



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

Vacancies Announcement

In pursuing its mandate to improve timely delivery of quality services 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: CIVIL LITIGATION

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| 1. Post designation | : Deputy Government Attorney Grade 3 |
| Number of posts | : one (1) |
| Location | : Windhoek |
| Salary scale | : N\$ 512 809 – 544 196 per annum |
| Motor Vehicle allowance | : N\$ 126 375 per annum |
| Housing allowance | : N\$ 94 886 per annum |
| Travel Requirements | : Minimal travel required |

About your role:

- As a Deputy Government Attorney your main responsibility is to represent 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
- As a Manager and part of the management team you will perform administrative duties and, in that performance, support the Government Attorney (GA) in implementing the Directorate: Civil Litigation strategic objective of quality and timeous litigation, notarial and conveyancing to OMAs and other roles as directed by the Government Attorney or the Executive Director of the Ministry of Justice.

Key accountabilities:

- Appear in the High Court and Supreme Courts and litigate on behalf of the Government in all civil disputes;
- Render legal opinion to Ministries/Offices/Agencies and Treasury in civil disputes and litigate on their behalf;

- Act as defence counsel on behalf of Government officials in criminal cases brought against them for alleged offences committed in the execution of their duties;
- Collect debts on behalf of 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 to labour matters, conciliation, arbitration and litigation;
- Train, coach and mentor staff members;
- Provide strategic, administrative and operational support to the Government Attorney or any other authorised person.
- Execute any other function as may be assigned by the Government Attorney or any other authorised person.

Minimum Requirements:

- Be a holder of an LLB Degree at NQF Level 8 (or equivalent qualification);
 - Be admitted as a Legal Practitioner in the High Court of Namibia;
 - Be in good standing with the Law Society of Namibia and there must be no disciplinary proceedings pending against you;
 - Have nine (9) years appropriate experience in civil litigation;
 - Have experience in leadership and management competencies namely, emotional intelligence, have a vision, be results driven, people management, change management and organisational transformation skills;
 - Have good written communication skills in drafting of legal pleadings and documents;
 - Have good communication and presentation skills for the conducting of trials and / or hearings in Courts;
 - Have good skills in drafting legal opinions and trial advocacy;
 - Be in possession of a valid driver's licence;
- **Kindly take note that non-Namibian citizens are not eligible to apply for this position.**

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| 2. Post designation | : Chief Legal Officer Grade 4 |
| Position Level | : First promotional level |
| Number of posts | : One (1) |
| Location | : Windhoek |
| Salary scale | : N\$ 478 220 – 502 753 per annum |
| Motor Vehicle allowance: | N\$ 102 701 per annum |
| Housing allowance | : N\$ 68 188 per annum |
| Travel Requirements | : Minimal travel required |

About the role:

- As a Chief Legal Officer Grade 4 You will play a crucial role in representing Ministries, Office and Agencies (OMAs) in civil litigation and labour matters in court and tribunals and defend public servants in criminal cases arising from the execution of their duties, as well as do conveyancing on behalf of the State;
- Support the Directorate: Civil Litigation strategic objective of rendering quality timeous litigation, notarial conveyancing to O/M/As.

In addition, you will:

- Appear in the High Court and Supreme Courts and litigate on behalf of the Government in all civil disputes;
- Render legal opinion to OMAs and Treasury in civil disputes and litigate on their behalf;
- Act as defence counsel on behalf of Government officials in criminal cases brought against them for alleged offences committed in the execution of their duties;
- Collect debts on behalf of Government;
- Attend to conveyancing matters on behalf of Government;
- Attend to labour matters, conciliation, arbitration and litigation;
- Provide strategic, administrative and operational support to the Government Attorney or any other authorised person.
- Supervise and oversee the work of legal officers in handling court cases.
- Performs any other functions as may be assigned by the Government Attorney or any other authorised person.

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

- LLB degree NQF Level 8 (or equivalent qualification)
- Candidate must have five (5) years' experience in drafting and conducting trials.
- Be in good standing with the Law Society of Namibia and there must be no disciplinary proceedings pending against you;
- Have good written communication skills in drafting of legal pleadings and documents;
- Have good communication and presentation skills for the conducting of trials and / or hearings in Courts;
- Have good skills in drafting legal opinions and trial advocacy;
- Be in possession of a valid driver's licence;
- Admission as a Legal Practitioner will serve as an added advantage.

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

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 and women are encouraged to apply.**
- ***Candidates with Curriculum Vitae which do not clearly indicate the years of experience and exact type of years of working experience and the competencies, will not be considered. Candidates with vague curriculum vitae will not be considered.***

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

Closing Date: 08 August 2022

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 Acting 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