



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

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Namibia

06 June 2024

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 and motivated suitably qualified Namibian citizens to join our team in the following roles:

DIRECTORATE: PUBLIC PROSECUTIONS
ENVIRONMENTAL CRIME UNIT (Two years Contract Renewable)

1. **Job Title:** Two (2) Senior Legal Officer Grade 5
2. **Job Title:** One (1) Legal Officer Grade 7

Address enquiries to: Mrs Elizabeth Ameya-Shonghela Tel (061 280 5295; Mr Simeon Antsino
Tel (061) 280 5268

For more information regarding these positions, kindly visit our following pages:

Website: www.moj.gov.na

Twitter: @JusticeNamibia

Facebook: Ministry of Justice Namibia

CLOSING DATE: 16 August 2024

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Gladice Pickering
Executive Director
Ministry of Justice

All correspondences must be addressed to the Executive Director

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DIRECTORATE: PUBLIC PROSECUTIONS

1. ENVIRONMENTAL CRIME UNIT (Two Years Contract Renewable)

Post Designation	: Senior Legal Officer Grade 5
Salary Scale	: N\$ 432 601 – N\$ 517 195 per annum
Housing Allowance	: N\$ 17 424 per annum
Transport Allowance	: N\$ 10 512 per annum
Number of posts	: Two (2)
Duty Station	: To be determined by the Prosecutor General

About the role:

- As a Public Prosecutor you will play a crucial role in the fight against crime especially environmental crime by prosecuting offenders of such crimes in all courts in Namibia and
- You will be accountable to the Prosecutor-General when executing your prosecutorial duties and responsibilities by virtue of the delegated authority from the Prosecutor-General in terms of article 88 of the Namibian Constitution.

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- **Minimum requirements:**
- LLB Degree at NQF Level 8 (or equivalent qualification) 2 years criminal litigation or bench experience;
- B Juris plus 4 years in criminal litigation or bench experience
- Admission as a Legal Practitioner will serve as an added advantage
- Transferability to any duty station in Namibia in accordance with the Prosecutor General's needs specially to deal with environmental crime cases.
- Successful candidates will be subjected to undergo Psychometric test;
- Candidates should be in possession of a valid Driver's License or learner's licence on condition that a candidate must submit a valid driver's license within 12 months from the date of appointment.
- A candidate must have passion in the prosecution of environmental crime.

Key responsibilities:

- Being the interface between Blue Rhino Task Team (BRTT) and other agencies task with the investigations, preservation, and protection of fauna and flora or the preservation of the ecosystem to ensure dockets of such cases receive required urgent attention.
- Assisting junior Prosecutors in the prosecution process that is, bail applications and trials. This is important especially for high value species (e.g Rhino, elephants, etc) which are often complex and that involve charges under the Prevention of Organized Crime Act (POCA).
- Managing the Environmental crime calendar that ensures that investigators receive alerts of all pending cases and are thus prepared for trial.
- To channel all possible appeals to the Head of the Environmental Crime Unit, Windhoek.
- Ensure that quarterly and annual statistics are forwarded to the Head of Unit timeously as per Prosecutor-General's directive:
- Keep the Head of Environmental Crimes Unit and Prosecutor-General informed on the progress, outcome and challenges with regard to the prosecution of environmental crime cases.
- Liaise with Control Prosecutors and or Deputy Prosecutors General in the Regions with regard to the management of all Environmental crime cases in the courts.

2.	Post designation	: Legal Officer Grade 7
	Salary Scale	: N\$ 291 128– N\$ 347 926 per annum
	Housing Allowance	: N\$ 11 616 per annum
	Motor vehicle Allowance	: N\$ 8 760 per annum
	Number of posts	: One (1)
	Duty Station	: To be determined by the Prosecutor General

Minimum requirements:

- LLB or B. Juris Degree at NQF Level 8 or 7 respectively (or equivalent qualification);

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- Service orientation, oral communication skills, team work & collaboration; result driven, problem solving skills and continual learning;
- Ability to work with minimum supervision, discreet, reliable and trustworthy;
- Be transferable according to the needs of the OPG;
- Attend mandatory induction training for new recruits;
- Driver's License or Learner's Driving license on condition that a candidate must submit a valid driver's license within 12 months from the date of appointment.

Key responsibilities:

- Case data verification and capture in the appropriate database.
- Update database on status of all environmental crime cases.
- To prepare written articles for publication in media as a means of public education and awareness on the importance of preserving, protection of Namibia's environmental and ecosystem for the future generation.
- **Analyse data and provide reports as follows:**
 - Compile and keep all weekly summary of all cases.
 - Compile and submit monthly and quarterly reports of all finalised and pending cases at all courts in Namibia.
 - Support and contribute to Annual Wildlife Crime Reports.
- Ensure that files of training/ support materials are maintained and updated.
- Create and maintain a library of relevant court cases on environmental crimes and share with prosecutors.
- Contact research and maintain a library of case law and relevant legislation in Namibia and other jurisdictions.

Address enquiries: Ms EN Ameya-Shonghela, Tel: 061-280 5295 or Mr. S Antsino, Tel: 061-280 5268

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.

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- 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 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.

All official correspondence must be addressed to the Executive Director

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

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


The Executive Director
Ministry of Justice
Private Bag 13302
Windhoek


Hand delivered applications may be submitted at the following physical address:

Subdivision: Human Resources
Second Floor
Justitia Building, Independence Avenue (Between Zoo Park and Telecom)

FAXED APPLICATIONS WILL NOT BE CONSIDERED

CLOSING DATE: 16 AUGUST 2024


Gladice Pickering
Executive Director
Ministry of Justice



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