



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE AND LABOUR RELATIONS

JUSTICE

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Windhoek

11 May 2026

Our Ref.: S4/1/1

Vacancy Announcement

In pursuing its mandate to provide legal services, access to justice and regulate labour, employment and social protection services, the Ministry of Justice and Labour Relations at the Department of Justice invites applications from dynamic, self-driven, and motivated suitably qualified Namibian citizens to join our team in the following roles:

DIVISION: SECURITY AND RISK MANAGEMENT SERVICES

Post designation : Chief Security Operations Officer Grade 6
Post level : Second Supervisory level (Promotional)
Number of posts : One (1)
Salary scale : N\$372 627 – 445 325 per annum
Notch : N\$ 372 627 Per annum
Housing allowance: : N\$17 424 per annum
Transport allowance: : N\$10 512 per annum
Duty Station : Windhoek

Minimum Requirements:

- An appropriate National Diploma on NQF Level 6 in Security Management, Police Science, Correctional Service, or Military Science, plus six (6) years relevant experience that focuses on the areas of security operations;
- If in Public Service, the candidate should be at the level of Senior Security Officer Grade 7;
- Must have completed 6 months basic training in Police, Military, Correctional, or Security Management basic training;
- Probation must have been confirmed;
- Must have a valid driver's licence.

Additional Selection requirements:

- Diploma at NQF level 6 or a high qualification in Cyber Security or Information Security.

Overall Role:

- As a Chief Security Operations Officer, your role is to monitor the security situation in the Ministry of Justice and Labour Relations, conduct risk assessments, authorize field visits, assist in tracking staff movements, participate in enforcing security and safety procedures, and provide sound and timely advice to staff and management on safety and security matters.

Key Responsibilities:

- Develops and implements the Ministry's security operations strategies aligned with the Ministry's objectives;
- Oversees day-to-day security operations, including physical security, access control, surveillance, and guard services;
- Identifies security risks, threats, and vulnerabilities and puts preventive and collective measures in place;
- Leads to responses to security incidents and emergencies, and ensures rapid recovery and minimal disruption;
- Establishes security policies, procedures, and standards to ensure compliance with legal and regulatory requirements.
- Works closely with management, law enforcement, emergency services, and other internal departments;
- Ensures effective use of security technology such as CCTV, alarms, access control systems, and other monitoring platforms;
- Manages security personnel, builds capacity, and ensures continuous training and performance management;
- Monitors security performance, continuously improves security Operations;
- Reports to Deputy Director/Director.

Address enquiries: Ms. Elizabeth Ameya-Shonghela, Tel: 061-208 5242 or Mr. Abed Shigwedha, Tel: 061-280 5212

DIRECTORATE: OFFICE OF THE OMBUDSMAN

Post Designation	: Complaints Investigator Grade 8
Number of posts	: One (1)
Salary scale	: N\$ 250 767 – 299 691 per annum
Notch	: N\$ 250 767 Per annum
Housing allowance	: N\$17 424 per annum
Transport allowance	: N\$10 512 per annum
Duty Station	: Oshakati - (Office Based in Ongwediva)

About the role

- As a 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, impartial resolution of complaints relating to public administration and human rights environment.

Minimum requirements:

- An appropriate National Diploma or equivalent qualification at NQF Level 6; plus six (6) years' experience that focuses on areas of investigative work, research, auditing or analysis of public institution or environment assessments or compliance with relevant laws;
- Extensive experience in the investigation of complaints, dispute/conflict resolution, and report writing;
- Ability to plan and coordinate investigative work;
- 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 a driver's licence should be attached to avoid disqualification from shortlisting.

Key accountabilities:

- Conduct research and analyse public institution to identify mal-administration instances and misuse of public resources or assesses environmental impact in-depth investigations, analyse facts of complaints, identify problems, issues, and make proper findings;
- Analyse Acts, Policies, Regulations and Rules that relate to the fields/complaints to be investigated;
- Conducts investigations, compiles investigation reports, and participates in outreach/public education activities.

Address enquiries to: Mr. Abed Shigwedha Tel: (061) 280 5212 or Mr Salatiel Munghadi, Tel: (061) 2805212.

DIRECTORATE: CENTRAL ADMINISTRATION**DIVISION: DEVELOPMENT PLANS & FIXED ASSET MANAGEMENT**

Post Designation	: Deputy Director Grade 4
Number of Posts	: One (1)
Salary Scale	: N\$ 543 055 - N\$ 570 914 per annum
Notch	: N\$ 543 055 per annum
Housing Benefit	: N\$ 121 560 per annum
Motor Vehicle Allowance	: N\$ 110 910 per annum (capital and running costs)
Duty Station	: Windhoek

Minimum requirements: A B. Degree at NQF L7 plus 9 years' appropriate experience.

Supplementary Requirements: Should have a Bachelor Degree in Project Management, Economics, or Business/Public Administration/Management at NQF level 7, five (5) years' experience in Development Plans and Fixed Asset Management and must be at supervisory level (i.e. Grade 6 or 5 or equivalent levels if coming from outside the Public Service).

The role of this position is to manage, lead, control and provide a proper functioning of the Ministry's development plans the fixed asset management that include the following tasks:

- Manages, supervises, and controls all activities of the Division Development Plans and Fixed Asset Management;
- Evaluates performance of staff member;
- Oversees the preparation and monitors the development budget of the division;
- Ensures conducting a site visit to monitor project progress (physical and financial)/inspect the progress of constructions;
- Ensures inspection and maintenance of infrastructure, as well as facilitates the renovation of infrastructure;
- Facilitate the construction of new and upgrade the existing infrastructure as per the ministerial strategic plan;
- Conduct feasibility studies;
- Certified payments to contractors;
- Compiles quarterly progress reports to the National Planning Commission Secretariat
- Prepare quarterly and annual reports on budget execution.
- Conduct monthly inspections on the progress of new constructions and conduct quarterly inspections for the maintenance of infrastructures;
- Attend to the minor maintenance within two days and major maintenance within a month;
- Executing any other function(s) as may be assigned by an immediate supervisor or an authoritative superior person.

Address enquiries to: Mr. Abed Shigwedha Tel: 061 280 5212 or Mr. Salatiel Munghadi, Tel: 061 2805212

DIVISION: GENERAL & AUXILIARY SERVICE, SUBDIVISION: AUXILIARY SERVICES, SECTION: PROCUREMENT MANAGEMENT UNIT

Post Designation	: Chief Administrative Officer Grade 8
Number of Posts	: One (01)
Salary Scale	: N\$ 250 767- N\$ 299 691
Notch	: N\$ 250 767 Per Annum
Housing Allowance	: N\$ 17 424 per annum
Transport Allowance	: N\$ 10 512 per annum
Duty Station	: Windhoek

Minimum Requirements:

A National Diploma in Business Management/Administration/ Supply Chain Management/Logistics/Procurement Management at (NQF Level 6) plus five (5) years' appropriate experience.

Additional Requirements:

Good knowledge and understanding of the Public Procurement Act, 2015, Electronic Government Procurement (E-GP), and traceable working experience in the field of Public

Additional Requirements:

Good knowledge and understanding of the Public Procurement Act, 2015, Electronic Government Procurement (E-GP), and traceable working experience in the field of Public Procurement. A Bachelor Degree at NQF Level 7 in Procurement field will be an added advantage.

Key Accountabilities:

The incumbent, under the overall guidance and supervision of the Control Administrative Officer Grade 6, will carry out the following tasks:

- You will be responsible for the administration of procurement goods and services to internal /external customers.
- Ensure compliance with the provisions of the Public Procurement Act, 2015 (Act no. 15 of 2015);
- Prepare individual procurement plans for the procurement of goods/services/works;
- Deal with the distribution of bidding documents;
- Ensure that procurement documents are correctly referenced with the correct file reference numbers and ensure effective records management;
- Coordinate the bid evaluation process and prepare submissions for presentation to Procurement Committee (PC) for the recommendation of awards;
- Prepare agenda for Procurement Committee meetings, and take minutes thereof, and the bid evaluation committee;
- Compile quarterly Procurement Expenditure;
- Write letters based on different methods of procurement;
- Handle bid advertisements;
- Compile the Executive Summary of bids after the award;
- Oversee the execution of strategic initiatives of the subdivision;
- Supervise staff members in the Procurement Management Unit (PMU);
- Ensure correct processing of data on IFMS;
- Prepare various procurement reports as required by the Act;
- Provide information with regard to audit queries in the files;
- Compile the Annual Procurement Plan;
- Conduct inspection and site visits with relevant staff from capital projects;
- Perform any other activities as assigned by the supervisor.

Address enquiries to: Mr. Abed Shigwedha, Tel: 061 280 5212 or Mr. Salatiel Munghadi, Tel: 061 2805212

DIRECTORATE: LEGAL ADVICE

Job Title	: Senior Legal Officer Grade 5
Position Level	: Third entry level
Number of Posts	: Four (4)
Salary Scale	: N\$ 454 232 – N\$ 543 055 per annum
Salary Notch	: N\$ 454 232

Housing Allowance	: N\$ 10 512 per annum
Transport Allowance	: N\$ 17 424 per annum
Duty Station	: Windhoek

About the Role:

As a Legal Officer you will assist the Office of the attorney General to provide quality and timeous legal advice to O/M/A's.

Minimum Requirements:

- B Juris Degree plus 6 years in service experience as an assistant /legal Officer plus Certification of satisfactory performance;
OR
- LLB Degree on NQF Level 8 (or equivalent qualification) plus 3 years in-service experience as Assistant/Legal Officer and Certification of satisfactory performance;
OR
- Admission as a Legal Practitioner of the High Court of Namibia;
- Service orientation, oral communication skills, teamwork & corroboration, result driven, problem-solving skills and continual learning;
- Specialised knowledge in any of the following field will be considered as an advantage: Constitutional and administration Law, Commercial and Trade Law, Intellectual Property Law, Environmental Law, Law of the Sea, Public or Private International Law, mining law and Aviation Law;
- Ability to work with minimum supervision, discreet, reliability, and trustworthy;

Key responsibilities:

- Scrutinize agreements and provide legal opinions, advice Government on contracts, memorandum of understanding, international agreements/treaties;
- Receive requests for legal opinion via the Deputy Chief: Legal Advice whereby it is to provide a draft response and comments within fourteen (14) days or even earlier depending on the urgency of the matter;
- Apply the law of Contract, International Treaties and Domestic Legislation for example Common Law, the Constitution and any other relevant law in the legal response depending on the matter at hand;
- Finalize legal opinions/draft on O/M/A's request and forward to the Deputy Chief: Legal Advice for perusal, comments/approval;
- Discuss proposed drafts with the Deputy Chief: Legal Advice, see that a copy of the amended draft/opinion is placed on file after the Attorney-General approval and the original is sent to the respective client/O/M/A's;
- Refer matters where cases need to be litigated to the Government attorney, Directorate: Civil Litigation;
- Attend meetings with different O/M/A's and provide opinions, participate in disciplinary hearings of O/M/A's;
- Attend conferences, workshops and Training sessions on behalf of the Directorate and provide the Chief: Legal Advice with a written report on return concerning the conference/workshop/training;
- Executes any other duties requested by the Chief: Legal Advice or any other authorized persons.

Address enquiries to: Mrs. Toini Msati, Tel: 061-280 5270 or Ms. Laimi Timoteus, Tel: 061-280 5244.

DIRECTORATE: PUBLIC PROSECTIONS

Job Title	: Senior Private Secretary Grade 8
Number of Posts	: One (1)
Duty Stations	: Oshakati
Salary Scale	: N\$ 250 767 – N\$ 299 691 per annum
Notch	: N\$ 250 767 per annum
Transport Allowance	: N\$ 10 512 per annum
Housing Allowance	: N\$ 17 424 per annum

About the role:

As a Senior Private Secretary, you will assist the Prosecutor General's office to make the best use of her time by providing effective and efficient administrative and secretarial support. You will work closely with the Prosecutor General in support of issues that require specific follow-up and handle various activities as assigned by the Prosecutor General or the Deputy Prosecutor General.

Minimum requirements:

- An appropriate National Diploma in Secretarial, Office Management and Technology, Office Administration, Business and Information Administration or equivalent qualification on NQF Level 6 plus three (3) years' appropriate and relevant experience to this position.

Key responsibilities:

- Type and draft official letters and other correspondences;
- Coordinating and managing the calendar of the supervisor;
- Coordinate appointments and follow up on action schedule;
- Handling important correspondence and communication instantaneously, enhancing transparency and the flow of information;
- Handle enquiries through various communication channels;
- Facilitating meetings and taking minutes of meetings were required;
- Handle office filings and all administrative duties that may be assigned by supervisor or any authorized person, this may include relieving duties at any other office when the need arises;
- Management of records;
- Facilitate travel arrangements abroad and locally;
- Screen and channel telephone calls and visitors;
- Assist with the ordering of office supplies;
- Facilitate and take minutes of meetings when required;
- Receive visitors or clients;
- Performs any other functions as may be assigned by the Prosecutor General or any authorized person.

Address enquiries to: Mr Simeon Haifo, Tel: 061-280 5268 or Ms. Sara Simon, Tel: 061-280 5243

Applicants should note the following:

- *Applicants within the Public Service must attach proof of confirmation of probation to their application for employment where applicable;*
- *Applicant with foreign qualifications must attach proof of evaluation such as qualifications from the Namibia Qualification Authority (NQA). Foreign qualifications without verification from NQA will not be considered;*
- *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 not be considered;*
- *Applicants in designated groups and marginalized are encouraged to apply.*

Please note: Only Shortlisted candidates will be contacted, and preference will be given to Namibian citizens.

Closing date: 12 June 2026

Application (on form 156043 obtainable at all Government Offices) together with a detailed, comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Justice and Labour Relations
Private Bag 13302
Windhoek**

Hand-delivered applications should be submitted at the following physical address:

**Ministry of Justice and Labour Relations
Subdivision: Human Resource Office, 1st floor
Talla's Building, Independence Avenue
(Old FNB Building)**

Emailed/Faxed applications will not be considered



**DR. JOHANNES SHIMANENI
ACTING EXECUTIVE DIRECTOR**