

DIRECTORATE: MASTER OF HIGH COURT

Job Designation	: Legal Officer Grade 7
Salary Scale	: N\$ 291 128 – N\$ 347 926 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Transport Allowance	: N\$ 10 512 per annum
Number of posts	: Five (5)
Duty Station	: To be determined by the HOD

Minimum Requirements

- B. Juris Degree or equivalent qualification plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performance.
- BA LLB Degree
- Should be serviced oriented, with excellent oral communication and problem-solving skills;
- Should be a team player, result driven, with continual learning approach.

Key Responsibilities

- Examines liquidations and distribution of accounts or any other application for deceased estates, curatorship, trusts and insolvency accounts;
- Drafts and submits court reports;
- Examines creditor's claims in respect of insolvencies;
- Preparation of advertisements in the Government Gazette for the convening of meetings for the election of executors, tutor, curators, trustees and liquidators;
- Preparation of all letters of appointments for deceased estate, curatorship, trusts and insolvencies;
- Deals with complaints and objections;
- Perform any other functions as may be assigned by the Master of the High Court or an authorized person.

Enquiries: Mrs. Elizabeth Ameya-Shonghela, Tel: 061 – 280 5295 or Ms Yolante Karunga, Tel: 061-280 5115