



Republic of Namibia

MOJ

Ministry of Justice

Private Bag 13302, WINDHOEK Tel: +264 61 2805111

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: LEGISLATIVE DRAFTING

Post designation	: Deputy Chief Grade 3
Position Level	: 2 nd Promotional post
Number of Post	: One (1)
Salary scale	: N\$ 512 809 -544 196 (per annum)
Motor Vehicle Allowance	: N\$ 126 375 (per annum)
Housing Allowance	: N\$ 94 886 (per annum)
Location	: WINDHOEK

Primary Purpose of the job:

- Drafting and scrutinizing of bills, proclamations, subordinate legislation and other legislative measures and
- Support the Chief Legislative Drafting in overseeing the operational management of the Directorate.

Key Accountabilities:

- Drafting and scrutinizing of bills, proclamations, subordinate legislation and other legislative measures prepared by Ministries/Offices/Agencies;
- Studying of legal literature such as legislation, textbooks and case law so as to be conversant with recent development in the legal profession;
- Advising Ministries/Offices/ Agencies on the law-making process and preparation of legislation;
- Determining whether, and the extent to which certain laws are applicable in Namibia;
- Determining whether proposed subordinate legislation is authorized by the relevant empowering legislation;
- Consulting contact persons in ministries/ offices/ agencies with a view to clarify policy matters relative to the proposed legislation, subordinate legislation or other legislative measures;
- Proof-reading typed manuscripts and printed legislation (bills, proclamations, subordinate legislation and other legislative measures);
- Supervising the work of subordinates;
- Checking subordinates completed assignments with a view to making them aware of their errors for the purpose of improving their competence in the work;
- Taking part in the initiation of the Ministry's Strategic Plan and supervising its implementation and evaluation, monitoring and review;
- Execution of any other functions as may be assigned to the Chief Legislative Drafting or any authorised person or body.

Qualification, Experience and Skills

- LLB Degree (or equivalent legal qualification);
- 9 years' experience in legislative drafting;
- Admission as a Legal practitioner will be an added advantage

Other job specifications:

- Leadership/managerial competencies namely: direction, result driven leadership, managing people and organisational transformation;
- Solid writing, communication and presentation skills;
- Proven stakeholders relationship management skills;
- Should have an interest in Legislative Drafting;
- Pay meticulous attention to detail;
- Good problem solving and analytical skills;
- Be a team player both within the Directorate and with other stakeholders.

Address enquiries to: Mrs. Meriam T Kapofi, Tel: (061) 280 5245 or Ms. Yolante Karunga, Tel: (061) 280 5115

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).
- 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.
- Please note that the Curriculum Vitae should clearly outline your experience and competencies. Candidates with vague Curriculum Vitae will not be considered.
- ***Applicants in designates groups and women are strongly encouraged to apply.***
- ***Only shortlisted candidates will be contacted and preference will be given to Namibian Citizens.***

CLOSING DATE: 14 May 2020

Application procedure:

Applications (Form 156043 obtainable at all Government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

All official correspondence must be addressed to the Executive Director

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

Approved/Not approved

**MRS. GLADICE PICKERING
EXECUTIVE DIRECTOR**