leadership and management competencies;
- Have excellent communication (oral and written), presentation and interpersonal skills;
- Applicants within the Public Service MUST attach proof of confirmation of probation on level of Chief Legal Officer Grade 4 to their application of employment;
- Transferability to any duty station in Namibia in accordance with the needs of the Office of the Prosecutor General;
- Service orientation, oral communications, team work & collaboration; results driven, problem solving skills and continual learning;
- Ability to work independently, discreet, reliable and trustworthy;
- Letter of reference by a reputable natural person who must have associated with the applicant in the last 12 months must be attached to the application;
- A comprehensive and detailed CV should be attached to the application;
- Applicant must not have been convicted of an offense, or found guilty of misconduct involving dishonesty or misrepresentation within the last 10 years;
- Applicant must not have been discharged from Public Service for the reason of misconduct;
- Successful candidates will be subjected to undergo Psychometric test;
- In possession of a valid Driver's License or a Learner's license provided a Driver's license must be obtained within the period (12 months);
- Applicants will be vetted.

Primary Purpose of the Position:

- Review docket decisions and direct prosecutors on prosecution matters and procedures such as applications for stopping of prosecutions, stay of prosecution, appeals and possible prosecutions, to ensure that decisions are made based on law and are consistent with the Prosecutor General's Directives.

All correspondence must be addressed to the Executive Director

- Appear on behalf of and to represent the State in criminal matters in the High Court Supreme Court and District Courts to provide the highest level of representation on behalf of the State.
- Ensure timeous submission of Performance Agreements, Reviews and Statistics of all stations under his/her direct supervision & control to the Prosecutor General.
- Train, coach, mentor, and provide in-service training to junior prosecutors;

Key Accountabilities:

- Provide directions and expert legal advice in relation to a variety of prosecution matters.
- Provide advice and directions to the Prosecutors on policy, legal and procedural issues arising during prosecution in all courts.
- Review and recommend changes to legislation (new and current) to ensure the interest of the Office of the Prosecutor General stakeholders (the Judiciary, Magistracy & Courts, Police, Victims, Witnesses, and Accused Persons) are appropriately considered and to ensure that the Office maintains a High Standard of Legal Representation during trials.
- Appear on behalf of and to represent the State in the High and Supreme Courts in very complex and sensitive cases to ensure that the Prosecutor General is represented in the Higher Courts by and appropriately experienced and knowledgeable Prosecutor.
- Contribute to professional development and capacity building of the Office of the Prosecutor General by presenting on the job trainings, seminars, case studies and workshops in order to raise the effective and efficient prosecution of crime through sharing legal of expertise.
- Provide Prosecution Guided Investigations to the Namibian Police in compliance to consistent Standard Operation Procedures.
- Set up monthly meetings with the Criminal Justice Stakeholders in the furtherance of effective and efficient prosecution of crime;
- Execute any other duties assigned by the Prosecutor General or any other authorized person according to the needs of the Office of the Prosecutor General.

Job designation:	Chief Legal Officer Grade 4
Number of posts:	Nine (09)
Salary Scale:	N\$ 517 195 – N\$ 543 728 per annum
Housing Allowance:	N\$ 121 560 per annum
Motor vehicle Allowance:	N\$ 110 917 per annum
Duty Station:	To Be Determined by The Prosecutor General

Minimum requirements

- LLB Degree or equivalent qualification plus 6 years appropriate experience OR;
- B Juris degree (or equivalent qualification) plus 8 years appropriate experience in criminal litigation;
- Admission as a legal practitioner as well as experience in Regional Court litigation will serve as an added advantage.

All correspondence must be addressed to the Executive Director

Additional requirements

- Applicants within the Public Service MUST attach proof of confirmation of probation on the level of Senior Legal Officer Grade 5 to their application of employment;
- Transferability to any duty station in Namibia in accordance with the needs of the Office of the Prosecutor General;
- Service orientation, oral communications, team work & collaboration; results driven, problem solving skills and continual learning;
- Ability to work independently, discreet, reliable and trustworthy;
- Letter of reference by a reputable natural person who must have associated with the applicant in the last 12 months must be attached to the application;
- A comprehensive and detailed CV should be attached to the application;
- Applicant must not have been convicted of an offense, or found guilty of misconduct involving dishonesty or misrepresentation within the last 10 years;
- Applicant must not have been discharged from Public Service for the reason of misconduct unless he/ she provides evidence that he/ she has change tremendously;
- Successful candidates will be subjected to undergo Psychometric test;
- Transferability to any duty station in Namibia in accordance with the needs of the office of the Prosecutor General;
- In possession of a valid Driver's License or a Learner's license provided a Driver's license must be obtained within the period (12 months).
- Applicants will be vetted.

About the role:

- You will appear on behalf of and represent the state in criminal cases in all courts in Namibia and carry out other functions as may be assigned by the Prosecutor General. This role will support Prosecutor General's strategic objective of enhancing efficiency in the provision of prosecutorial services.

In addition, you will:

- Provide guidance and direction to prosecutors in handling court cases and in the performance of their professional duties;
- Guide the police in investigations;
- Train, coach and mentor and provide in-service training to junior prosecutors;
- Prepare and submit monthly, quarterly and annual statistics and monthly reports on cases handled to the Prosecutor General;
- Support the Office of the Prosecutor General's strategic initiatives;
- Perform any other functions as assigned by the Prosecutor General or any other authorized persons.

All correspondence must be addressed to the Executive Director

ASSET RECOVERY UNIT

Job designation:	Chief Legal Officer Grade 4
Number of posts:	One (1)
Salary Scale:	N\$ 517 195 – N\$ 543 728 per annum
Housing Allowance:	N\$ 121 560 per annum
Motor vehicle Allowance:	N\$ 110 917 per annum
Duty Station:	Windhoek High Court

Minimum requirements:

- An LLB Degree (or equivalent qualification) at NQF level 8
- Admission as a Legal Practitioner of the High Court of Namibia serves as an advantage;
- Five (5) years appropriate experience in civil litigation;
- Practical experience in criminal litigation;
- Service orientation, oral communications, Team work & Collaboration; Result driven, Problem solving skills and continual learning;
- If in Public Service, candidates should be at the level of Senior Legal Officer Grade 5 and his/her probation must have been confirmed;
- Letter of reference by a reputable natural person who must have associated with the applicant in the last 12 months must be attached to the application;
- A comprehensive and detailed CV should be attached to the application;
- Applicant must not have been convicted of an offense, or found guilty of misconduct involving dishonesty or misrepresentation within the last 10 years;
- Applicant must not have been discharged from Public Service for the reason of misconduct unless he/ she provides evidence that he/ she has change tremendously;
- Successful candidates will be subjected to undergo Psychometric test;
- A valid Driver's Licence is a requirement.
- Transferability to any duty station in Namibia in accordance with the needs of the office of the Prosecutor General;

About the role:

- As a Chief Legal Officer, you will play a crucial role in fighting crimes in terms of the Prevention of Organized Crime Act (POCA), 2004 (Act 29 of 2004).
- Take accountability for the delivery of prosecutorial services in POCA matters and keep the Head of the Unit and the Prosecutor General informed about progress of all case files. This role will also support the Office of the Prosecutor General's strategic objective of removing financial incentives from offenders.

Key Responsibilities:

- Plan and organize work;
- Conduct research in preparation of cases;
- Draft applications relating to the Prevention of Organized Crime Act 29 of 2004 (POCA) and other related legislations;

All correspondence must be addressed to the Executive Director

- Appear on behalf of the Prosecutor-General in applications relating to POCA;
- Appear at case management hearings in respect of POCA cases on behalf of the Prosecutor-General
- Draft heads of arguments on behalf of the Prosecutor-General;
- Attend court at hearings of interlocutory applications;
- Provide directives to prosecutors on how to handle POCA related applications in criminal courts;
- Supervise junior prosecutors in the Asset Forfeiture Unit within the office of the Prosecutor-General and guide them in preparing the drafting of applications and for court appearances;
- Provide guidance and advise to all police officers and ACC investigators on financial investigations and POCA related investigations;
- Manage good relations with stakeholders;
- Prepare and submit quarterly status and monthly reports on assigned cases to the Prosecutor General;
- Support Office of the Prosecutor General's strategic initiatives;
- Prepare and submit monthly, quarterly and annual statistics as per the OPG directives;
- Complete and submit Performance Agreements and Quarterly Performance Reviews;
- Perform any other functions as assigned by your direct supervisor or any other authorized person.

Personal Attributes:

- Serve as a positive, self-driven dynamic professional who displays creative problem-solving skills, positive attitude, strong communications, team oriented, proactive approach and be a fit and proper person

CRIMINAL PROSECUTION

Job designation:	Senior Legal Officer Grade 5
Number of posts:	Five (5)
Salary Scale:	N\$ 432 601 – N\$ 517 195 per annum
Housing Allowance:	N\$ 17 424 per annum
Transport Allowance:	N\$ 10 512 per annum
Duty Station:	To Be Determined by The Prosecutor General

About the role:

- As a Prosecutor you will play a crucial role in the fight against crime by representing the state in criminal matters, appearing in all Lower Courts; and
- You will be accountable for the delivery of prosecutorial services; and keeping the Control Prosecutor/ Deputy Prosecutor General informed about progress of all case files. This role aims to support the Office of the Prosecutor General's strategic objective of enhancing efficiency in the provision of prosecutorial services.

All correspondence must be addressed to the Executive Director

Minimum requirements:

- LLB Degree (or equivalent qualification) plus three (3) years criminal litigation/bench experience, Admission as a Legal Practitioner or B Juris plus six (6) years in criminal litigation;

Additional requirements:

- Transferability to any duty station in Namibia in accordance with the Prosecutor General's directions;
- Applicants within the Public Service MUST attach proof of confirmation of probation on a current position to their application of employment.
- Reference by a reputable natural person who must have associated with the applicant in the last 12 months must be attached in supporting of his/her candidacy;
- Candidate must not have a pending criminal/disciplinary or been convicted of any offense or underwent disciplinary proceedings, of which dishonesty or Misrepresentation is an element;
- In possession of a valid Driver's License or a Learner's license provided a Driver's license must be obtained within the period (12 months).
- All applicants will go through internal vetting process.
- Transferability to any duty station in Namibia in accordance with the needs of the Office of the Prosecutor-General.

Key responsibilities:

- Ensuring that all criminal cases in the Lower Court and High Court are effectively and efficiently prosecuted.
- Screening and guiding investigations
- Conduct research and prepare for trials;
- Prepare and submit monthly, quarterly and annual statistics as per the OPG directives;
- Manage good relations with stakeholders;
- Travel when required to other courts in the Regions (for relief and or Periodical Courts);
- Support the Office of the Prosecutor General's strategic initiatives;
- Complete and submit Performance Agreements and Quarterly Performance Reviews;
- Acquaint yourself with the Prosecutor General Directives (PG Circulars, General Minutes and Office Memo's);
- Hold monthly meetings with the Criminal Justice System Stakeholders;
- Perform any other functions as assigned by the Control Prosecutor, Deputy Prosecutor General, and Prosecutor General or any other authorized person;

Job designation:	Legal Officer Grade 7
Number of Posts:	Thirty (30)
Salary Scale:	N\$ 291 128 – 347 926 per annum
Housing Allowance:	N\$ 17 424 per annum
Transport Allowance:	N\$ 10 512 per annum
Duty Stations:	To Be Determined by The Prosecutor General

All correspondence must be addressed to the Executive Director

Minimum requirements:

- LLB Degree (or equivalent qualification); OR
- B Juris plus 3 years' experience in criminal litigation;

Additional requirements

- Service orientation, oral communication skills, team work & collaboration; result driven, problem solving skills and continual learning;
- Ability to work with minimum supervision, discreet, reliable and trustworthy;
- Be in possession of a valid Driver's License or a Learner's license provided a Driver's license must be obtained within the probation period (12 months).
- Be transferable according to the needs of the OPG;
- Attend mandatory induction training for new recruits.

About the role

- As a Prosecutor you will play a crucial role in the fight against crime by representing the state in all criminal matters; and
- Be accountable for the delivery of prosecutorial services and keep the Control Prosecutor, Deputy Prosecutor General informed about progress of all case files. This role will also support the Office of the Prosecutor General's strategic objective of enhancing efficiency in the provision of prosecutorial services.

Key accountabilities:

- Plan and organize work;
- Screen all new and old dockets assigned to you properly;
- Formulate charges for individual cases coming for first appearance;
- Effective Time Management
- Conduct research and prepare for trials;
- Conduct criminal trials;
- Manage good relations with all criminal justice stakeholders;
- Prepare and submit monthly, quarterly and Annual Statistics;
- Travel when required to other courts in the Regions (for relief and or Periodical Courts);
- Support the Office of the Prosecutor General's strategic initiatives;
- Complete and submit Performance Agreements and Quarterly Performance Reviews;
- Acquaint yourself with the Prosecutor General Directives (PG Circulars, General Minutes and Office Memo's);
- Hold monthly meetings with the Criminal Justice System Stakeholders;
- Perform any other functions as assigned by the Control Prosecutor, Prosecutor General or any other authorized person;

All correspondence must be addressed to the Executive Director

Job designation:	Private Secretary Grade 9
Number of posts:	One (1)
Salary Scale:	N\$ 195 216 – N\$ 234 144 per annum
Housing Allowance:	N\$ 13 944 per annum
Motor vehicle Allowance:	N\$ 10 512 per annum
Duty Station:	Windhoek

Minimum requirements:

- An appropriate National Diploma in Secretarial, Office Management and Technology, Office Administration, Business and Information Administration or equivalent qualification on NQF Level 6 plus three (3) years' appropriate and relevant experience to this position.
- Executive Secretarial Management Certificate will be an added advantage.

Key responsibilities:

- Type and draft official letters and other correspondences;
- Coordinating and Managing the calendar of the supervisor;
- Coordinate appointments and follow up on action schedule;
- Handling important correspondence and communication instantaneously, enhancing transparency and the flow of information;
- Handle enquiries through various communication channels;
- Facilitate meetings and taking down minutes of meetings were required;
- Handle office fillings and all administrative duties that may assigned by supervisor or any authorized person, this may include relieving duties at any other offices when the need arises.
- Management of records;
- Facilitate travel arrangement abroad and locally;
- Screen and channels telephone calls and visitors;
- Assist with the ordering of office supplies;
- Facilitate and take minutes of meetings when required;
- Receive visitors or clients;
- Performs any other functions as may be assigned by the Prosecutor General or any authorized person.

Address enquiries: Mrs Ameya-Shonghela Tel:061 280 5295 or Ms. Sara Simon, Tel: 061-280 5243

DIRECTORATE: OFFICE OF THE OMBUDSMAN

Job designation:	Senior Complaints Investigator Grade 7
Number of posts:	One (1)
Salary scale:	N\$ 291 128 – 347 926 per annum
Housing allowance:	N\$17 424 per annum
Transport allowance:	N\$10 512 per annum
Duty Station:	Swakopmund

All correspondence must be addressed to the Executive Director

About the role:

- As a Senior Complaints Investigator, you will play a crucial role in supporting the Office of the Ombudsman towards the attainment of the strategic objective of promoting independent and impartial resolution of complaints relating to public administration.

Minimum requirements:

- An appropriate National Diploma or equivalent qualification (NQF Level 6);
- Seven (7) years' experience that focuses on areas of investigative work, research auditing or compliance with relevant laws;
- Extensive experience in the investigation of complaints, dispute/conflict resolution and report writing;
- Ability to supervise and mentor staff; the Office operates a computerised case management system and computer literacy is thus a prerequisite, and
- Candidates should be in possession of a valid Driver's License.

Key accountabilities:

- Conduct research and in-depth investigations, analyse facts of complaints, identify problems, issues and make proper findings;
- Provide guidance to junior staff in the investigation of cases, compile investigation reports and participate in outreach/public education activities.

Job Title:	Complaints Investigator Grade 8
Number of posts:	One (1)
Salary scale:	N\$ 238 825 – 285 420 per annum
Housing allowance:	N\$17 424 per annum
Transport allowance:	N\$10 512 per annum
Duty Station:	Windhoek

About the role

- As a Complaints Investigator, you will play a crucial role in supporting the Office of the Ombudsman towards the attainment of the strategic objective of promoting independent and impartial resolution of complaints relating to public administration.

Minimum requirements:

- An appropriate National Diploma or equivalent qualification at NQF Level 6;
- Six (6) years' experience that focuses on areas of investigative work, research auditing or compliance with relevant laws;
- Extensive experience in the investigation of complaints, dispute/conflict resolution and report writing;
- Candidates must be in possession of a valid Driver's License.

All correspondence must be addressed to the Executive Director

Key accountabilities:

- Conduct research and in-depth investigations, analyse facts of complaints, identify problems, issues and make proper findings;
- Conducts investigations, compile investigation reports and participate in outreach/public education activities.

Post Title:	Public Relations Officer Grade 8
Number of Posts:	One (1)
Salary Scale:	N\$ 238 825 – 285 420
Housing Allowance:	N\$ 17 424 (per annum)
Transport Allowance:	N\$ 10 512 (per annum)
Duty Station:	Windhoek

Minimum Requirements:

- Bachelor's Degree in Media studies, Communication, or Journalism or equivalent qualification at NQF L7.

Additional requirements

- Knowledge of how to use Design, Photoshop and Microsoft Office Products.
- Must be able to proof read and possess presentation skills.
- Candidate must be in possession of a valid driver's license

The roles:

- Prepare information updates on social media sites and engaging with social media users.
 - Write media materials, such as press releases, newsletters, reports, and multimedia presentations.
 - Arrange photo opportunities to the enhancement of positive image of the office.
 - Develop communication strategies based on research and discussion with the clients.
 - Contacting media outlets to arrange exhibitions, press coverage, events, and conferences.
 - Promoting the image of the office and its pivotal role in society,
 - Keeps abreast of events and developments within the Ministry,
 - collecting and gathering information for the office.
 - organizing events and awareness sessions for the office.
- Prepare and manage the office's promotional equipment.

Address enquiries to: Mrs Ameya-Shonghela Tel:061 280 5295 or Mr Abed Shigwedha, Tel (061) 2805212.

All correspondence must be addressed to the Executive Director

DIRECTORATE: LEGAL ADVICE

Post designation:	Chief Legal Officer Grade 4
Number of posts:	Three (3)
Salary Scale:	N\$ 517 195 – 543 728
Housing Allowance:	N\$ 121 560 Per annum
Motor Vehicle Allowance:	N\$ 110 917 Per annum
Duty Station:	Windhoek

Minimum Requirements:

- An LLB Degree at NQF Level 8 (or equivalent qualification) plus six (6) years appropriate experience, of which three (3) years should be at Senior Legal Officer Grade 5 position or equivalent levels if from outside the Public Service.

Additional Requirements:

- Possession of a Driving Licence will serve as an added advantage (this requirement does not apply to a person who, due to disability, is unable to drive);
- Specialized knowledge in -
 - negotiating international instruments and public-private sector commercial contracts;
 - drafting/scrutinizing envisaged international instruments;
 - scrutinising and advising on Cabinet-approved Bills and draft Proclamations;
 - stakeholder engagement in the public sector;
- Specialized knowledge in any of the following fields will be considered to the applicant's advantage: Constitutional and Administrative law, Intellectual property, Environmental Law, Property law, Public and Private International law, Mining law, Petroleum law, Aviation law, Maritime law or Law of the Sea, Cyber law;
- Applicants within the Public Service **MUST** attach proof of confirmation of probation on a current position to their application of employment.

Job Summary and Key Responsibilities:

- Provide legal advice/opinions on all branches of the law;
- Scrutinize bills, contracts/agreements, memoranda of understanding, treaties and any other official documents;
- Attend and/or represent clients at local and international conferences, workshops, seminars, commissions of enquiry, disciplinary hearings, negotiation fora and other platforms or events when required on behalf of the Government;
- Supervise and oversee work of direct reports;
- Provide support to the Attorney-General as the principal legal advisor to the President and Government;
- Provide regular reports to and brief the immediate supervisor, the Chief: Legal Advice, and/or the Attorney-General on all matters pertaining to the execution of the mandate of the Directorate;
- Perform any other function as may be assigned.

All correspondence must be addressed to the Executive Director

Address enquiries to: Mrs Ameya-Shonghela Tel:061 280 5295 or Ms. Laimi Timoteus, Tel: 061-280 5244.

DIRECTORATE: LEGAL AID

Job designation:	Chief Legal Officer Grade 4
Number of posts:	One (1)
Salary Scale:	N\$ 517 195 – N\$543 728
Motor Vehicle Allowance:	N\$ 110 917 Per annum
Housing Benefit:	N\$ 121 560 Per annum
Duty Station:	Ondangwa

Minimum requirements:

- LLB Degree at NQF Level 8 (or equivalent qualification)
- Five (5) years' experience in criminal court practice preferably in the Superior Courts;
- Admission as a Legal Practitioner will be an added advantage;
- Litigation skills both in criminal trials and appeals, drafting of pleadings / notice of appeals, conflict resolution and reporting writing skills;
- Directions, managing people, result-driven, leadership and managing organizational transformation;
- Candidates must be in possession of a valid Driver's License.

About the role:

- As Chief Legal Officer you will represent indigent persons in the High and Supreme Courts in Namibia;
- Submit monthly and quarterly statistics to the Chief Legal Aid on the cases in which you are instructed, as well as progress reports on all cases assigned to legal officers under your supervision; sign performance agreements and do assessments and appraisals;
- This role will also support the Directorate's Strategic objective of improving legal aid service delivery countrywide;
- Consult with legal aid clients, police and public prosecutors;
- Peruse disclosure in preparation for cases in which you are instructed; research relevant case law and legislation, as well as represent legal Aid clients including during bail applications;
- Write opinion reports to enable the senior management to make better policy decisions;
- Supervise, train and mentor senior legal officers in the stations assigned to you;
- Perform any other duties as assigned by the Chief Legal Aid or any other authorised person.

All correspondence must be addressed to the Executive Director

Job designation:	Senior Legal Officer Grade 5
Position Level:	Third entry level
Number of posts:	One (1)
Salary Scale:	N\$ 432 601 – 517 195
Housing Allowance:	N\$ 17 424 per annum
Transport Allowance:	N\$ 10 512 per annum
Duty Station:	Lüderitz

Minimum Requirements:

- LLB Degree at NQF Level 8 (or equivalent qualification);
- Three (3) years' experience in presenting cases in Court;
- Candidates must be in possession of a valid Driver's License.

The roles

- Take accountability for the delivery of Legal assistance to the indigent persons and keep the Director Legal Aid informed about progress of all case files. This role will also support the Directorate's strategic objective of providing adequate legal representation in order to improve legal aid service delivery country wide;
- Consult clients and take instructions;
- Plan and organize work
- Prepare and attend court; including bail application for trial
- Request for disclosure in criminal cases in preparation for trial;
- Obtain any supporting documents or pleading in civil cases for preparation for court;
- Prepare and submit quarterly and monthly reports and assigned cases to the Director;
- Travel occasionally to other courts in your region;
- Support the Directorate's strategic initiatives
- Perform any functions as assigned by Director Legal Aid and any other authorized person

Address enquiries to: Mrs Yolante H Karunga, Tel: 061-280 5115 or Mrs Rauha Konghola, Tel: 061-280 5222.

DIRECTORATE: LEGAL SERVICES

DIVISION: MAINTENANCE COURTS

Job Designation:	Senior Legal Officer Grade 5
Number of Post:	Three (3)
Salary Scale:	N\$ 432 601 – 517 195 per annum
Housing Allowance:	N\$ 10 512 per annum
Transport Allowance:	N\$ 17 424 per annum
Duty Station:	Katima Mulilo (Re-advertisement), Gobabis (Re-advertisement) and Otjiwarongo

All correspondence must be addressed to the Executive Director

About the role:

The role of the Maintenance Officer is critical in supporting the Chief Legal Services in rendering quality and timeous legal services in line with the Ministry and Directorate's objectives. A Maintenance Officer is responsible for performing functions and duties assigned to or exercise the powers conferred upon him or her by the Maintenance Act, No.9 of 2003.

Minimum requirements:

- Must be in possession of an LLB Degree from a recognised institution plus (three) 3 years' experience in presenting cases in Court;
- B Juris plus 4 years in criminal, civil litigation or bench experience
- Knowledge of the Maintenance Act, No. 9 of 2003, Reciprocal Enforcement of Maintenance Orders Act 3 of 1995 and the Criminal Procedure Act, No. 51 of 1977; Civil procedure and Magistrate's Court rules.
- Admission as a Legal Practitioner will serve as an added advantage
- Transferability to any duty station in Namibia in accordance with the needs of the Maintenance department, Directorate Legal Services
- Ability to work in a stressful environment with the general public;
- Candidates should be in possession of a valid driver's license or learner's licence on condition that a candidate must submit a valid driver's licence within 12 months.

Key responsibilities:

- Examines maintenance case files to ensure that all required processes were followed and that parties were duly notified;
- Conducts informal inquiries with both parties in an effort to reach an agreement;
- Obtains evidence through the maintenance investigators;
- Evaluates evidence and prepares cases for formal inquiries in court;
- Oversees the summoning of persons in matters to court;
- Attends court to present maintenance cases;
- Notifies parties of their legal obligations in respect of court orders and payment arrangements;
- Recommends criminal prosecutions where a defendant against whom a maintenance order has been made failed to comply;
- Educates clients in respect of maintenance processes;
- Attends to general complaints from clients and stakeholders;
- Perform any other function or duty as required in terms of the Maintenance Act (No. 9 of 2003), Criminal Procedure Act, No.51 of 1977, Public Service Act 15 of 1995 or any other relevant laws.

All correspondence must be addressed to the Executive Director

Job designation:	Chief Legal Clerk Grade 8 (Maintenance Investigator)
Posts:	Two (2)
Salary Scale:	N\$ 238 825 – 285 420 per annum
Housing Allowance:	N\$ 17 424 per annum
Transport Allowance:	N\$ 10 512 per annum
Duty Stations:	Otjiwarongo and Oshakati

About the role:

- To perform functions and duties assigned to or exercise the powers conferred on Maintenance Investigator in terms of the Maintenance Act, No. 9 of 2003.

Minimum requirements:

- A National Degree at NQA level 7 in Policing, Criminal Justice, or related field plus 3 years' appropriate experience that focuses on areas of investigative work, forensic investigation, law enforcement, legal research, auditing and compliance with relevant laws. It includes knowledge of investigative techniques, Rules of criminal procedure, Magistrate's Court rules and civil procedure, Precedent court decisions concerning admissibility of evidence, constitutional rights, search and seizure and related issues.
- Be a highly disciplined and dedicated worker of good character and high integrity.
- Have good communication and writing skills.
- Candidate in Public Service must be at the level of the equivalent qualification Grade 10 and his/her probation must have been confirmed;
- Be in a possession of a valid driver's license.
- Preference will be given to candidates with experience in the field of law enforcement.

Key Responsibilities:

- Conduct research and in-depth investigations;
- Conduct Interviews with complainants;
- Locating the whereabouts of persons required to attend maintenance enquiries;
- Serving of court processes;
- Tracing and evaluating of assets;
- Performs any other functions and duties as maybe assigned by the supervisor or any authorized person.
- Work in a stressful environment with the general public;
- Analyse facts of complaints, identify problems and issues and make appropriate findings;

Address enquiries to: Ms Yolante H Karunga, Tel: 061-280 5115 or Mrs Rauha Konghola, Tel: 061-280 5222.

All correspondence must be addressed to the Executive Director

DIRECTORATE: CENTRAL ADMINISTRATION
DIVISION: GENERAL AND AUXILIARY SERVICES
SUBDIVISION: HUMAN RESOURCE MANAGEMENT

Job designation:	Human Resource Practitioner Grade 8
Number of Post:	Two (2)
Salary scale:	N\$ 238 825 – 285 420 per annum
Housing Allowance:	N\$ 17 424 per annum
Transport Allowance :	N\$ 10 464 per annum
Duty station:	Windhoek

Minimum Requirements:

- A National Diploma majoring in Human Resource Management on NQF level 6 (or equivalent qualification);

Key accountabilities

- Conduct recruitment and termination of services;
- Draft various HRM submissions to various stakeholders;
- Attend to customers (staff, job applicants, general public) queries;
- Administer conditions of service and employee benefits;
- Attend to employee grievances and misconduct;
- Process employee leave records;
- Advise staff members on HR processes and systems;
- Conduct induction of new employees; and
- Execute any other duties as assigned by the Supervisor or any other authorized person.

Competencies required for this position:

- Team work & Collaboration
- Results driven
- Service orientation & Problem-solving skills

All correspondence must be addressed to the Executive Director

Job designation:	Computer Technician Grade 11
Number of Posts:	One (1)
Salary Scale:	N\$132 987- N\$ 159 505 per annum
Housing Allowance:	N\$13 944 per annum
Transport Allowance:	N\$10 512 per annum
Duty station:	Windhoek (Head office)

About the role

- As a Computer Technician your role involves network installation, repair maintenance of computer equipment in support of the division's strategic objectives of enhancing organisational performance.

Minimum Requirements:

- A National Diploma on NQF Level 6 in Information Technology or (equivalent qualification);
- Result driven, Service oriented, Collaboration, Continual learning, Analytical and Customer relations skills,
- A valid Drivers licence and experience in IT industry will be an added advantage.

Key Performance Area:

- Installing of computers and large hardware systems;
- Connect PCs in a network and sets up peripheral equipment's, hardware components and allied devices;
- Loads software programs/packages and utility applications, installs operating systems, create email accounts and IP addresses, carries out upgrades of memory and hard drive systems;
- Check performance-related issues, network support problems, respond to complains and queries, provide technical advice and solve employees' technical problems by phone or in person;
- Keeps record of maintenance work and repairs;
- Train users on new software packages and systems, installs and configures computer and internet security software, and troubleshoots help-desk and internet connectivity issues;
- Analyses network performance and breakdowns of systems and peripheral equipment's;
- Draws up preventative maintenance checklist conjunction with other members of IT team; and
- Execute other duty assigned supervisor or by any authorized person.

Address enquiries to: Ms Johanna H Kapembe Tel (061) 280 5270 or Mrs Toini Msati Tel: 061-280

All correspondence must be addressed to the Executive Director

DIRECTORATE: LEGISLATIVE DRAFTING

Job designation:	Chief Legal Officer Grade 4
Number of Post:	One (1)
Salary Scale:	N\$ 517 195 – 543 728 per annum
Housing Benefit:	N\$ 121 560 per annum
Motor Vehicle Allowance:	N\$ 110 917 per annum
Duty Station:	Windhoek

Minimum Requirements:

- LLB Degree at NQF Level 8 or equivalent qualification.
- 5 years' experience in the field of law of which three years appropriate experience should be in legal research and drafting of Bills or Subordinate Legislation.
- Customer service and service delivery orientation.
- Comprehensive writing skills.
- Ability to work independently as well as in a team.
- Preference will be given to candidates with experience and skills in legal research and drafting of Bills and Subordinate Legislation such as regulations and rules.

Key accountabilities:

- Drafting and scrutinizing of Bills, Subordinate Legislation and Notices and Actions required by law to be notified/announced in the *Gazette* on instruction by Offices/Ministries/Agencies.
- Have a general knowledge of the Namibian law.
- Have an understanding of Namibian Constitutional law.
- Be conversant with recent development in law and Namibia's socio-economic context.
- Have excellent analytical and critical thinking and pay careful attention to details;
- Be able to work under pressure and meet deadlines.
- Consult with Offices/Ministries/Agencies with view to clarifying policy matters relating to Bills, Subordinate Legislation and Notices and Actions required by law to be notified/announced in the *Gazette*.
- Proofread Bills, Subordinate Legislation and Notices and Actions required by law to be notified/announced in the *Gazette*.
- Perform any other duties assigned by the Chief: Legislative Drafting, His or Her Immediate Supervisor or a person authorised by the Chief: Legislative Drafting.

All correspondence must be addressed to the Executive Director

SUBDIVISION: GAZETTE

Job designation:	Senior Legal Clerk Grade 10
Number of posts:	Two (2)
Salary Scale:	N\$ 159 505– N\$ 191 312 per annum
Housing Allowance:	N\$ 13 944 per annum
Transport Allowance:	N\$ 10 512 per annum
Duty Station:	Windhoek

Minimum requirements:

- A grade 12 certificate on NQF Level 3 plus 3 years' experience in administrative role preferably in a legal environment; or A Diploma on NQF Level 6 (or equivalent qualification) plus one (1) years' experience preferably in a legal environment.
- Customer service and service delivery orientation.
- Problem solving skills.
- Ability to work with minimum supervision.
- Preference will be given to candidates with experience in proofreading and editing of legal documents.

Key responsibilities:

- Proofread and edit legal documents.
- Receive instructions for publication in *Gazette*.
- Compile Quarterly Indexes and Indexes for Law Books.
- Distribute Law Books and other Gazettes to clients/customers.
- Liaise with Government *Gazette* binders/printers for binding of Quarterly Index and Law Books.
- Handle enquiries from clients/customers.
- Supervise staff members in Gazette Division.
- Perform any other duties as may be assigned by the Chief: Legislative Drafting, His or Her Immediate Supervisor or a person authorised by the Chief.

Applicants should note the following:

- Applicants within the Public Service **MUST** attach proof of confirmation of probation for current post to their application for employment.
- Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). Foreign qualifications without verification from NQA will not be considered;
- The activities of the Ministry of Justice and Labour Relations 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.

All correspondence must be addressed to the Executive Director

- 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, will not be considered.
- Applicants in designated groups 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.
- Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application.

Please note: Only shortlisted candidates will be contacted, and preference will be given to Namibian Citizens. No documents will be returned to applicants.

All official correspondence must be addressed to the Executive Director

Application (on new version form 156043 obtainable at all Government Offices) together with a detailed comprehensive Curriculum Vitae and Certified copies of educational qualifications and identity documents) must be submitted to:

The Executive Director
Ministry of Justice and Labour Relations
Private Bag 13302
Windhoek

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

Subdivision: Human Resources
First (1) Floor
Talla Building, Independence Avenue (Old FNB Building)

FAXED APPLICATIONS WILL NOT BE CONSIDERED

CLOSING DATE: 02 July 2025


Nghidinua Daniel
Executive Director



All correspondence must be addressed to the Executive Director