



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

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Windhoek

Namibia

Our Ref : S4/1/1 Your Ref:

Vacancy Announcement

In pursuing its mandate to provide legal services and access to justice, 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: MASTER OF THE HIGH COURT

Job Title	: Master of the High Court Grade 2
Number of Posts	: One (1)
Duty Station	: Windhoek
Salary Scale	: N\$ 571 732 – 606 726 per annum
Housing Allowance	: N\$ 142 104 per annum
MVA Allowance (Total Costs)	: N\$ 149 351 per annum
Capital Costs	: N\$ 116 340 per annum
Running Costs	: N\$ 33 011 per annum

Job Summary and Key Responsibilities:

The Master of the High Court is a statutory position created in terms of section 2 of the Administration of Estates Act, Act 66 of 1965. The incumbent of the position is appointed subject to the provisions of the Public Service Act, Act 13 of 1995 at the level of Chief, Grade 2 and serves as Head of Directorate for the Directorate: Master of the High Court under the Ministry of Justice.

The functional mandate of the Master of the High Court is set out in the enabling legal framework, which includes the Administration of Estates Act, 1965, the Administration of Trusts Act, 2023, the Insolvency Act, 1984, the Companies Act, 2004, and includes the oversight and management of the Directorate in relation to the various functions pertaining to the Guardian's Fund, Deceased Estates, Insolvencies, Curatorship, and Trusts.

The Master of the High Court is required to:

- provide strategic direction and leadership in the administration of estates and related sectors. This includes oversight and guidance to staff members within the directorate to enhance the overall service culture and ensure the directorate mandate is fully implemented;
- serve as liaison between all stakeholders of the office and will be accountable to the Minister of Justice and the Executive Director.
- set and communicate the directorate's vision, mission, and goals to ensure effective execution; and
- develop and implement directorates policies, procedures, and standards.

This position requires risk management at a high level and the incumbent is required to possess the necessary risk management skills and experience.

Minimum Requirements:

- LLB (NQF Level 8) (or equivalent qualification);
- 10 years' appropriate experience in the field of law with at least 5 years at managerial and strategic level;
- Proven leadership and management skills, with relevant experience in the administration of Deceased Estates, Insolvencies, Curatorship, Trusts and the management of the Guardian's Fund;
- Strong analytical, problem-solving, conflict management and decision-making competencies;
- Excellent communication and people skills;

- Sound knowledge of Government policies and procedures; and
- Demonstrated ability to handle high-pressure situations.

Additional Requirements:

- A Master's degree in law or any other relevant field; leadership and management qualifications/certification; and risk management qualifications/certification;
- A thorough understanding of relevant/applicable legislation, regulations, and legal processes;
- Experience in specialised areas of the fields of law applicable to the mandate of the Master of the High Court;

Psychometric testing is mandatory for all short-listed candidates.

Candidates will be subjected to security vetting.

Address enquiries to: Mrs Elizabeth Ameya-Shonghela (061)280 5295 or Mrs Yolante Karunga, Tel (061)280 5115

Applicants should note the following:

- **Applicants within the Public Service must attach proof of confirmation of probation to their application for employment.**
- **If in Public Service, candidate should be at the management level of Grade 3 and his/her probation must have been confirmed or equivalent position for candidates from outside public service.**
- **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 the exact type of work experience will not be considered.*

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

All official correspondence must be addressed to the Executive Director.

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CLOSING DATE: 08 March 2024

Application (on new version form 156043 obtainable at all Government Offices) together with a detailed comprehensive Curriculum Vitae and Certified copies of educational qualifications and identity documents) must be submitted to:

The Executive Director
Ministry of Justice
Private Bag 13302
Windhoek

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



Gladice Pickering
Executive Director
Ministry of Justice

