



**REPUBLIC OF NAMIBIA**  
**MINISTRY OF JUSTICE**

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**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 its team in the following roles:

**1. DIRECTORATE: LEGAL AID**

<b>Post designation</b>	: Legal Officer Grade 7
<b>Number of posts</b>	: Three (3)
<b>Duty station</b>	: 1 x Aranos : 2 x to be determined by the Chief: Legal Aid
<b>Salary scale</b>	: N\$ 277 264 – 331 per annum
<b>Housing allowance</b>	: N\$ 14 520.00 per annum
<b>Transport allowance</b>	: N\$ 8 760.00 per annum

**Minimum requirements:**

- LLB Degree or equivalent qualification (NQF L8);
- B-Juris Degree plus 3 years in-service court work experience;
- Service orientation, oral communication, teamwork & collaboration; result driven, problem-solving skills and continual learning;
- Ability to work with minimal supervision,
- Attend mandatory induction before deployment to your duty station
- A valid driver's license

**SUBDIVISION: CILIV UNIT**

<b>Post designation</b>	: Senior Legal Officer Grade 5
<b>Number of posts</b>	: Four (4)
<b>Duty station</b>	: To be determined by the Chief: Legal Aid
<b>Salary scale</b>	: N\$ 412 002 – 492 567 per annum
<b>Housing allowance</b>	: N\$ 14 520.00 per annum
<b>Transport allowance</b>	: N\$ 8 760.00 per annum

**Minimum requirements**

- LLB degree or equivalent qualification (NQF L8); plus
- 3 years in 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;
- Attend mandatory induction before deployment to your duty station
- Admission as a Legal Practitioner
- A valid driver's license

### **About the roles:**

- As a Legal Aid Counsel, you will play a crucial role in representing persons in all courts of Namibia;
- Take accountability for the delivery of legal assistance to the needy clients and keep the Director of 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;
- Obtain any outstanding supporting documents or pleadings in civil cases to the Director;
- Travel occasionally to other courts in your region;
- Support the Directorate's strategic initiatives;
- Perform any other function as may be assigned by the Director of Legal Aid or any other authorized person.

**Enquiries:** Mrs. Rauha Konghola, Tel: 061-280 5222 or Mr. Simeon Antsino, Tel: 061-280 5212

## **2. DIRECTORATE: LEGAL SERVICES**

<b>Post designation</b>	: Chief Legal Clerk Grade 8
<b>Number of Posts</b>	: One (1)
<b>Duty station</b>	: Katima Mulilo
<b>Salary scale</b>	: N\$ 227 453 – 271 828 per annum
<b>Housing allowance</b>	: N\$ 14 520.00 per annum
<b>Transport allowance</b>	: N\$ 8 760.00 per annum

### **Minimum requirements:**

- A National Diploma at NQA 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, identify problems and issues and make appropriate findings;
- Generic competencies namely: analytical, mediation, report writing and communications;
- Candidates in the Public Service must be at the level of Grade 10 and his/her probation must have been confirmed;
- Preference will be given to candidates with experience in a legal environment.

**About the role:**

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

**Address enquiries:** Mrs. Rauha Konghola, Tel: 061-280 5222 or Mr. Simeon Antsino, Tel: 061-280 5212

**3. DIRECTORATE: OFFICE OF THE OMBUDSMAN**

<b>Post designation</b>	: Complaints Investigator Grade 8
<b>Number of Posts</b>	: Two (2)
<b>Duty station</b>	: Oshakati, Rundu
<b>Salary scale</b>	: N\$ 227 453 – 271 828 per annum
<b>Housing allowance</b>	: N\$ 14 520.00 per annum
<b>Transport allowance</b>	: N\$ 8 760.00 per annum

**About the role:**

- To conduct research and in-depth investigations; analyse facts of complaints; identify problems and issues and make appropriate findings; compile investigation reports; participate in outreach/public education activities.

**Minimum requirements:**

- An Appropriate National Diploma or equivalent qualification (NQF Level 6) plus 6 years' experience that focuses on areas of investigative work, research, auditing or compliance with relevant laws;
- Possession of a valid driver's licence is a prerequisite
- Candidate must have experience in the investigation of complaints, dispute /conflict resolution and report writing;
- Computer literacy is essential;
- Serve as a positive, self-driven dynamic professional who displays creative problem-solving skills, positive attitude, strong oral communication skills and a team oriented approach;
- Positive attitude, strong communication skills, mediation and report writing skills.

<b>Post designation</b>	: Complaints Investigator Grade 8
<b>Number of Posts</b>	: One (1)
<b>Duty station</b>	: Otjiwarongo
<b>Salary scale</b>	: N\$ 227 453 – 271 828 per annum
<b>Housing allowance</b>	: N\$ 14 520.00 per annum
<b>Transport allowance</b>	: N\$ 8 760.00 per annum

**About the role:**

- To serve as a focal person for the advancement of minority rights, conduct research and in-depth investigations; analyse facts of complaints; identify problems and issues and make appropriate findings; compile investigation reports; participate in outreach/public education activities.

### **Minimum requirements:**

- An Appropriate National Diploma or equivalent qualification (NQF Level 6) plus 6 years' experience that focuses on areas of investigative work, research, auditing or compliance with relevant laws;
- Possession of a valid driver's licence is a prerequisite
- Candidate must have experience in the investigation of complaints, dispute /conflict resolution and report writing;
- Computer literacy is essential;
- Serve as a positive, self-driven dynamic professional who displays creative problem-solving skills, positive attitude, strong oral communication skills and a team oriented approach;
- Positive attitude, strong communication skills, mediation and report writing skills.
- Member of the either the **San, Ovatie, Ovatombo and Ovazemba** ethnic groups

**Address enquiries:** Ms. Johanna Kapembe, Tel: 061-280 5245 or Mr. Salatiel Munghadi, Tel: 061-280 5348

### **4. DIVISION: SECURITY AND RISK MANAGEMENT SERVICES**

<b>Post designation</b>	: Senior Security Operations Officer Grade 7
<b>Post level</b>	: 1 <sup>st</sup> promotional post
<b>Number of posts</b>	: One (1)
<b>Duty station</b>	: Windhoek
<b>Salary scale</b>	: N\$ 277 264 – 331 358 per annum
<b>Housing allowance</b>	: N\$ 14 520.00 per annum
<b>Transport allowance</b>	: N\$ 8 760.00 per annum

### **Minimum requirements:**

- A National Diploma in Security Management, Correctional Services, Military Science or Police Science on NQF level 6;
- Three (3) years proven experience in security operations;
- Should have completed police, military, correctional services or security management basic training program;
- Confirmation of probation is subject to the successful completion of the Security Awareness Training by the Namibian Central Intelligence Services (NCIS).
- Police basic training with three years Computer diploma will be added as an advantage

### **About the role:**

As the Senior Security Operations Officer, you will play a crucial role in implementing and maintaining the highest standards of security and contingency planning in order to ensure safety in the Ministry.

### **Key Accountabilities:**

- Implement physical security systems such as CCTV, access controls; fire detectors and intruder alarms. You will also ensure the protection of Government assets (people, information and property);
- Carry out investigations, conduct background checks, supervise cleared personnel and do personnel vetting;
- Provide expert advice, guidance and support to the Managers, Supervisors and General Staff members regarding security related issues;
- Investigate the contravention of security directives and advise the Executive Director through the Deputy Director: Security Operations following appropriate steps deemed necessary as a result of such investigations and;
- Execute any other function assigned by the Deputy Director: Security Operations or any other authorized person.

**Address enquiries:** Ms. Johanna Kapembe, Tel: 061-280 5245 or Mr. Salatiel Munghadi, Tel: 061-280 5348

### **Applicants should note the following:**

- **Applicants within the Public Service must attach proof of confirmation of probation to their applications 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 exact number 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: 09 April 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**

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**MRS. GLADICE PICKERING  
EXECUTIVE DIRECTOR**