

Key Responsibilities:

- Take accountability for the delivery of Legal assistance to the indigent persons and keep the Director Legal Aid informed progress of all case files;
- Thos role will also support the Director'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 regions;
- Perform any functions as assigned by Director Legal Aid and any other authorized person.

Job Designation	: Chief Legal Clerk Grade 8
Salary Scale	: N\$ 227 453 – 271 828 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Number of Posts	: One (1)
Duty Stations	: Windhoek

Minimum Requirements:

- An appropriate National Diploma at NQF Level 6;
- Five (5) years appropriate in quasi-judicial functions and courts;
- Candidates should be at the level of Senior Legal Clerk Grade 10 and probation must be confirmed and attached.

Enquiries: Ms Yolante Karunga, Tel: 061-280 5115 or Ms. Mikael Malima, Tel: 061 – 2805251

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- Travel occasionally to other courts in your regions;
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Job Designation	: Chief Legal Clerk Grade 8
Salary Scale	: N\$ 238 825 – 285 420 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Number of Posts	: One (1)
Duty Stations	: Windhoek

Minimum Requirements:

- An appropriate National Diploma at NQF Level 6;
- Five (5) years appropriate of which three (3) years must be in quasi-judicial functions
- Candidates should be at the level of Senior Legal Clerk Grade 10 and probation must be confirmed and attached.

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