

OFFICE OF THE JUDICIARY

OFFICE OF THE EXECUTIVE DIRECTOR DIVISION: INTERNAL AUDIT

Post designation	:	Chief Internal Auditor Grade 6
1xPost	:	Windhoek (Head Office)
Scale of salary	:	N\$ 354, 883 – N\$ 424, 119
Housing Allowance	:	N\$ 17, 424 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A B-Degree in Auditing, Accounting or Commerce on NQF Level 7 (or equivalent qualification) plus **six (6) years'** experience in auditing.

Additional Requirements: Valid driver's license with at least **two (2) years** driving experience.

Key Competencies:

- General competencies namely: results driven, service orientation, problem solving, teamwork, collaboration and continuous development;
- Sound knowledge of internal audit processes and systems in the Public Service;
- Good communication and presentation skills; and
- Understanding of statutory guidelines and business processes.

Key performance areas:

- Responsible to lead an audit subdivision in accordance with the auditing standards and methodologies.
- Responsible for the overall supervision of the audit team on a daily basis to ensure proper performance of work.
- Responsible for the planning, execution and completion of assigned audits in accordance with the auditing standards and methodologies.
- Regularly liaise with the audit clients and ensure that matters arising from the audits are resolved amicably and that good client relations are maintained.
- Delegate and assign responsibilities to audit teams in accordance with the approved annual risk-based plan.
- Ensure for each assigned audit, that the audit plan is prepared, approved and carried out in accordance with the standards and methodologies by the agreed deadline.
- Ensure for each assigned audit, through review that documents in the Audit File are organized, referenced and cross referenced in accordance with standards and methodologies on audit documentation. Submit these files to the supervisor on or before the agreed deadlines.
- Review draft management letters prepared by the audit team on the basis of audit
- Evidence obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.
- Review draft audit report prepared by the audit team on the basis of audit evidence

- Obtained and, thereafter, submit these to the supervisor on or before the agreed deadlines.
- Execute any other duties assigned by the Deputy Director: Internal Audit or Chief Internal Auditor or any other authorized person.

Post designation	:	Internal Auditor Grade 8
2xPosts	:	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: A B-Degree in Auditing, Accounting or Commerce on NQF Level 7 (or equivalent qualification) plus **three (3) years'** experience in auditing.

Additional Requirements: Valid driver's license with at least **two (2) years** driving experience.

Key Competencies:

- General competencies namely: results driven, service orientation, problem solving,
- Teamwork, collaboration and continuous development;
- Sound knowledge of internal audit processes and systems in the Public Service;
- Good communication and presentation skills; and
- Understanding of statutory guidelines and business processes.

Key performance areas:

- Prepare audit plan to execute audits;
 - Conduct preliminary audit surveys on audits;
 - Interview stakeholders to familiarize with operational processes;
 - Develop system description of processes and control measures;
 - Develop audit test programs to check compliance;
 - Conducts risk assessments on the audit universe and prioritize critical risk areas;
 - Conduct system reviews and follow-up audits;
 - Draft reports to management on findings and recommendations;
 - File and update internal audit evidence and supporting documentation within the established systems; and
 - Execute any other duties assigned by the Deputy Director: Internal Audit or Chief Internal Auditor or any other authorized person.
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DEPARTMENT: JUDICIAL MANAGEMENT
DIRECTORATE: ADMINISTRATION
DIVISION: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
SUBDIVISION: HUMAN RESOURCE DEVELOPMENT

Post designation	:	Learning & Development Officer Grade 8
1xPost	:	Windhoek (Head Office)
Scale of salary	:	N\$ 238, 825 – N\$ 285, 420
Housing Allowance	:	N\$ 17, 424 per annum

PSM CIRCULAR NO. E OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 16 JUNE 2025, CLOSING DATE 11 JULY 2025

Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma in Human Resources Management or Development on NQF Level 6 or equivalent qualification plus **three (3) years'** proven experience in Human Resource Development.

Key performance areas:

- Facilitate soft skills programmes;
- Conduct training needs assessments (TNA);
- Conduct in –house training;
- Conduct generic training needs programmes;
- Assist with the implementation of Performance Management System,
- Compile and keep accurate training data;
- Administer the financial assistance programme;
- Conduct induction of new employees;
- Execute any other duties assign by the Chief Learning & Development Officer or Deputy Director.

DIRECTORATE: ADMINISTRATION

Post designation : Private Secretary Grade 9
1xPost : Windhoek (Office of the Director: Administration)
Scale of salary : N\$ 195, 216 – N\$ 234, 144
Housing Allowance : N\$ 13, 944 per annum
Transport Allowance : N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma in Secretarial Studies or Office Management or Administration on NQF Level 6 or equivalent qualification plus **one (1) year** proven experience in Secretariat or Office Management/Administration.

Additional requirements:

- Excellent computer skills (Excel, Power point & Access)
- Time Management, Planning, and Organizing skills,
- Confidentiality, and
- Driver's Licence will be added as an advantage

Key performance areas:

- Provide excellent secretariat and administrative support to the Director;
- Type reports and draft official letters and other correspondences,
- Prepare and manage correspondences, reports and documents;
- Organise and coordinate meetings, events and conferences;
- Liaise and coordinate with internal and external stakeholders.
- Attend meetings,
- Screen and channel telephone calls and visitors,
- Order office supplies;
- Facilitate travels abroad and locally;
- Facilitate meetings and take minutes of meetings when required;
- Handle office filling ,and

- Maintain the diary of the Director,

Key Competence areas:

- Interpersonal skills;
- Verbal and written communication;
- Ability to maintain confidentiality;
- Customer service oriented;
- Reliability;
- Stress tolerance;
- Innovative;
- Excellent organization skills to a changing environment;
- Ability to prioritize and manage work effectively; and
- Ability to reply to general correspondences.

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

Post designation	:	Senior Interpreter Grade 11
1xPost	:	High Court Windhoek
Scale of salary	:	N\$ 132, 987 –N\$ 159, 505
Housing Allowance	:	N\$ 13,944 per annum
Housing allowance	:	N\$ 10, 512 per annum

Language Requirements: English plus Nama/Damara and Afrikaans

Minimum requirements: A grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages indicated above;

Additional requirements: Five (5) years appropriate experience as a Court Interpreter

Key performance areas

- Provide interpretation services in Court;
- Assist with quasi-judicial administrative duties;
- Verify case records with court roll on daily basis;
- Assess the performance agreements of junior staff members; and
- Supervise, develop and mentor junior staff
- Execute any other duties assigned by the supervisor or any other authorized person.

**DEPARTMENT: JUDICIAL SERVICES
DIRECTORATE: LOWER COURTS**

Post designation	:	Senior Legal Clerk Grade 10
1xPost	:	Opuwo Magistrate's Office
Scale of salary	:	N\$ 159, 216 –N\$191, 312
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

PSM CIRCULAR NO. E OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 16 JUNE 2025, CLOSING DATE 11 JULY 2025

Minimum requirements: A Grade 12 (or Equivalent) certificate on NQF Level 3 plus 3 years' experience in court administration

Additional requirements:

- An appropriate National Diploma on NQF Level 6 in Paralegal Studies, Accounting, Business Administration, Public Management/Administration or Human Resources Management will be **added advantage**;
- Candidates must have extensive knowledge and experience in quasi-judicial functions and court administration at Magistrates' Offices.

Key performance areas:

- Supervise and train junior administrative staff;
- Perform quasi-judicial functions;
- Receive State revenue in respect of court fines and traffic fines;
- Receive trust funds such as bail and maintenance monies;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions;
- Domestic Violence Act, Administration of Estates Act and other relevant legal instruments;
- Perform bookkeeping functions;
- Balance/Reconcile the Magistrate's Deposit Suspense Account;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

DIRECTORATE: LOWER COURTS

Post designation	:	Private Secretary Grade 9
1xPost	:	Windhoek (Office of the Director: Lower Courts)
Scale of salary	:	N\$ 195, 216 – N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: An appropriate National Diploma in Secretarial Studies or Office Management or Administration on NQF Level 6 or equivalent qualification plus **one (1) year** proven experience in Human Resource Development.

Additional requirements:

PSM CIRCULAR NO. E OF 2025, VACANCIES IN THE PUBLIC SERVICE, ADVERTISED 16 JUNE 2025, CLOSING DATE 11 JULY 2025

- Preference will be given to candidates with at least one (1) year appropriate experience in secretarial profession or Office Management/Administration.
- Excellent computer skills (Excel, Power point & Access)
- Time Management, Planning, and Organizing skills,
- Confidentiality, and
- Driver's Licence will be added as an advantage

Key performance areas:

- Provide excellent secretariat and administrative support to the Director;
- Type reports and draft official letters and other correspondences,
- Prepare and manage correspondences, reports and documents;
- Organise and coordinate meetings, events and conferences;
- Liaise and coordinate with internal and external stakeholders.
- Attend meetings,
- Screen and channel telephone calls and visitors,
- Order office supplies;
- Facilitate travels abroad and locally;
- Facilitate meetings and take minutes of meetings when required;
- Handle office filling ,and
- Maintain the diary of the Director,

Key Competence areas:

- Interpersonal skills;
- Verbal and written communication;
- Ability to maintain confidentiality;
- Customer service oriented;
- Reliability;
- Stress tolerance;
- Innovative;
- Excellent organization skills to a changing environment;
- Ability to prioritize and manage work effectively; and
- Ability to reply to general correspondences.

DEPARTMENT: JUDICIAL SERVICES DIRECTORATE: LOWER COURTS

Post designation	:	Senior Interpreter Grade 11
2xPosts	:	Windhoek Magistrate's Office (Mungunda) Keetmanshoop Magistrate's Office
Scale of salary	:	N\$ 132,987 –N\$ 159, 505
Housing Allowance	:	N\$ 13,944 per annum
Housing allowance	:	N\$ 10, 512 per annum

Language Requirements: English plus Khoekhoegowab and Afrikaans plus any of the following: Afrikaans or Otjiherero or Oshiwambo (**Keetmanshoop Magistrate's Office**)

- English plus Nama/Damara and Afrikaans plus any of the following: Afrikaans or Oshiwambo or Otjiherero (**Windhoek Magistrate's Office (Mungunda)**)

Minimum requirements: A Grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages indicated above;

Additional requirements: Five (5) years appropriate experience as a Court Interpreter

Key performance areas

- Provide interpretation services in Court;
- Assist with quasi-judicial administrative duties;
- Verify case records with court roll on daily basis;
- Assess the performance agreements of junior staff members; and
- Supervise, develop and mentor junior staff
- Execute any other duties assigned by the supervisor or any other authorized person.

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:

Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

The following officials may be contacted at the Human Resources Management Division in the event that further **enquiries** or information is required:

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**

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**Private Bag 13412
WINDHOEK**

OR

**Hand delivered at:
The Office of the Judiciary
Schönlein Building
Schönlein Street
Windhoek West.**
