

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;

- Draft and scrutinize bills, contracts / agreements, memorandum of understanding, treaties and any other official documents;
- Represent and attend local and international conference, workshops, seminars commissions of inquiries, state owned Enterprise Board of Directors, disciplinary hearings, negotiation forums and other events when required on behalf of the government;
- Oversee and supervise the work of subordinates;
- Execute/ perform any other function as may be assigned to by supervisors or any relevant authority.

Enquiries: Ms Toini Msati Tel (061) 280 5243 or Ms. Laimi Timoteus, Tel (061) 280 5294

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). Foreign qualifications without verification from NQA will not be considered;
- The activities of the Ministry of Justice are of strategic importance. You are forewarned that a security clearance in respect of shortlisted candidates may be required at any time and your 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 probations in their current positions, will not be considered.
- Applicants in designated groups (persons with disability) are encouraged to apply.
- Candidates with Curriculum Vitae which do not clearly indicate the years of experience and the exact type of work experience will not be considered.
- Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application.

Please note: Only shortlisted candidates will be contacted, and preference will be given to Namibian Citizens.

CLOSING DATE: 18 NOVEMBER 2025

Application (on new version form 156043 obtainable at all Government Offices) together with a detailed comprehensive Curriculum Vitae and original Certified copies of educational qualifications and identity documents must be submitted to:

Postal Address: The Executive Director
Ministry of Justice and Labour Relations
Private Bag 13302
Windhoek

Physical Address: Human Resources Management
First Floor
Talla Building (Old FNB Building), Independence Avenue

FAXED APPLICATIONS WILL NOT BE CONSIDERED


AUDRIN MATHE

EXECUTIVE DIRECTOR
MINISTRY OF JUSTICE AND LABOUR RELATIONS

