

Vacancy 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: LEGAL AID (CIVIL UNIT)

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| Post designation | : Senior Legal Officer Grade 5 |
| Position Level | : Third Entry Level |
| Number of Posts | : Three (3) |
| Salary Scale | : N\$ 400 001 – 478 220 |
| Motor Vehicle Allowance | : N\$ 7 680.00 (per annum) |
| Housing Allowance | : N\$ 13 080.00 (per annum) |
| Location | : To be determined by the Chief: Legal Aid |

Minimum requirements:

- ✓ LLB degree OR equivalent qualification (NQF L8);
- ✓ B Juris plus 3 years in-service should be civil court work experience;
- ✓ service orientation, oral communications, team work & collaboration; result driven, problem solving skills and continual learning;
- ✓ Ability to work with minimum supervision, discreet, reliable and trustworthy;
- ✓ Admission as a legal practitioner and a Driver's License will be added advantages;

NB: Applicants with foreign qualifications **MUST** attach proof of evaluated of such qualifications from Namibia Qualifications Authority (NQA).

The roles

- ✓ As a Legal Aid Counsel, you will play a crucial role in representing indigent persons in civil courts of Namibia; and
- ✓ Take accountability for the delivery of legal assistance to needy clients and keep the Chief: Legal Aid informed about progress of all case files. This role will also support the Directorate's strategic objective of providing adequate legal representation in order to improve legal aid service delivery country wide;
- ✓ Consult clients and take instructions;
- ✓ Prepare pleadings for filing with the relevant court;
- ✓ Plan and organize work;
- ✓ Prepare and attend court; including case management, mediation etc in preparation for trial;
- ✓ Obtain any supporting documents or pleadings;

- ✓ Prepare and submit quarterly and monthly reports on assigned cases and reporting to the Chief: Legal Aid;
- ✓ Travel occasionally to other courts if instructed by the Chief: Legal Aid;
- ✓ Support the Directorate's strategic initiatives;
- ✓ Perform any functions as assigned by Chief: Legal Aid or any other authorized person;

DIRECTORATE: LEGAL AID

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|--------------------------------|---|
| Post designation | : Senior Legal Officer Grade 5 |
| Position Level | : Third entry level |
| Number of posts | : Two (2) |
| Salary Scale | : N\$ 400 001 – 478 220 |
| Motor Vehicle Allowance | : N\$ 7 680.00 (per annum) |
| Housing Allowance | : N\$ 13 080.00 (per annum) |
| Location | : To be determined by the Chief: Legal Aid |

Minimum Requirements:

- ✓ LLB Degree, or equivalent qualification (NQF L8), from a recognized institution/in terms of the Legal Practitioner's Act, Act No. 15 of 1995; and 3 years in-service experience as a Legal Officer;
- ✓ Experience in presenting cases in Court;
- ✓ Applicants within the Public Service **MUST** attach proof of confirmation of probation to their application of Employment.
- ✓ A valid driver's license will be added as advantage

The roles

- ✓ Take accountability for the delivery of legal assistance to needy clients and keep the Chief: Legal Aid informed about progress of all case files. This role will also support the Directorate's strategic objective of providing adequate legal representation in order to improve legal aid service delivery country wide;
- ✓ Consult clients and take instructions;
- ✓ Plan and organize work
- ✓ Prepare and attend court; including bail applications
- ✓ Request for disclosure in criminal cases in preparation for trial;
- ✓ Prepare and submit quarterly and monthly reports on assigned cases and reporting to the Chief: Legal Aid;
- ✓ Travel occasionally to other courts in your region;
- ✓ Support the Directorate's strategic initiatives
- ✓ Perform any functions as assigned by Chief: Legal Aid or any other authorized person.

Address enquiries to: Mr. Titus Mupo, Tel: 061 280 5112 or Mrs. Yolante Karunga at Tel: 061 280 5115

OFFICE OF THE EXECUTIVE DIRECTOR

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| Post designation | : Chief Public Relations Officer Grade 6 |
| Position Level | : Promotional post |
| Number of Posts | : One (1) |
| Salary Scale | : N\$ 328 139 – 392 158 |
| Motor Vehicle Allowance | : N\$ 7 680.00 (per annum) |
| Housing Allowance | : N\$ 13 080.00 (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 appropriate experience in the field of Public Relations of which three (3) year must be at the level of Senior Public Relations Officer Grade 7 or equivalent;

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
- ✓ Must be conversant with social media tools.
- ✓ Must be proficient in the modern technology

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.

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 enhance a positive image of the Ministry of Justice.
- ✓ Manage the Directorate to develop communication strategies based on research and discussion with the clients.

All official correspondence must be addressed to the Executive Director

- ✓ 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 (social justice, administration of Justice)
- ✓ Keeps abreast of events and developments within the Ministry,
- ✓ Assist the Senior Public Relations Officer with the collection and gathering of information for the Ministry of Justice monthly bulletin.
- ✓ Manage the organization of events and awareness sessions for the Ministry of Justice.
- ✓ Prepare and Manage the Ministry of Justice's promotional equipment

Address enquiries to: Mrs. Toini Msati, Tel: 061 280 5243 or Ms. Johanna Kapembe at Tel: 061 280 5270

DIRECTORATE: CIVIL LITIGATION

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|--------------------------------|--------------------------------------|
| Post designation | : Deputy Government Attorney Grade 3 |
| Position Level | : Professional Management |
| Number of Posts | : One (1) |
| Salary Scale | : N\$ 512 080 – 544 196 |
| Motor Vehicle Allowance | : N\$ 126 375.00 (per annum) |
| Housing Benefit | : N\$ 94 886.00 (per annum) |
| Location | : Windhoek |

Minimum Requirements:

- ✓ LLB Degree, or equivalent qualification (NQF L8), from a recognized institution/in terms of the Legal Practitioner's Act, Act No. 15 of 1995; and 9 years approximate appropriate in-service experience in civil litigation as a Legal Officer; which 5 years in-service experience **MUST** be on a level of Chief Legal Officer Grade 4 or equivalent;
- ✓ Be admitted as Legal Practitioner in the High Court of Namibia;
- ✓ Be in good standing with Law Society of Namibia and there must be no disciplinary proceedings pending against you;
- ✓ Have experience in leadership and Management competencies namely, emotional intelligence not limited to: vision, self-leadership, result driven leadership, people management, change management and organization transformation;
- ✓ Applicants within the Public Service **MUST** attach proof of confirmation of probation to their application of Employment;
- ✓ Have well written communication skills in drafting of legal pleadings and documents;
- ✓ Have a good communication and presentation skills for the conducting of trials and / or hearings in Courts;
- ✓ Must be in possession of a valid driver's license;

The roles

- ✓ As a Deputy Government Attorney, you will present Ministries, Offices and Agencies in civil litigation and labour matters in all courts and tribunals and defend public servants in cases arising from execution of their duties, as well as do conveyancing on behalf of the state, and

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- ✓ Support directorate's strategic objective of rendering quality and timeous litigation, notarial and conveyancing to O/M/As and other administrative roles as directed by the Executive Director of the Ministry of Justice.

About your functions:

- ✓ Appear in the High Court and Supreme Courts and litigate on behalf of the Government in all civil disputes;
- ✓ Render legal opinions to the Office/Ministries/Agencies and Treasury in civil disputes and litigation on their behalf;
- ✓ Act as a defense counsel on behalf of the Government officials in criminal cases brought to against them for alleged offences committed in the execution of their duties;
- ✓ Collect debts on behalf of the Government;
- ✓ Attend to conveyancing matters on behalf of Government;
- ✓ Supervise and oversee work of Legal Officers in handling cases and performance of their professional duties;
- ✓ Attend labour matters, conciliation, arbitration and litigation;
- ✓ Train, coach and mentor staffs;
- ✓ Provide strategic, administrative and operational support of the Government Attorney or any other authorized person;
- ✓ Execute any other function as may be assigned by the Government Attorney or any authorized person.

Address enquiries to: Mr. Salatiel Munghadi, Tel: 061 280 5212 or Ms. Johanna Kapembe at Tel: 061 280 5270

DIRECTORATE: LEGAL ADVICE

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|--------------------------------|-------------------------------------|
| Post designation | : Chief Legal Officer Grade 4 |
| Post Level | : First Promotional Level |
| Number of Post | : One (1) |
| Salary scale | : N\$ 478 220 – 502 753 (per annum) |
| Motor Vehicle Allowance | : N\$ 102 701(per annum) |
| Housing Allowance | : N\$ 68 188 (per annum) |
| Location | : WINDHOEK |

Minimum Requirements

- LLB Degree or equivalent qualification plus 6 years appropriate experience in the field of law.
- Specialized knowledge in any of the following fields will be considered to the applicant's advantage: Constitutional and Administrative Law, Commercial and Trade Law, Intellectual Property Law, Environmental Law, Property Law, Law of the Sea, Public or Private International Law, Mining Law and Aviation Law.

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

SERIOUS CRIMES UNIT

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|--------------------------------|-------------------------------|
| Job Title | : Chief Legal Officer Grade 4 |
| Position Level | : First promotional level |
| Number of Posts | : One (1) |
| Duty Station | : Windhoek |
| Salary Scale | : N\$ 478 220 - 502 753 |
| Motor Vehicle Allowance | : N\$ 102 701 Per annum |
| Housing Allowance | : N\$ 68 188 Per annum |

Minimum Requirements

- LLB degree (or equivalent qualification);
- Candidate should at least have five (5) years experience in litigation in criminal law in the High Court, including three (3) years' experience litigating criminal law in the Supreme Court;
- Candidate should have ability to provide inhouse training and guidance on drafting of Court documentations pertaining to high Court criminal prosecutions, criminal appeals/reviews in the Supreme and High Courts;
- Candidate should have the ability to conduct complex criminal trials/bail enquiries in the Lower Courts and High Courts and criminal appeals/ reviews in the Supreme and High Courts. Experience in litigation involving serious violent crimes and the presentation of expert evidence (e.g forensic evidence including DNA, fingerprints evidence, dispute handwriting evidence, ballistic evidence and dispute documents) will be an added advantage.
- Admission as a Legal Practitioner will serve as an added advantage;
- A valid Driver's Licence;
- Only Namibian citizens are eligible to apply.

ASSET FORFEITURE UNIT

Job Title : Chief Legal Officer Grade 4
Position Level : Promotional
Number of Posts : One (1)
Duty Station : Windhoek
Salary Scale : N\$ 478 220 - 502 753
Motor Vehicle Allowance: N\$ 102 701 Per annum
Housing Allowance : N\$ 68 188 Per annum

Minimum Requirements

- LLB degree or equivalent qualification
- Admission as a Legal Practitioner;
- 5 years court litigation experience of which four (4) years should be in civil litigation in the High & Supreme Court;
- A valid Driver's Licence;
- Only Namibian citizens will be eligible to apply.

Address enquiries: Mrs Kornelia Nangolo, Tel: 061-280 5294 or Ms Lisa Mabuku, Tel: 061-280 5222

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.**
- ***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

Address enquiries to: Ms. Lisa Mabuku, at Tel: 061 280 5222 or Mrs. Kornelia Nangolo, at Tel: 061 280 5294

- **Applicant 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: 03 SEPTEMBER 2021

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:

**The Executive Director: Ministry of Justice, Private Bag 13302, Windhoek.
OR**

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

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**Subdivision: Human Resources
Second Floor
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FAXED APPLICATIONS WILL NOT BE CONSIDERED

**MR SIMATAA L LIMBO
ACTING EXECUTIVE DIRECTOR**