



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: LAW REFORM

1. Post designation	: Deputy Chief Grade 3
Number of posts	: One (1)
Location	: Windhoek
Salary scale	: N\$ 528 193 – 560 522 per annum
Motor Vehicle allowance	: N\$ 126 375 per annum
Housing allowance	: N\$ 94 886 per annum
Travel Requirements	: A Valid Driver's Licence

About a role:

As a Senior Manager and part of the management team you will be reporting to the Chief: Law Reform, perform managerial and administrative duties and, in that performance, support the Chief Law Reform in implementing the Directorate: Law Reform strategic objectives of quality and timeous reviewing, reforming and developing the law and other roles as directed by the Chief Law Reform.

Key accountabilities:

The Directorate Law Reform serves as Secretariat of the Law Reform and Development Commission (LRDC) and also as Secretariat to the Cabinet Committee on Legislation (CCL).

The successful candidate will be required to:

- Provide immediate senior level professional and administration support to the Chief: Law Reform in overseeing the operational management of the Directorate;
- Exercise supervision, control, monitoring, evaluation and review the performance of junior staff;

- Conduct legal research and prepare bills and draft Policy documents on behalf of clients on an advanced level activity, including serving as Secretary of Project Committees; conducting consultations, organizing workshops with stakeholders,
- Make presentations of bills and draft policies to the LRDC, CCL and stakeholders;
- Oversee the preparation of records of meetings of the CCL and LRDC;
- Oversee the preparation and review of layouts of annual reports and annual plans;
- The successful candidate must be prepared to travel, if and when required.
- Perform any other related duties as directed from time to time by the Chief: Law Reform or any other person duly authorised thereto.

Minimum Requirements:

To be successful in this role you must have:

- An LLB Degree (or equivalent legal qualification at NQF level 8);
- Nine (9) years appropriate experience in the field of law of which six (6) years should be in research and drafting of bills;
- Namibian Citizenship (only Namibian citizens will be shortlisted);
- Sound research background in the field of law;
- Leadership/managerial competencies namely, results driven leadership; managing people and organization transformation;
- Solid writing, communication and presentation skills;
- Proven people and stakeholder relationship;
- Candidate must be in possession of a valid driver's license (a certified copy must be attached and the license must be at least two (2) years old);
- If in Public Service, the candidate must be at least at the level of Chief Legal Officer Grade 4 and probation must have been confirmed;
- Preference will be given to candidates with research experience in the law-making process, particularly policy formulation, research and drafting of bills;

About the candidate:

Serve as a positive, self-driven dynamic professional who displays creative leadership and managerial skills, problem-solving skills, positive attitude, strong communications and team oriented, proactive approach.

Address enquiries to: Ms Yolante Karunga Tel (061) 280 5115 or Mrs Rauha Konghola, Tel (061) 280 5222.

DIRECTORATE: PUBLIC PROSECUTION

- 2. Job Title** : Deputy Prosecutor General Grade 3
Number of Posts : One (1)
Duty Stations : **Windhoek Mungunda Court**
Salary Scale : N\$ 528 193 – 560 522 per annum
Housing Allowance : N\$ 94 886.00 per annum
Transport Allowance : N\$ 126 375.00 per annum

About the role:

This is a Windhoek Magisterial Divisional – Head position within the Office of the Prosecutor General. Successful Candidate will be responsible for the overall Control, Supervision, Coaching and Mentoring of all Prosecutorial Staff stationed at various Magistrates Offices within the Windhoek Magisterial District.

- As a Deputy Prosecutor General, you will review recommendations and direct Prosecutors on prosecution matters such as applications to stop prosecution, stay of prosecution, appeals and possible prosecutions, to ensure that decisions are made based on law and are consistent with the Prosecutor-General's directives;
- Appear on behalf of and represent the State in criminal matters in the High Court, Supreme Court and District Courts to provide the highest level of representation on behalf of the Prosecutor-General;
- Perform the Prosecutor-General's functions as delegated by the Prosecutor General.
- To provide day-to-day control and management of the process of criminal prosecutions in Namibia;
- Provide advice and directions to the Prosecutor General on policy, legal and procedural issues arising during prosecutions in all courts;
- Review and recommend changes to legislation (new and current) to ensure the interests of the Office of the Prosecutor-General's stakeholders (the Judiciary, Magistracy and courts, Police, victims, witnesses and accused persons) are appropriately considered and that the Office maintains a high standard of legal representation during trials;
- Contribute to professional development and capacity building of Office of the Prosecutor-General professional staff by presenting on the job trainings, seminars, case studies and teaching workshops in order to raise the competency of individual prosecutors in effective and efficient prosecution of crime through sharing of legal expertise;
- Provide Prosecution Guided Investigations (PGI's) to the Namibian Investigative Agencies operating in the regions under your supervision in compliance to consistent Standard Operation Procedure's (SOP's).
- To act as a prosecutor in all courts under his/her jurisdiction (especially when experiencing shortage of Prosecutors);
- Execute any other duties assigned by the Prosecutor General or any other authorized person according to the needs of the Office of the Prosecutor General.

Minimum requirement:

- LLB/B. Proc Law degree (or equivalent qualification) at NQF level 8 which will entitle the candidate to practice law in the High and Supreme Courts in Namibia or similar jurisdictions and also enable the candidate to be admitted as a Legal Practitioner;
- Admission as a Legal Practitioner will serve as an added advantage;

- Have a minimum of 9 years post-qualification appropriate practising experience of which 3 years should have been spent handling cases in the High Court & Supreme Court, and or 6 Years in the Regional Court in very complex and sensitive cases and must be a fearless candidate with practical knowledge in making legally and procedurally sound.
- To make decisions in relation to Appeals of Court Decisions and possible Prosecutions given the complexity of cases, time constraints and the volume of cases to be dealt with;
- Have extensive experience in criminal prosecutions, knowledge of legal principles, practices, proceedings and a good working knowledge of criminal legislation and government procedure;
- Be able to interpret legislation, rules, regulations, including indictments & pleadings, analyse issues, draw legal interpretations and give sound recommendations;
- Have sound judgement and excellent advocacy skills;
- Have strong leadership and management competencies;
- Have excellent communication (oral & written), presentation and interpersonal skills;
- Service orientation, oral communication skills, team work and collaboration; result driven, problem solving skills and continual learning;
- Ability to work independently, discreet, reliable and trustworthy;
- Transferability to any duty station in Namibia in accordance with the needs of the Prosecutor General office;
- A valid driver's licence
- Undergo a mandatory Psychometric test.

Address enquiries to: Mrs Elizabeth Ameya -Shonghela, Tel (061) 2805295 or Ms Sara Simon (061) 280 5294

3. Job Title	: Chief Legal Officer Grade 4
Number of Posts	: One (1)
Duty Stations	: Katima Mulilo
Salary Scale	: N\$ 492 567 – 517 836 per annum
Housing Allowance	: N\$ 68 188.00 per annum
Transport Allowance	: N\$ 102 701.00 per annum

About the role

This is a Control Prosecutor position within the Office of the Prosecutor General. Successful candidate will act as a Control Prosecutor for Katima Mulilo Court. As a Control Prosecutor your duties and functions amongst others shall be the following:

- To personally conduct the prosecution of:
 - (a) all cases in which political office bearer stands accused;
 - (b) all cases involving matters of sensitive/complex nature;

- To act as a prosecutor in all courts under his/her jurisdiction (especially when experiencing shortage of Prosecutors);
- To provide advice on the effective and timeously management of prosecution of crime by:
 - (a) Coordinating coherent docket screening mechanism for the court within his/her respective duty station and/or area of jurisdiction;
 - (b) Coordinating and ensuring that criminal cases are properly investigated and that matters are enrolled only where the investigation has been finalized, or where it is necessary to arrest the accused pending finalization of the investigation;
 - (c) Coordinate, promoting and facilitating proper cooperation between investigative agencies and prosecutors in the area of his/her supervision;
 - (d) Coordinate and coherent speed trial management system in his/her area of jurisdiction;
 - (e) Sharing expertise, experience and knowledge in the contemporary management of prosecution of crime with a view of harness its development potential which he/she seek ways of mitigating the negative impact of backlog;
 - (f) Ensuring the ability of district courts and/or Regional Court prosecutors to effectively and timeously manage criminal cases and matters destined for trial;
 - (g) Ensuring that cases cycle times is drastically reduced and, that number of postponements is reduced;
 - (h) Ensuring that finalization of criminal cases in the Magistrate`s Court and/or Regional Court is increased;
 - (i) Ensuring that Section 174 discharged is reduced
 - (j) Ensuring that withdrawal of criminal charges/cases is drastically decreased;
 - (k) Coordinating and ensuring that Gender Based Violence cases in the Magistrate`s Court and/or Regional Court are speedily finalized;
 - (l) Ensuring that cases involving children, vulnerable and disable persons in the Magistrate`s Court and/or Regional Court are speedily finalized;
 - (m) Coordinating and ensure that environment crime cases and cases involving tourist and/or foreign nationals is effectively and speedily prosecuted;
 - (n) Coordinating and ensuring the effective implementation forfeiture proceedings, and
 - (o) Coordinating and ensuring that financial gains of crime is removed from those criminally benefited.
- Ensure that annual plans are aligned to the office of the Prosecutor-General Strategic Plan and are implemented thereof;

- Ensures effective and efficient resources management in his/her area of supervision.
- Conduct regular inspections in the area of his/her supervision, and to submit to the Prosecutor-General, twice annually, a written report of such general inspections of the duty stations/offices as conducted by him/her, but only after such report has been submitted to the prosecutor in charge of the duty station/office concerned for the latter's his/her comments thereon;
- Personally, ensure continuous in-service training to each prosecutor under his/her supervision;
- Personally, ensure that quarterly and annual statistics is timeously and promptly submitted to the Prosecutor-General;
- To consider and recommend all applications for leave by prosecutors under his/her supervision, and to submit such applications, along with any recommendations thereto, to the Prosecutor-General for approval;
- To ensure that prosecutors' office in the area of his/her supervision maintain efficient and effective operation, and to utilize the available prosecutors under his/her control to perform relief duties, as and when they become necessary, in the event of any leave approved in terms of par. 3.9 so as to facilitate such efficient and effective operation. The Prosecutor-General shall be consulted for whatever the Control Prosecutor is contemplating to do before hand;
- To personally ensure strictly compliance with PMS Staff Rule by:
 - (a) Ensuring that the performance management system is properly and promptly implemented;
 - (b) Ensuring that each prosecutor and administrative staff under his/her supervision sign performance agreement with him/her;
 - (c) Ensuring that each prosecutor an administrative staff under him/her is assessed in terms of performance agreement signed, and
 - (d) Ensuring that all signed and assessed performance agreement are promptly submitted to the Prosecutor-General.
- To perform any other duties as may be assigned to him or her by the Prosecutor-General, and

- To regularly liaise with the Prosecutor-General so as to keep her informed of any problems or developments in the area of supervision which may require her attention.
- Further, you will be required to appear on behalf of and represent the state in criminal cases in all lower courts in Namibia and carry out other functions as may be assigned by the Prosecutor General. You may also represent the State in appeal matters and possibly prosecute certain cases in the High Court based on the needs of the office. This role will also support the Office of the Prosecutor General's strategic objective of enhancing efficiency in the provision of prosecutorial services. Transferability according to the needs of the Office of the Prosecutor General is a critical component to the work of Prosecutors.

Key responsibilities:

- Provide guidance and direction to prosecutors in handling court cases and in the performance of their professional duties;
- Provide guidance to the police on investigations;
- Train, coach and mentor prosecutors; including case management screening of dockets etc.;
- Report to the Prosecutor General any new case that involves the element of Public interest.
- Prepare and submit Monthly, Quarterly and Annual Statistics, Performance Agreements, Performance Reviews as well as Status Reports on assigned cases timeously to the direct supervisor (DPG) based in Rundu;
- Ensure effective Supervision and Control of prosecutors under your jurisdiction;
- Support the Office of the Prosecutor General's strategic initiatives;
- Perform any other functions as assigned by the Prosecutor General or any other authorized person.

Minimum requirements:

- An LLB Degree at NQF level 8 (or equivalent qualification) which will entitle you to practice law in the Superior Courts in Namibia or in similar jurisdictions which will enable you to be admitted as a legal practitioner of the High Court of Namibia: and not less than six (6) years appropriate experience in criminal litigation, of which at least three 3 years must be in the Regional Court; OR
- B. Juris degree (or equivalent qualification) plus 8 years appropriate experience in criminal litigation;
- Admission as a Legal Practitioner as well as experience in leadership/management will be an added advantage;
- If in Public Service, candidate should be at the level of Senior Legal Officer Grade 5 and his/her probation must have been confirmed;
- Reference by a reputable natural person who must have associated with the applicant in the last 12 months must be attached in supporting of his/her candidacy;

- Candidate must not have a pending criminal/disciplinary or been convicted of any offense or underwent disciplinary proceedings, of which dishonesty or misrepresentation is an element;
- Transferability to any duty station in Namibia in accordance with the needs of the Prosecutor General office;
- Service orientation, oral communication skills, team work and collaboration; result driven, integrity, honesty, problem solving skills and continual learning;
- Ability to work independently, discreet, reliable and trustworthy;
- Possess a valid driver's license;
- Undergo a Psychometric test.

4. Job Title	: Legal Officer Grade 7
Number of Posts	: Two (2)
Duty Stations	: To be determined
Salary Scale	: N\$ 277 264 – 331 358 per annum
Housing Allowance	: N\$ 14 520 per annum
Transport Allowance	: N\$ 8 760.00 per annum

About the role

- As a Prosecutor you will play a crucial role in the fight against crime by representing the state in all criminal matters; and
- Be accountable for the delivery of prosecutorial services and keep your immediate supervisor who may be the Control Prosecutor or Deputy Prosecutor General informed about progress of all case files. This role will also support the Office of the Prosecutor General's strategic objective of enhancing efficiency in the provision of prosecutorial services.

Key accountabilities:

- Plan and organize work;
- Screen all new and old dockets assigned to you properly;
- Effective Time Management
- Conduct research and prepare for trials;
- Conduct criminal trials;
- Carry out any functions assigned by the Prosecutor General in terms of article 88 of the Namibian Constitution;
- Manage good relations with stakeholders;
- Prepare and submit monthly, quarterly and Annual Statistics;
- Travel occasionally to other courts in your Region (for relief and or Periodical Courts);
- Support the Office of the Prosecutor General's strategic initiatives;
- Complete and submit Performance Agreements and Quarterly Performance Reviews;
- Acquaint yourself with the Prosecutor General Directives (PG Circulars, General Minutes and Office Memo's);
- Hold monthly meetings with the Criminal Justice System Stakeholders;

- Perform any other functions as assigned by the Control Prosecutor, Prosecutor General or any other authorized person;

Minimum requirements:

- LLB Degree at NQF Level 8 (or equivalent qualification);
- B. Juris degree (or equivalent qualification) plus 3 years appropriate experience in criminal litigation;
- 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;
- Candidate must not have a pending criminal/disciplinary or been convicted of any offense or underwent disciplinary proceedings, of which dishonesty or Misrepresentation;
- Be in possession of a valid Driver's License;
- Transferability to any duty station in Namibia in accordance with the needs of the Office of the Prosecutor General;
- Undergo Psychometric Tests:
- Attend mandatory induction training for new recruits

Address enquiries to: Mrs Elizabeth Ameya -Shonghela, Tel (061) 2805295 or Ms S Simon (061) 280 5294

Applicants should note the following:

- **Applicants within the Public Service must attach proof of confirmation of probation on 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: 10 January 2023

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