



REPUBLIC OF NAMIBIA
MINISTRY OF JUSTICE

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Windhoek
Namibia

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Our Ref.: **S4/1/1**

Vacancies Announcement

In pursuing its mandate to provide Legal Services and access to justice the Ministry of Justice invites applications from dynamic, self-driven motivated suitably qualified Namibian citizens to join our team in the following roles:

DIRECTORATE: CENTRAL ADMINISTRATION

1. Post designation	: Chief Public Relations Officer Grade 6
Position Level	: 2 nd Promotional post
Number of Posts	: One (1)
Salary Scale	: N\$ 354 883 – 424 119
Transport Allowance	: N\$ 10 512 (per annum)
Housing Allowance	: N\$ 17 424 (per annum)
Location	: Windhoek

Minimum Requirements:

- Bachelor's Degree in Media studies, Communication, or Journalism or equivalent qualification at (NQF L7) plus six (6) years' experience in the field of Public Relations, candidates in Public Service must at the level of Senior Public Relations Officer Grade 7.

Additional requirements

- Experience in Media Relations, or Public Relations, or Public Policy, or Public Administration or Political Sciences or Marketing and Communication.
- Knowledge on how to use in Design, Photoshop and Microsoft Office Products.
- Must be able to proof read and possess presentation skills.
- Candidate must be in possession of a valid driver's license

The roles:

- Monitoring relevant media coverage, assembling press kits, and fielding telephone calls from the media and clients.
- Prepare information updates on social media sites and engaging with social media users.
- Write media materials, such as press releases, newsletters, reports, and multimedia presentations.
- Arrange photo opportunities to the enhancement of positive image of the Ministry of Justice.
- Manage the Directorate to develop communication strategies based on research and discussion with the clients.
- Contacting media outlets to arrange exhibitions, press coverage, events, and conferences.
- Promoting the image of the Ministry of Justice and its pivotal role in the society,
- Keeps abreast of events and developments within the Ministry,
- Assist the Senior Public Relation Officer with the collection and gathering of information for the Ministry of Justice monthly bulletin.
- Manage the organizing of events and awareness sessions for the Ministry of Justice.
- Prepare and Manage the Ministry of Justice's promotional equipment
- Support directorate's strategic objective of rendering quality and timeous litigation, notarial and conveyancing to O/M/As

SUBDIVISION: FINANCE & BUDGETING

2. Post designation	Accountant Grade 8
Position Level	: 2 nd Entry post
Number of Posts	: One (1)
Salary Scale	: N\$ 238 825 – 285 420
Transport Allowance	: N\$ 10 512 (per annum)
Housing Allowance	: N\$ 17 424 (per annum)
Location	: Windhoek

Minimum Requirements:

An appropriate Diploma on NQF L6 majoring in accounting.

Key activities

- Process Payroll DSA and Account Payable on IFMS;
- Reconcile regular payments from Government Funds;
- Perform general finance work and;
- Execute any other duties assigned by supervisor or any relevant authority.

Address enquiries to: Mr. Salatiel Munghadi Tel: 061 280 5245 or Ms Johanna Kapembe [Tel:061 280 5270](tel:0612805270)

SECTION: TRANSPORT

3. Post designation	: Senior Administrative Officer Grade 10
Position Level	: 1 ST Promotional post
Number of Posts	: One (1)
Salary Scale	: N\$ 159 505 – 191 312
Transport Allowance	: N\$ 10 512 (per annum)

Housing Allowance : N\$ 13 944 (per annum)

Location : Windhoek

About the role

- Responsible for issuing and receiving vehicles to and from users;
- Implement and maintain the transport policy;
- Conduct daily and regular inspections on vehicles before and after trips, checking log books, prepare trip authorities or requisitions to obtain approval;
- Compile vehicle monthly reports and submit them to the supervisor;
- Exercise strict control over the use of Ministry vehicles;
- Ensure that vehicles are kept clean and maintained;
- Responsible for receipt of accident reports and verify them
- Ensure that all vehicles are roadworthy and monitor the expiration of vehicle license discs
- Ensure the existence and monitor the compliance of registers
- Liaise with stakeholders on transport matters;
- Ensure that all keys, petrol cards and vehicles are kept at safe places
- Liaise with government garages in respect of servicing of vehicles, breakdowns and vehicle statements;
- Attend to client queries in respect of transport matters;
- Perform general administrative work;
- Oversee the executions of strategic initiative of the subdivision;

In addition you will:

- Be responsible for supervising and overseeing the overall works for Administrative Officer Grade 12, Drivers and Messenger;
- Train, coach and mentor staff in the subdivision and;
- Execute any other duties assigned by the Control Administrative officer or any other authorised person;

To be successful in this role you will have to meet the following requirements:

- A Grade 12 Certificate on (NQF Level 3) plus 3 years appropriate experience; OR
- An appropriate National Diploma or equivalent qualification on NQF Level 6 Plus 1-year appropriate experience in the field of Transport Management, Business Administration and Management and Business Logistic and Supply Chain Management.
- Valid driver's licence; is a prerequisite (if a copy of the driver's license is not attached, it will be presumed that the candidate is not in possession of a driver's license

Address enquiries to: Mr. Salatiel Munghadi Tel: 061 280 5245 or Ms Johanna Kapembe [Tel:061 280 5270](tel:0612805270)

DIRECTORATE: CIVIL LITIGATION

Post designation : Senior Legal Officer Grade 5

Position Level : 2nd Entry Level

Number of posts	: (Seven) 7
Duty Station	: Windhoek
Salary scale	: N\$ 432 601 – 517 195 per annum
Transport allowance	: N\$ 10 512 per annum
Housing allowance	: N\$ 17 424 per annum

Minimum Requirements:

- LLB Degree at NQF Level 8 (or equivalent qualification);
- The candidate must be admitted as a Legal Practitioner in the High Court of Namibia;
- Ability to work under pressure with minimum supervision, should have qualities of reliability, discreetness, and trustworthiness

Key responsibilities

- Represents Government in all civil disputes and civil litigation
- Representing Ministries, Offices and Agencies (OMAs) in civil litigation and labour matters in courts and tribunals; and defending public servants in criminal cases arising from the execution of their duties, as well as doing conveyancing on behalf of the State;
- Supporting the Directorate: Civil Litigations strategic objective of rendering quality timeous litigation, and notarial conveyancing to O/M/As.
- Manages good relations with stakeholders/client engagement (Customer care)
- Renders legal advice to Ministries /Offices/ Agencies and Treasury in civil disputes and litigation;
- Collects debt on behalf of the Government;
- Conducts research in preparation of cases;
- Attends case management hearings, interlocutory applications, and all High court hearing etc;
- Ability to draft various court pleadings, answer affidavits, particulars of claims, legal advice in contemplation of litigation, etc;
- Attends to case files and queries from clients;
- Attends to all court hearings, mediations, arbitrations, taxation, and labour appeals etc;
- Prepares and submits status reports of all matters assigned to you by the Government Attorney;
- Complies with the Customer Service Charter;
- Prepares and submit monthly, quarterly, and annual statistics as per the Government Attorney directives.
- Completes and submits Performance Agreements and Quarterly Performance Reviews.
- Renders legal opinions in respect of MVAs to all O/M/As; and
- Executes any other duties assigned by the Government Attorney or an authorized person.

Address enquiries to: Ms Johanna Kapembe Tel:061 280 5270 or Mr Salatiel Munghadi, Tel (061) 2805212

DIRECTORATE: OFFICE OF THE OMBUDSMAN

1. **Job Title** : Senior Complaints Investigator Grade 7
Number of post : One (1)
Duty Station : Otjiwarongo
Salary scale : N\$ 291 128 – 347 926 per annum
Housing allowance : N\$ 17 424 per annum
Transport allowance : N\$ 10 512 per annum

About the role:

- As a Senior Complaints Investigator, you will play a crucial role in supporting the Office of the Ombudsman towards the attainment of the strategic objective of promoting independent and impartial resolution of complaints relating to public administration.

Minimum requirements:

- An Appropriate National Diploma or equivalent qualification (NQF Level 6);
- Seven (7) years' experience that focuses on areas of investigative work, research auditing or compliance with relevant laws;
- Extensive experience in the investigation of complaints, dispute/conflict resolution and report writing;
- Ability to supervise and mentor staff, the Office operates a computerised case management system and computer literacy is thus a prerequisite;
- Possession of a valid driver's licence is a prerequisite;
- Proof of a certified copy of driver's licence should be attached, to avoid disqualification from shortlisting.

Key accountabilities:

- Conduct research and in-depth investigations, analyse facts of complaints, identify problems, issues and make proper findings;
- Provide guidance to junior staff in the investigation of cases, compile investigation reports and participate in outreach/public education activities.

DIVISION: INVESTIGATIONS

2. **Job title** : Senior Administrative Officer Grade 10
3 X Posts : Keetmanshoop, Ongwediva & Rundu
Salary scale : N\$ 159 505 – 191 312 (Per annum)
Transport Allowance : N\$ 10 452 per annum
Housing Allowance : N\$ 13 944 per annum

Minimum requirements:

An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience OR a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience

Supplementary selection requirements:

The successful candidate will be responsible for all administrative duties at the regional office. In addition, the successful candidate will be responsible for reception, switchboard and typing duties; typing duties; typing skills and computer literacy are thus essential, possession of driver's license is a prerequisite (if a copy of the driver's license is not attached, it will be presumed that the candidate is not in possession of a driver's license)

Main duties: Reception, switchboard and typing; administration of S&T, leave forms, stock and services, opening and management of case files, general correspondence and transport.

DIRECTORATE: LEGAL AID

Post designation:	: Chief Legal Officer Grade 4
Salary Scale	: N\$ 517 195 – N\$543 728
Motor Vehicle Allowance	: N\$ 110 917 Per annum
Housing Allowance	: N\$ 121 560 Per annum
Number of posts:	: One (1) Oshakati
Travel requirements	: Travel required

Minimum requirements:

- LLB Degree (or equivalent qualification)
- Five (5) years' experience in criminal court practice preferably in the Superior Courts;
- Admission as a Legal Practitioner will be an added advantage;
- Litigation skills both in criminal trials and appeals, drafting of pleadings / notice of appeals, conflict resolution and reporting writing skills;
- Directions, managing people, result-driven, leadership and managing organizational transformation;
- Valid code B driver's licence.

About the role:

- As Chief Legal Officer you will represent indigent persons in the High and Supreme Courts in Namibia;
- Submit monthly and quarterly statistics to the Chief Legal Aid on the cases in which you are instructed, as well as progress reports on all cases assigned to legal officers under your supervision; sign performance agreements and do assessments and appraisals;
- This role will also support the Directorate's Strategic objective of improving legal aid service delivery countrywide;
- Consult with legal aid clients, police and public prosecutors;
- Peruse disclosure in preparation for cases in which you are instructed; research relevant case law and legislation, as well as represent legal Aid clients including during bail applications;
- Write opinion reports to enable the senior management to make better policy decisions;
- Supervise, train and mentor senior legal officers in the stations assigned to you;
- Perform any other duties as assigned by the Chief Legal Aid or any other authorised person.

DIRECTORATE: PUBLIC PROSECUTOR

Job Title	: Chief Legal Officer Grade 4
Position Level	: First promotional level
Number of Posts	: Three (3)
Duty Stations	: To be determined by the Prosecutor General
Salary Scale	: N\$ 517 195 – 543 728 per annum
Motor Vehicle Allowance	: N\$ 110 917 per annum
Housing Benefit	: N\$ 121 560 per annum
Travel Requirements	: Travel required

About the role:

This is a Control Prosecutor position within the Office of the Prosecutor General.

You will be required to appear on behalf of and represent the state in criminal cases in all lower courts in Namibia and carry out other functions as may be assigned by the Prosecutor General. You may also represent the State in appeal matters and possibly prosecute certain cases in the High Court. This role will also support the Office of the Prosecutor General's strategic objective of enhancing efficiency in the provision of prosecutorial services. Transferability according to the needs of the Office of the Prosecutor General.

Key responsibilities:

- Provide guidance and direction to prosecutors in handling court cases and in the performance of their professional duties;
- Provide guidance to the police on investigations;
- Train, coach and mentor prosecutors; including case management (screening of dockets etc.);
- Report to the Prosecutor General any new case that involves the element of Public interest;
- Attend and prosecute complex bail and trial matters in the Lower Court which junior prosecutors under their jurisdiction are unable to handle;
- Prepare and submit monthly, quarterly and annual statistics, performance agreements and performance reviews reports as well as reports on assigned cases timeously to the Office of the Prosecutor General via direct supervisor (DPG);
- Ensure effective Supervision and Control of prosecutors under your control;
- Support the Office of the Prosecutor General's strategic initiatives;
- Perform any other functions as assigned by the Prosecutor General or any other authorized person.

Minimum requirements:

- An LLB Degree (or equivalent qualification) which will entitle you to practice law in the Superior Courts in Namibia or in similar jurisdictions which will enable you to be admitted as a legal practitioner of the High Court of Namibia: and not less than six (6) years appropriate experience in criminal litigation, of which at least three 3 years must be in the Regional Court;
- Admission as a Legal Practitioner and criminal litigation in the Regional Court as well as experience in leadership/management will be an added advantage;
- If in Public Service, candidate should be at the level of Senior Legal Officer Grade 5 and his/her probation must have been confirmed;
- Reference by a reputable natural person who must have associated with the applicant in the last 12 months must be attached in supporting of his/her candidacy;
- Candidate must not have a pending criminal/disciplinary or been convicted of any offense or underwent disciplinary proceedings, of which dishonesty or Misrepresentation is an element;
- Possess a valid Driver's License or a Learner's license provided a Driver's license must be obtained before the expiry of the probation period (12 months), failure to which probation shall not be confirmed;
- Undergo a Psychometric test.

Address enquiries to: Mr Simeon Antsino, Tel: 061-280 5268 or Mr Simon Nehale, Tel: 061-280 5244.

DIRECTORATE: LAW REFORM, POLICY AND LEGISLATION

1. Post Designation	: Deputy Chief Grade 3
Number of Post	: One (1)
Duty Station	: Windhoek
Salary Scale	: N\$554 603 – 588 548 per annum
Running Cost	: N\$31 233 per annum
Capital Cost	: N\$105 252 per annum
Housing Benefit	: N\$131 280 per annum

About the role:

As a senior manager and part of the management team you will be reporting to the Chief: Law Reform, Policy and Legislation; perform managerial, professional and administrative duties and in that performance, support the Chief: Law Reform, Policy and Legislation in implementing the Directorate: Law Reform strategic objectives of quality and timeous reviewing, reforming and developing the law and policies, and other roles as directed by the Chief: Law Reform, Policy and Legislation.

Minimum Requirements

To be successful in this role you must have:

- LLB Degree (or equivalent legal qualification at NQF level 8);
- Nine (9) years appropriate experience in the field of law of which six (6) years should be in legal research, policy development and drafting of bills;

- Namibian citizenship (only Namibian citizens will be shortlisted);
- Candidate must be in possession of a valid driver's license (a certified copy must be attached);
- If in public Service, candidate must be at least at the level of Chief Legal Officer Grade 4 or the equivalent, if not in Public Service. In both cases probation must have been confirmed and confirmation of probation on a current position must be attached to the application.

Competencies (to be tested during interview):

- Sound research background in the field of law;
- Leadership/managerial competencies namely, results driven leadership, managing people and organization transformation;
- Excellent writing, communication and presentation skills;
- Ability to conduct high level public and stakeholder engagements;
- Certification of Proficiency in Microsoft Office Programs;
- Case Law Summary and Legal Editing;
- Empirical or Evidence based research;
- Writing annotations and commentaries and High Level Report Writing;
- Ability to manage and supervise subordinate staff, enforce discipline, uphold confidentiality, be reliable and trustworthy.

Preferences/ Advantages:

- Master's Degree
- Admission as a Legal Practitioner;
- Candidates with experience in the law-making process, policy formulation, in-depth legal research, drafting of bills; website management and knowledge in the Hyper Text Markup Language or HTML (the standard markup language for documents designed to be displayed in a web browser) and administering any E-Laws Platforms.

Key Responsibilities:

- The Directorate Law Reform, Policy and Legislation renders technical and administrative support to the Law Reform and Development Commission (LRDC) by conducting research in connection with and examination of all branches of the Namibian Law to enable the LRDC to make recommendations for reform and development of the said law, serves as the Secretariat of the LRDC and as Secretariat to the Cabinet Committee on Legislation (CCL). The Directorate further assist the Ministry of Justice and other stakeholders with their policy and legislation development initiatives.

The successful candidate will be required to:

- Perform managerial and administrative functions, provide leadership to the division as assigned by the Head of the Directorate;

- Conduct in-dept legal research, prepare Bills, and draft Policy documents on behalf of clients on an advanced level and make high level presentations of Bills and Draft Policies to the LRDC, CCL and Stakeholders;
- Supervise the recording of the meetings of the CCL and LRDC and keep the records of the projects' meetings as assigned;
- Perform any other related duties as directed from time to time by the Chief: Law Reform, Policy and Legislation or any other person duly authorized thereto, and travel when required.

Key Accountabilities:

As a Deputy Chief, you will play a crucial role in the:

- Timely delivery of quality law, policy and legislation reform reports;
- Preparation of strategic planning documents including of annual reports, strategic plans and procurement plans (budget) for the Directorate and the Law Reform and Development Commission;
- Enforcement of discipline amongst staff members of the Directorate in accordance with the Public Service Act and Staff Rules;
- Management and supervision of Ministry of Justice and LRDC Projects;
- Coordination of the Secretariat service to the LDRC and the CCL;
- Taking accountability for the delivery of research projects assigned to you or subordinates, keeping the Chief Law Reform, Policy and Legislation informed about progress of your research projects;
- Supervision of the administration of the Namibia Legal Information Institute (NamibLII) website or any other approved E-Laws Platform in line with the Ministry of Justice's and LRDC Mandate of making the law accessible to the population.

In addition, you will:

- Plan, organize your assignments, conduct legal research, draft laws and policies;
- Conduct consultations and organize workshops with external clients;
- Liaise with media on Project Committees via the Head of Directorate and manage good relations with stakeholders;
- Be analytical, have excellent writing skills and communication skills, able to pay attention to details, work independently and produce quality research reports independently and as a team leader;
- Be passion for continuous reading, research, and writing and have a good statutory and constitutional interpretation skills;
- Be able to showcase of at least five (5) recent research projects you have successfully completed.

About you:

Serve as a positive, self-driven professional who displays creative problem-solving skills, positive attitude, good communications, team oriented and proactive approach, the one who accept assignments at short notice and work under pressure.

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. Please be informed 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 and marginalized community such as San, Ovazemba and Ovahimba are encouraged to apply.***
- ***Applicants with vague Curriculum Vitale (CV) which do not clearly indicate the years of experience and exact type of working experience, recent accomplished research projects and the competences, will not be considered.***

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

CLOSING DATE: 26 October 2024

Applications must be forwarded to:

Ministry of Justice

Private Bag 13302

Windhoek

Or hand deliver at

Tala Building, Old FNB Building, Erf 77222, Independence Avenue, (1st Floor)