



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

Vacancy Announcement

29 May 2023

In pursuing its mandate to improve timely delivery of quality legal 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: LEGAL SERVICES

Job Title:	Senior Legal Officer Grade 5
Post level:	Third entry level
Number of Posts:	Two (2)
Duty Station:	Windhoek
Salary Scale	N\$ 412 001 – 492 567 per annum
Transport Allowance	N\$ 8 760 per annum
Housing Benefit	N\$ 14 520 per annum

About the role:

The role of the Senior Legal Officer is critical in supporting the Chief Legal Services in rendering quality and timeous legal services in lines with Directorate objectives.

Minimum Requirements:

- LLB degree on NQF Level 8 (or equivalent qualification);
- 3 years appropriate experience in the field of law;
- Preference will be given to the candidates with a valid driver's licence.

In addition, you will:

- Prepare and execute request for Extradition and Mutual Legal Assistance;
- Draft country reports in respect of various instruments to which Namibia is party to;
- Conduct research on various international instruments in lieu of signature or ratification by the Republic of Namibia;
- Liaise with Interpol and Office of the Prosecutor General in respect of various matters;

- Serves on various committees, forums, institutions established by the Ministries or Government of the Republic of Namibia;
- Attend meetings, workshop and conferences nationally and internationally;
- Negotiate, draft or review international legal instruments;
- Executes any other duties assigned by Chief Legal Services or any other Authorised person.

DIVISION: MAINTENANCE COURTS

Job Title:	Chief Legal Clerk (Maintenance Investigator) Grade 8
Number of Posts:	Two (2)
Duty Station:	To be determined by the Chief Legal Services
Salary Scale	N\$ 227 453 – 271 828 per annum
Transport Allowance	N\$ 8 760 per annum
Housing Benefit	N\$ 14 520 per annum

About the role:

You will carry out functions and duties of maintenance Investigator appointed in terms of the Maintenance Act, 2003 (Act 9 of 2003).

Minimum Requirements:

- A National Diploma at NQF level 6 plus 3 years' experience that focuses on areas of investigative work, research, auditing and compliance with relevant laws;
- Ability to conduct research and in- depth investigations;
- Ability to analyse facts of complaints, identity problems in order to make issues and make appropriate findings;
- Candidates in the Public Service must be at the level of Senior Legal Clerk Grade 10 or equivalent level and have his/her probation confirmed;
- Preference will be given to candidates with experience in a legal and Investigative environment.

Address enquiries to: Mrs. Rauha Konghola, 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 where applicable.**
- **Applicant with foreign qualifications must attach proof of evaluation such as qualifications from the Namibia Qualification Authority (NQA). Foreign qualification without verification from NQA will not be considered.**
- **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 marginalized are encouraged to apply.***
- ***Applicants with vague Curriculum Vitae (CV) which do not clearly indicate the years of experience and exact type of years of working experience and the competencies, will not be considered.***

Please note: Only Shortlisted candidates will be contacted, and preference will be given to Namibian citizens.

Closing date: 03 July 2023

Application (on form 156043 obtainable at all Government Offices) together with a detailed 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**

Hand delivered applications should be submitted at the following physical address:

**Ministry of Justice
Subdivision: Human Resource Office, 2nd floor
Justitia Building, Independence Avenue
(Between Zoo Park and Telecom)**

Faxed/Email applications will not be considered

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**MRS GLADICE D S PICKERING
EXECUTIVE DIRECTOR**