

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.

Purpose of the post

- The incumbent of this position will be expected to perform his/ her duties in accordance with directions issued by the head of court to whose jurisdiction he/ she is assigned, including but not limited to the following:

Key performance areas:

- Management of High Court Northern Local Division, Oshakati;
- Issue all processes that initiate court proceedings in the applicable court
- Issue, Keep and analyze court statistics;
- Issue court orders in the High Court;
- Process and manage the litigation process, court documents and rolls of the applicable court;
- Implement the applicable legislation, including acts, rules, regulations, practice directives and consequential procedures and practices in co-operation with the head of Court, the Registrar, and the Judges of the court;
- Tax legal bills of costs;
- Identify key areas which require improvement, propose solutions and implement the approved solutions;
- Compilation, Manage and Exercise control of and over the court rolls applicable to the court assigned to the appointment;
- Consult with parties in preparation of cases for purposes of hearings;
- Liaise between Judges of the court and parties;
- Manage Court information relating to all cases, including the keeping of statistics and the submission of returns to the Registrar and the Executive Director;
- Exercise control over case records as well as the record room and the files in terms of the Archives Code/ Act;
- Ensure preparation, execution, management and control of the budget in respect of the head of the applicable court and the courts itself;
- Serve on various sub-committees;
- Manage and ensure the daily signing of the attendance register by all staff member;
- Act as the liaison officer between the judges and the other instances;
- Provide assistance to the public and other court users with court procedures;
- Write and respond to correspondence;
- Attend to all administrative issues arising from the appointment held as deputy of the Directorate Supreme and High Courts;
- Assist the Registrar with the execution of the Directorate's Strategic Plan;
- Any other function assigned by the Chief Justice, the Deputy Chief Justice, the Executive Director and/ or the Registrar.

Applicants should note the following:

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application 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/vetting 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 letters of confirmation of their probation in their current positions will be disqualified. Hence, applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable.
- Please note all documentation **must** be originally certified and **must** be attached to the application form.
- *Candidacy is **NOT** limited to Public Servants only. **Preference will be given to Namibian Nationals.***

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.

Enquiries:

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

Mesdames Caroline Buchane, Lea Shatoolwa, and Rosalia Hangula :
Tel: 061- 435 3603, Tel: 061- 435 3605, Tel: 061- 435 3577.

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
 Private Bag 13412
WINDHOEK

OR

Hand delivered at the Office of the Judiciary, Schönlein Building, Schönlein Street, Windhoek West.

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

CLOSING DATE: 17 November 2025