



REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY

VACANCY ANNOUNCEMENT

The Office of the Judiciary was created in terms of the Judiciary Act, 2015 (Act 11 of 2015), to give effect to Article 78 (5) of the Constitution of the Republic of Namibia and came into force on 31 December 2015. The Office of the Judiciary provides support to the Judiciary, and as it embarks on this journey, invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens for the following vacancies:

OFFICE OF THE EXECUTIVE DIRECTOR DEPARTMENT: JUDICIAL SERVICES Strategic/Overhead Management

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| 1. Post designation | : Deputy Executive Director: Grade 2 |
| 1x Post | : Windhoek |
| Scale of salary | : N\$ 600 319 – N\$ 637 063 per annum |
| Housing allowance | : N\$ 142 104 per annum |
| Motor Vehicle Allowance | : N\$ 149 351 (capital and running cost) per annum |

Minimum requirements: A B degree in Law on NQF L7 (or equivalent qualification; plus nine (9) years appropriate experience, of which at least **6 years must have been at the level of Head of Directorate or equivalent business unit.**

NB: Please note that this post is vettable in respect of the shortlisted candidates.

Additional requirements:

- Proven knowledge and experience of the Namibian Court systems;
- Leadership/managerial competencies namely: directing, results driven leadership, managing people and organizational transformation;
- Proven people and stakeholder relationship management skills; and
- Solid writing communication and presentation skills

Purpose of the Post

- To provide strategic overhead management support to the Executive Director in fulfilling his/her mandate as derived from the Constitution of the Republic of Namibia and the Judiciary Act, 2015 (Act Np. 11 of 2015) in providing administrative and financial support to the Judiciary;
- Monitoring and reviewing the courts administrative operations, activities and projects;
- Coordination of specific functional areas to ensure the achievement of the Office of the Judiciary's mandate;
- Assist the Executive Director in the day-to-day administration of the Office including the discipline, promotion and transfer of staff members in terms of the Public Service Act or any other law;
- Assist the Executive Director in relation to the day-to-day administration of the Office which he or she is required or authorized to do under the Judiciary Act

or any other law or which is necessary or expedient for him or her to do for achieving the purposes of the Judiciary Act.

- To manage the department Judicial Services ensuring that the core functions in the administration of justice by the Supreme Court, High Courts and Magistrate's Courts and the respective support services are being executed and performed in terms of the respective empowering legislations and procedures.

Key performance areas:

- Manage the Department Judicial Services ensuring that the core functions in the administration of justice by the Supreme Court, High Courts, Magistrates' Courts and the respective support services are being executed and performed in terms of the respective empowering legislations and procedures;
- Perform all functions to administer justice in the Supreme, High and Magistrates' Courts as required by the relevant empowering legislations mandating the Registrar and Clerk of Court concerned;
- Perform all function and responsibilities in rendering functional and administrative support to the Superior courts and Magistrates' Courts;
- Provide and coordinate legal support to the Judiciary;
- Provide communication and relationship management services at inter-governmental and international level;
- Ensure execution of resolutions and/or directives of relevant committees established under the Judiciary Act, 2015 (Act No. 15 of 2015);
- Represent the Office on Boards, Committees and other such bodies to articulate the Office's policy position and provide technical advice at conferences, symposia, seminars/workshops when the need arises;
- Train, coach and mentor line managers under the Department Judicial Services;
- Report to and execute other duties assigned by the Executive Director or any authorized person.

DIRECTORATE: SUPREME AND HIGH COURTS

2. Post designation	: Deputy Registrar: Grade 3 (Re-advertisement)
1x Post	: High Court, Oshakati
Scale of salary	: N\$554 603 – N\$588 548 per annum
Housing allowance	: N\$ 131 280 per annum
Motor Vehicle Allowance	: N\$ 136 485 (capital and running cost) per annum

Minimum requirements:

- BA LLB degree on NQF L7 (or equivalent qualification in the field of law) Plus Admission as a Legal Practitioner in Namibia;
- 9 years appropriate experience in Magistrates' Court, High Court, and / or Supreme Court litigation and court administration or a combination of Public Service and Private sector, of which at least **6 years must be post admission experience as admitted Legal Practitioner;**
- Proficiency in Microsoft Office Programs.

NB: Please note that this post is vettable in respect of the shortlisted candidates.