

MINISTRY OF JUSTICE

SUB-DIVISION: HUMAN RESOURCE MANAGEMENT

RECRUITMENT PERFORMANCE STANDARDS

OBJECTIVES:

- To ensure the Ministry employ staff members suitable to execute its mandate in alignment to the strategic plan.
- To facilitate compliance with the Public Service Act, staff rules and regulations.
- To ensure timely recruitment process

	PROCESSES	REQUIREMENTS	TIMELINE
1	Recruitment process		
	1.Post becomes vacant	<ul style="list-style-type: none"> • Consult with HoD • Consult with Finance regarding funds • Request for clearance from SC 	Within 1 month from the date the post became vacant
	2. Place advert of vacant posts	<ul style="list-style-type: none"> • Prepare draft advert • Obtain inputs for advert from HoD • Adverts run for a month, grace period 3 working days after closing date. 	<u>Newspaper:</u> 10 working days from the date the clearance was obtained <u>Circular:</u> 30 working days from the date the clearance was obtained
	3. acknowledge	<ul style="list-style-type: none"> • Acknowledge immediately upon receipt of application 	15 Working days
	4.Shorlisting	<ul style="list-style-type: none"> • Shortlist applications according to the shortlisting criteria 	20 working days
	4. Interview consultation with HOD	<ul style="list-style-type: none"> • Arrange meeting with HOD 	5 working days

		<ul style="list-style-type: none"> • Discuss and agree on shortlisted candidates • HOD to propose interview panel and interview dates • Continually follow up with HoD regarding progress of file 	
	5. Preparation and conducting of interview	<ul style="list-style-type: none"> • Confirm availability of proposed panel members • Prepare submission of proposed panel members for ED's approval • Book venue • Contact /inform shortlisted candidates 5 days prior to the interviews • Ensure that the panel members sign the confidentiality document before commencing with the interview 	7 working days
	6. Submission after interview to ED/PSC	<ul style="list-style-type: none"> • Ensure that all required documents are attached 	5 working days
	7. Receive and compile submission for ED's approval as per PSC recommendation	<ul style="list-style-type: none"> • Ensure that all required documents are attached 	3 working days
	8. Send out regret letter to unsuccessful candidates	<ul style="list-style-type: none"> • Prepare letters to candidates who are unsuccessful, 5 days after acceptance of offer 	5 days
2	Administrative activities		
	1. Translation/Transfer in rank	<ul style="list-style-type: none"> • Identify & issue reminder to HoD for staff who are due for translation in rank (Legal Officers only) 	30 days

		<ul style="list-style-type: none"> • Receive Request/ motivation from HoD & acknowledge receipt • Application for employment, CV and certified copies of qualification from the staff member • Prepare submission to ED for approval 	
	2. Acting Appointment	<ul style="list-style-type: none"> • Receive motivation from HOD • Ensure that all requirements are met • Prepare submission for ED's approval 	5 working days
	<u>3. Transfers</u> 3.1 Ministerial Transfer to O/M/A/S 3.2 Ministerial transfers from other O/M/A/S 3.3 Transfer in duty stations / directorates	<ul style="list-style-type: none"> • Receive Request from the staff member through HOD or approved appointment from other O/M/As • Confirm availability of post on the establishment • Consult HoD regarding the request • Request for work reference from parental institution • Prepare submission for ED's approval • Send/ receive PF, LF, SR, LR, HC 	5 working days until the stage of requesting for work reference 5 days after receipt of work reference
	3. Application/Renewal of VISAs and Work permits	<ul style="list-style-type: none"> • Receive application/request from staff member. • Prepare request for approval to Home Affairs • After approval from Home affairs, submit approval for payment to Creditors and request 	<ul style="list-style-type: none"> • 5 working days.

		passport for endorsement.	
	4. Confirmation of probations	<ul style="list-style-type: none"> • Identify & issue reminder to HoD for staff who are due for probation confirmation • Completed set of progress reports must be submitted to HR within 10 days after expiry of probation period • Incomplete / outstanding sets of progress reports must be followed up/ returned 	7 days after receiving the full set of progress reports
	5. Extension of employment contracts	<ul style="list-style-type: none"> • Remind HoD before 12 months about staff member's expiry of employment contract • HOD to request for the extension of contract from ED at least within 6 for Non- Namibians, and 3 months for Namibians • Completed application form for employment, CV and all other relevant documents 	12 months from date of reminder
	6. Registration / Amendments to SSC	<ul style="list-style-type: none"> • Completed form of SSC by the staff member Signed by staff member • Ensure that all mandatory documents are attached 	2 working days after receipt of all documents
	7. Admission/ Amendment to GIPF	<ul style="list-style-type: none"> • Completed GIPF form • Ensure that all mandatory documents are attached 	2 working day after a month of appointment and receipt of all documents

8. Amendments to Medical Aid	<ul style="list-style-type: none"> • Completed form of the medical Aid form by the staff member • Ensure that all mandatory documents are attached 	2 working days after receipt of all documents
9. Secondment	<ul style="list-style-type: none"> • A comprehensive motivation for secondment from the requesting institution, 3 months in advance. • Obtain recommendation from parental institution/ directorate • Ensure that the staff member has provided his/ her consent • Prepare submission to PSC • Prepare submission for ED's approval • Ensure that the staff members signs the secondment agreement before commencement date 	Submission for recommendation to the PSC within 5 working days from the date of receipt.
10. Transportation of personal effects in respect of: <ul style="list-style-type: none"> • appointment/promotion/transfer/retirement and end of contract 	<ul style="list-style-type: none"> • Receive request, should contain destination, date and list of personal effects • Obtain consent from staff member in writing • Obtain ED's approval • Provide copy approval to Transport section 	3 working days

Your views count

If you are not satisfied with our services, we will appreciate it if you inform us about your concerns and assist us to improve our services

When you communicate with us, please provide

- Your full name, telephone and e-mail – address
- A clear description of your particular concern or requirements
- The expected response to be considered
- A record of the issue at stake and the person who dealt with the issue, as well as the date and time of the communication, it is not a fresh enquiry.

Any comments, suggestions or request for information about the activities of Human Resource Sub-division should be directed via the Executive Director to:

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APPROVED/NOT APPROVED


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DR. JOHN SHIMANENI
ACTING EXECUTIVE DIRECTOR



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DATE

25/01/2025