

Job Designation	: Accountant 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	: Oshakati

Minimum Requirements:

- An appropriate Diploma at NQF Level 6 majoring on Accounting

Key Responsibilities:

- Receiving, capturing and submission of payment applications;
- Receiving, capturing and submission of deposits;
- Examination and submission of applications for allowance increase or change of guardian;
- Attending to any correspondence necessary for the determination of allowances or any other matters relating to the payment of an allowance;
- Reconciles and balances books;
- Attends to general enquiries;
- Perform any other duties assigned by the Senior Accountant or any other authorized person.

Enquiries: Ms Yolante Karunga Tel (061) 280 5115 or Ms. Meneth Kaulungamenwa, Tel (061) 280 5251.

DIRECTORATE: OMBUDSMAN

Job Designation	: Complaint Investigator 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	: To be determined by the HOD.

Minimum Requirements:

- An appropriate National Diploma or equivalent qualification at NQF Level 6;
- Three (3) years' experience that focuses on areas of investigative work, research, auditing or compliance with relevant laws;
- Experience in investigation of complaints, dispute, conflict resolution and report writing;
- Computer literacy;
- Self-driven dynamic professional who displays creative problem-solving skills, positive attitude, strong oral and written communication skills and a team-oriented approach;
- Mediation and report writing skills.

Enquiries: Mrs. Elizabeth Ameya-Shonghela, Tel: 061 – 280 5295

DIRECTORATE: LEGAL ADVICE

Job Designation	: Senior Legal Officer Grade 5
Salary Scale	: N\$ 432 601– N\$ 517 195 per annum
Housing Allowance	: N\$ 432 601 per annum
Motor vehicle Allowance	: N\$ 8 760 per annum
Number of posts	: One (1)
Duty Station	: Windhoek

Minimum Requirements:

- B. Juris Degree plus 6 years in-service experience as an Assistant/Legal Officer plus certification of satisfactory performance.
- BA LLB Degree plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performance.
- BA - LLB Degree plus Registration as provided for in the appropriate legislation.
- Specialized knowledge in any of the following fields will be considered to the applicants; advantage: - Constitutional and Administrative Law, Commercial and Trade Law, Intellectual Property Law, Environmental Law, Law of the Sea, Public or Private International Law, Mining Law and Aviation Law.

Key Accountabilities

- Provide Legal Advice/ Opinion on all branches of law;