



REPUBLIC OF NAMIBIA
MINISTRY OF JUSTICE

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Namibia

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Our Ref.: S4/1/1

Vacancies 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: PUBLIC PROSECUTIONS

Post designation:	Deputy Prosecutor General Grade 3
Salary scale:	N\$ 554 603 – 588 548 per annum
Motor Vehicle allowance:	N\$ 136 485 per annum
Housing allowance:	N\$ 131 280 per annum
Number of posts:	one (1) Windhoek
Travel Requirements:	Travel required

About the role:

- As a Deputy Prosecutor General, you will review decisions to prosecute.
- Draft possible appeals and forward them to the Office of Prosecutor-General by ensuring 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 all Courts in Namibia to provide the highest level of representation on behalf of the state;

All official correspondence must be addressed to the Executive Director

- Perform the other functions as delegated by the Prosecutor-General to provide day-to-day control and management of the process of criminal prosecutions in your area of jurisdiction;
- Provide advice and directions in relation to legal policy and procedural issues arising from prosecutions as part of management of crime at your area of jurisdiction;
- To participate in the criminal justice forum to which Khomas Regions police and other stakeholders that the Office maintains a high standard of legal presentation during trials;
- Contribute to professional development of Office of the Prosecutor-General legal staff by presenting seminars, case studies and teaching workshops in order to contribute to raising the competency and effectiveness of the Office of the Prosecutor-General staff by sharing legal expertise;

Minimum requirement:

- LLB (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 plus nine (9) years appropriate legal experience;
- Admission as a Legal Practitioner as well as experience in criminal prosecutions will serve as an added advantage;
- Transferability to any duty station in Namibia in accordance with the needs of the Prosecutor General office;
- Applicants within the Public Service **MUST** attach proof of confirmation of probation on a current position to their application of employment;
- 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;
- A valid driver's licence.

Address enquiries to: Mr Simeon Antsino, Tel (061) 280 5268 or Mr Simon S Nehale, Tel (061) 280 5244

All official correspondence must be addressed to the Executive Director

Job Title	: Chief Legal Officer Grade 4
Position Level	: First promotional level
Number of Posts	: Two (2)
Duty Station	: (1)x Windhoek & (1) x Otjiwarongo
Salary Scale	: N\$ 517 195 – 543 728
Motor Vehicle Allowance	: N\$ 110 917 Per annum
Housing Allowance	: N\$ 121 560 Per annum

About the role:

You will appear on behalf of and represent the state in criminal cases in all courts in Namibia and carry out other functions as may be assigned to you by the Prosecutor General. This role will also support the Office of the Prosecutor General's strategic objective of enhancing efficiency in the provision of prosecutorial services.

In addition you will:

- 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;
- Prepare and submit quarterly status and monthly reports on assigned cases to the Prosecutor General;
- Support the Office of the Prosecutor General's strategic initiatives;
- Perform any other functions as assigned by the Prosecutor General or any other authorized persons.

To be successful in this role you must meet the following requirements:

- LLB Degree or equivalent qualification;
- 5 years appropriate experience 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 criminal prosecutions will serve as an added advantage;
- Applicants within the Public Service **MUST** attach proof of confirmation of probation on a current position to their application of employment;

All official correspondence must be addressed to the Executive Director

- Transferability to any duty station in Namibia in accordance with the needs of the Office of the Prosecutor General;
- Service orientation, oral communications, team work & collaboration; results driven, problem solving skills and continual learning;
- Ability to work independently, discreet, reliable and trustworthy;
- In possession of a valid Driver's Licence.

Address enquiries to: Mr Simeon Antsino, Tel: 061-280 5268 or Ms. Sara Simon, Tel: 061-280 5243.

1. Post Designation	: Senior Legal Officer Grade 5
Salary Scale	: N\$ 432 601 – N\$ 517 195 per annum
Housing Allowance	: N\$ 17 424 per annum
Transport Allowance	: N\$ 10 512 per annum
Number of posts	: Five (5)
Duty Station	: Four (4) Windhoek, and one (1) Katima Mulilo

About the role:

- As a Prosecutor you will play a crucial role in the fight against crime by representing the state in criminal matters, appearing in all Lower Courts; and
- You will be accountable for the delivery of prosecutorial services; and keeping the Control Prosecutor/ Deputy Prosecutor General informed about progress of all case files. This role aims to support the Office of the Prosecutor General's strategic objective of enhancing efficiency in the provision of prosecutorial services.

Minimum requirements:

- LLB Degree at NQF Level 8 (or equivalent qualification) plus three (3) years criminal litigation or bench experience; **OR**
- B Juris plus six (6) years in criminal litigation or bench experience;
- Admission as a Legal Practitioner will serve as an added advantage;
- Transferability to any duty station in Namibia in accordance with the Prosecutor General's directions;
- Applicants within the Public Service **MUST** attach proof of confirmation of probation on a current position to their application of employment.
- Successful candidates will be subjected to undergo Psychometric test;

All official correspondence must be addressed to the Executive Director

- Must 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.

Key responsibilities:

- Ensuring that all Environmental crime cases in the Lower Court and High Court are effectively and efficiently prosecuted.
- Screening and guiding investigations in Environmental crimes cases.
- Conduct research and prepare for trials;
- Prepare and submit monthly, quarterly and annual statistics as per the OPG directives;

1. Post designation	: Legal Officer Grade 7
Number Posts	: one (1)
Duty Station	: Otjinene
Salary Scale	: N\$291 128 – 347 926
Housing Allowance	: N\$14 520 per annum
Transport	: N\$8 760 per annum

Minimum Requirements:

- LLB Degree (or equivalent qualification) or;
- B. Juris Degree plus 3 years in legal experience;
- Transferability to any duty station in Namibia in accordance with the needs of the Prosecutor General;
- Shortlisted candidates will be subjected to undergo Psychometric test;
- Preference will be given to candidates with a valid driver's licence.

Key responsibilities:

- Appears in any court and represents the state in all criminal matters and incidental thereto;
- Carry's out other functions as may be assigned by the Prosecutor General in the terms of article 88 of the Namibian Constitution.

Address enquiries to: Mr Simeon Antsino, Tel: 061-280 5268 or Mr Simon Nehale, Tel: 061-280 5244.

All official correspondence must be addressed to the Executive Director

Job Title	: Senior Private Secretary Grade 8
Number of Posts	: One (1)
Duty Stations	: Windhoek
Salary Scale	: N\$ 238 825 – 285 420 per annum
Transport Allowance	: N\$ 10 512 per annum
Housing Allowance	: N\$ 17 424 per annum

About the role:

As a Private Secretary, you will assist the Prosecutor General's office to make the best use of her time by providing effective and efficient administrative and secretarial support. You will work closely with the Prosecutor General in support of issues that require specific follow up and handle various activities as assigned by Prosecutor General or Deputy Prosecutor General.

Minimum requirements:

- An appropriate National Diploma or equivalent qualification on NQF level 6 in the field of Secretariat & Office Administration plus three (3) years' experience in office management;
- Proven experience in Microsoft office programs;
- Time Management, Planning and organizing skills;
- Confidentiality and discretion when dealing with sensitive information;
- Ability to draft letters and submissions for the Deputy Prosecutor General;

Key accountabilities:

- Type and draft official letters and other correspondences;
- Handle enquiries through various communication channels;
- Facilitate travel arrangement abroad and locally;
- Handle office fillings;
- Manage the Prosecutor-General or Deputy Prosecutor General's diary (Appointments and meetings);
- Screen and channels telephone calls and visitors;
- Assist with the ordering of office supplies;
- Facilitate and take minutes of meetings when required;
- Receive visitors or clients;

All official correspondence must be addressed to the Executive Director

- Performs any other functions as maybe assigned by the Prosecutor General or any authorized person.

Address enquiries to: Mr Simeon Antsino, Tel: 061-280 5268 or Ms. Sara Simon, Tel: 061-280 5243.

DIRECTORATE: CIVIL LITIGATION

Post designation:	Government Attorney Grade 2
Salary scale:	N\$ 600 319 – 637 063 per annum
Motor Vehicle allowance:	N\$ 149 351 per annum
Housing allowance:	N\$ 142 104 per annum
Number of posts:	One (1) Windhoek

In this pivotal role, the incumbent is required to lead the team of legal practitioners who represent the Government of the Republic of Namibia in legal matters. The mandate of the Government Attorney includes conducting litigation on behalf of Government in civil, labour and criminal cases, rendering notarial services, doing debt collection, rendering legal advice and conveyancing services to the Government Offices/Ministries/Agencies and the State.

Minimum Requirements:

- LLB (NQF Level 8) (or equivalent qualification);
- Admitted Legal Practitioner of the High Court of Namibia;
- Active member of and in good standing with the Law Society of Namibia;
- Minimum of 10 years' litigation experience with at least 5 years at managerial and strategic level;
- Proven leadership and management skills, with relevant experience in supervising legal teams;
- Strong analytical, problem-solving, conflict management and decision-making competencies;
- Excellent communication, people and negotiation skills;
- Sound knowledge of Government policies and regulations;
- Demonstrated ability to handle high-pressure situations; and
- Demonstrate planning and organizational skills.

All official correspondence must be addressed to the Executive Director

Additional Requirements:

- A master's degree in law or any other relevant field; leadership and management qualifications/certification; and risk management qualifications/certification.
- Previous experience as legal representative of Government; and/or
- Experience in specialized areas of law, such as administrative law, constitutional law, and public policy.
- Psychometric testing is mandatory for all short-listed candidates.
- Candidates will be subjected to security vetting.

Job Summary and Key Responsibilities:

- Lead and manage a team of legal practitioners and support staff at a strategic level and be responsible for the overall staff performance and achievement of the strategic objectives and mandate of the Directorate.
- The incumbent must set and communicate the directorate's vision, mission, and goals to ensure effective execution of the mandate and must develop and implement directorate policies, procedures, and standards in line with the mandate of the Directorate.
- Provide legal counsel and representation on Government-related matters.
- Oversee and manage litigation, contracts, regulatory compliance, and negotiations on behalf of Government.
- Collaborate with Government officials, agencies, and external stakeholders on legal matters in which the Government is involved.
- Ensure compliance with all applicable legal and policy frameworks in the execution of the mandate of the Directorate.
- Conduct risk management at a high level and possesses the necessary risk management skills and experience.
- Provide Support to the Attorney-General as the principal legal advisor to the President and Government
- Provide regular report and briefing to the Attorney-General on all matters pertaining to the execution of the mandate of the Directorate.

All official correspondence must be addressed to the Executive Director

Post designation	: Senior Legal Officer Grade 5
Position Level	: Third entry level
Number of posts	: Two (2)
Duty Station	: Windhoek
Salary scale	: N\$ 432 601 – 4517 195 per annum
Transport allowance	: N\$ 10 512 per annum
Housing allowance	: N\$ 17 424 per annum

Minimum Requirements:

- LLB Degree on NQF Level 8 (or equivalent qualification);
- Admission as a Legal Practitioner of the High Court of Namibia;
- Two (2) years in court work experience of which must be in various litigation types of laws;
- Applicants within the Public Service **MUST** attach proof of confirmation of probation on a current position to their application of employment;
- Driver's Licence will be an added advantage;
- Ability to work under pressure with minimum supervision, should have qualities of reliability, discreetness, and trustworthiness.

Key responsibilities:

- Represents government in all civil disputes and civil litigation;
- Acts as defence counsel on behalf of the Government officials in certain criminal cases brought against them for alleged offences committed in the execution of their duties;
- Manages good relations with stakeholders/client engagement (Customer care);
- Renders legal advice to Ministries /Offices/ Agencies and Treasury in civil disputes and litigation;
- Collects debt on behalf of the Government;
- Conducts research in preparation of cases;
- Attends to all labour matters;
- Attends case management hearings, interlocutory applications, and all High court and Supreme Court hearing etc;
- Ability to draft various court pleadings, answer affidavits, particulars of claims, legal advice in contemplation of litigation, etc;
- Attends to case files and queries from clients;

All official correspondence must be addressed to the Executive Director

- Attends to all court hearings, mediations, arbitrations, taxation, and labour appeal etc;
- Prepares and submits status reports of all matters assigned to you by the Government Attorney;
- Complies with the Customer Service Charter;
- Prepares and submit monthly, quarterly, and annual statistics as per the Government Attorney directives.
- Completes and submits Performance Agreements and Quarterly Performance Reviews;
- Renders legal opinions to all Office/Ministries/Agencies; and
- Executes any other duties assigned by the Government Attorney or an authorized persons.

Address enquiries to: Ms Johanna Kapembe, Tel (061) 280 5270 or Mr Salatiel Munghadi, Tel (061) 280 5212.

DIRECTORATE: MASTER OF THE HIGH COURT

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| 1. Job designation | : Senior Legal Officer Grade 5 |
| Position Level | : Third Entry Level |
| Number of Posts | : Two (2) |
| Duty Station | : Windhoek |
| Salary Scale | : N\$ 432 601 – 517 195 per annum |
| Transport Allowance | : N\$ 10 512 per annum |
| Housing Allowance | : N\$ 17 424 per annum |

About the role:

As Senior legal officer you will support the master in executing her stator functions i.e the administration of deceased estates, liquidations an insolvencies, registration of trust and the administration Guardians fund.

Minimum Requirements:

- LLB Degree at NQF Level 8 or equivalent qualification;
- Three (3) years appropriate experience as Legal Officer;
- Admitted as a Legal Practitioner in the High Court of Namibia;
- Applicants within the Public Service **MUST** attach proof of confirmation of probation on a current position to their application of employment;

All official correspondence must be addressed to the Executive Director

- Should be serviced orientated, with excellent oral communication and problem-solving skills, should be a team player be results-driven with, continual learning approach; and

Key accountabilities:

- Examines Liquidations and distribution of accounts or any other application for deceased estates/curatorship/trusts/ and insolvency accounts;
- Drafts and submits court reports;
- Examines creditor's claims in respect of insolvencies;
- Preparation of advertisements in the Government Gazette for the convening of meetings for the election of executors, tutor, curators, trustees and liquidators;
- Preparation of all letters of appointments for deceased estates/curatorship/trusts/ and insolvencies;
- Deals with complaints and objections;
- Performs any other functions as may be assigned by the Master of the High Court or an authorised persons;

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

2. Job designation	: Legal Officer Grade 7
Position Level	: Second Entry Level
Number of Posts	: Two (2)
Duty Station	: Windhoek
Salary Scale	: N\$ 291 128 – 347 926 per annum
Transport Allowance	: N\$ 10 512 per annum
Housing Allowance	: N\$ 17 424 per annum

About the role:

As legal officer you will support the master in executing her stator functions i.e the administration of deceased estates, liquidations an insolvencies, registration of trust and the administration Guardians fund.

Minimum Requirements:

- LLB degree at NQF Level 8 or equivalent qualification.

All official correspondence must be addressed to the Executive Director

Key Responsibilities:

- Examines the Liquidations and distribution of accounts or any other application for deceased estates/curatorship/trusts/ and insolvency;
- Drafts and submits court reports;
- Examines creditor's claims in respect of insolvencies
- Performs any other functions as may be assigned by the Master of the High Court or an authorised persons;

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

DIRECTORATE: LEGAL AID

1. Post designation	: Senior Legal Officer Grade 5
Position Level	: Third entry level
Number of posts	: Five (5)
Salary Scale	: N\$ 432 601 – 517 195
Transport Allowance	: N\$ 10 512.00 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Location	: Duty station to be determined by the Chief: Legal Aid

Minimum Requirements:

- LLB Degree, or equivalent qualification (NQF L8), from a recognized institution/in terms of the Legal Practitioner's Act, Act No. 15 pf 1995; and three (3) years in-service experience as a Legal Officer;
- Experience in presenting cases in Court;
- Applicants within the Public Service **MUST** attach proof of confirmation of probation on a current position to their application of employment.
- A valid driver's license will be added as advantage.

Key Responsibilities:

- Take accountability for the delivery of Legal assistance to needy clients and keep the Chief: Legal Aid informed about progress of all case files. This role will also support the

All official correspondence must be addressed to the Executive Director

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 application for trial
- Request for disclosure in criminal cases in preparation for trial;
- Obtain any supporting documents or pleading in civil cases for preparation for court;
- Prepare and submit quarterly and monthly reports and assigned cases to the Chief: Legal Aid;
- Travel occasionally to other courts in your Region;
- Support the Directorate's strategic initiatives
- Perform any functions as assigned by Chief: Legal Aid or any other authorized person.

SUBDIVISION: CIVIL UNIT

Post designation:	Senior Legal Officer Grade 5
Number of posts:	Five (5)
Duty station:	To be determined by the Chief: Legal Aid
Salary scale:	N\$ 412 002 – 492 567 per annum
Housing allowance:	N\$ 14 520.00 per annum
Transport allowance:	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, teamwork & 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

All official correspondence must be addressed to the Executive Director

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 in the High Court of Namibia;
- Request for disclosure in civil 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.

2. Job Title	: Senior Private Secretary Grade 8
Number of Posts	: One (1)
Duty Stations	: Windhoek
Salary Scale	: N\$ 238 825 – 285 420 per annum
Transport Allowance	: N\$ 10 512 per annum
Housing Allowance	: N\$17 424 per annum

About the role:

As a Senior Private Secretary, you will assist the Chief Legal Aid's office to make the best use of her time by providing effective and efficient administrative and secretarial support. You will work closely with the Chief Legal Aid in support of issues that require specific follow up and handle various activities as assigned by Chief or Deputy Chief.

Minimum requirements:

- An appropriate National Diploma or equivalent qualification on NQF level 6 in the field of Secretariat & Office Administration plus three (3) years' experience in office management;

All official correspondence must be addressed to the Executive Director

- Proven experience in Microsoft office programs;
- Time management, planning and organizing skills;
- Confidentiality and discretion when dealing with sensitive information;
- Ability to draft letters and submissions for Chief: Legal Aid or Deputy Chief.

Key accountabilities:

- Type and draft official letters and other correspondences;
- Handle enquiries through various communication channels;
- Facilitate travel arrangement abroad and locally;
- Handle office fillings;
- Manage the Chief: Legal Aid or Deputy Chief's diary (Appointments and meetings);
- Screen and channels telephone calls and visitors
- Assist with the ordering of office supplies
- Facilitate and take minutes of meetings when required;
- Receive visitors or clients;
- Performs any other functions as maybe assigned by the Chief: Legal Aid or any authorized persons.

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

DIRECTORATE: LEGISLATIVE DRAFTING

Post designation:	Deputy Chief: Legislative Drafting Grade 3
Salary scale:	554 603 – 588 548
Motor Vehicle Allowance:	N\$136 485 per annum
Housing Allowance:	N\$ 131 280 per annum
1 x Post:	WINDHOEK

Primary Purpose of the job:

- To draft proposed Principal Legislation and Subordinate Legislation and other legislative measures for enactment. These measures include Bills, Proclamations by President, Regulations and Rules and Notices to be published in the *Gazette*.

All official correspondence must be addressed to the Executive Director

- To support the Chief Legislative Drafting in overseeing the operational management of the Directorate.

Minimum requirements:

- LLB Degree (or equivalent legal qualification).
- Nine (9) years' experience in Legislative Drafting, especially in the drafting of Bills.
- Admission as a legal practitioner will be an additional advantage.
- Leadership/Managerial competencies.
- Ability to draft principal or subordinate legislation independently or with minimum supervision.
- Good knowledge of Namibian law.
- Good writing, communication and presentation skills.
- Have a passion for researching, reading long text for hours and reading case law and legislation amongst others.
- Ability to pay meticulous attention to detail.
- Good problem solving and analytical skills.
- Be a team player both within the Directorate: Legislative Drafting, with OMAs and other stakeholders.
- Ability to work with and maintain relationship with Offices/Ministries/Agencies (OMAs) and other stakeholders.

Key Accountabilities:

- To liaise and work as a team with OMA's and the Directorate: Legislative Drafting to implement the strategic policies of the government by -
 - Drafting legislation (both principal and subordinate and other legislative measures) which comply with Namibian drafting principles, the Constitution and which is aligned to the existing law.
 - ensuring that OMA's and other clients appreciate fully all the legal and practical consequences of the legislation which is being drafted;

All official correspondence must be addressed to the Executive Director

- organise and attend meetings to discuss and explain legislation which is being drafted as expressions of ministerial policy and undertaking such revisions as are necessary to give effect to alterations of policy.
- To undertake peer review of drafts produced by other legislative drafters and to liaise with them on their projects where appropriate.
- Supervising the work of other legislative drafters.
- To train and mentor other legislative drafters and initiate projects for effective transfer of drafting skills.
- Undertake legal research and read on the latest literature [Constitution, common law, legislation, textbooks and case law so as to be conversant with recent developments in the legal profession].
- Advising OMA's on the law making processes and requirements for preparation of legislation and submitting instructions to the Directorate: Legislative Drafting.
- Proof-reading printed proposed legislation and other legislative measures for publication in the *Gazette*.
- Taking part in the initiation of the Ministry's Strategic Plan and supervising its implementation and evaluation, monitoring and review.
- Perform any other functions as may be assigned by the Chief: Legislative Drafting or any other authorised person.

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

DIRECTORATE: OFFICE OF THE OMBUDSMAN

DIVISION: HUMAN RIGHTS AND LEGAL SERVICES

1. Post designation:	Deputy Chief Grade 3
Salary scale:	N\$ 554 603 – 588 548 per annum
Housing allowance:	N\$ 131 280 per annum
Motor Vehicle allowance:	N\$ 136 485 per annum
1 x post:	Windhoek

All official correspondence must be addressed to the Executive Director

Minimum Requirements:

- A (LLB) Bachelor Degree in Law at NQF level 8 (or equivalent qualification); plus nine (9) years of appropriate experience in any field of law;
- Admission as a Legal Practitioner in the High Court of Namibia;
- A valid driver's license must be attached;
- Knowledge of international human rights law and instruments.
- Experience in investigations and /or conflict resolution and project management will be an advantage; computer literacy essential.

**DIVISION: INVESTIGATIONS, SUBDIVISION: KEETMANSHOOP & WINDHOEK
REGIONAL OFFICE**

2. Job Title:	Senior Complaints Investigator Grade 7
Number of posts:	Two (2)
Duty Station:	Keetmanshop & Windhoek
Salary scale:	N\$ 291 128 – 347 926 per annum
Housing allowance:	N\$17 424 per annum
Transport allowance:	N\$10 512 per annum

About the role:

- As a Senior Complaints Investigator, you will play a crucial role in supporting the Office of the Ombudsman towards the attainment of the strategic objective of promoting independent and impartial resolution of complaints relating to public administration.

Minimum requirements:

- An Appropriate National Diploma or equivalent qualification (NQF Level 6);
- Seven (7) years' experience that focuses on areas of investigative work, research auditing or compliance with relevant laws;
- Extensive experience in the investigation of complaints, dispute/conflict resolution and report writing;
- Ability to supervise and mentor staff; the Office operates a computerised case management system and computer literacy is thus a prerequisite, and
- Possession of a valid driver's licence is a prerequisite.
- Proof of a certified copy of driver's licence should be attached, to avoid disqualification from shortlisting.

All official correspondence must be addressed to the Executive Director

Key accountabilities:

- Conduct research and in-depth investigations, analyse facts of complaints, identify problems, issues and make proper findings;
- Provide guidance to junior staff in the investigation of cases, compile investigation reports and participate in outreach/public education activities.

3. Job Title:	Complaints Investigator Grade 8
Number of posts:	One (1)
Duty Station:	Keetmanshoop
Salary scale:	N\$ 238 825 – 285 420 per annum
Housing allowance:	N\$17 424 per annum
Transport allowance:	N\$10 512 per annum

About the role

- As a Complaints Investigator, you will play a crucial role in supporting the Office of the Ombudsman towards the attainment of the strategic objective of promoting independent and impartial resolution of complaints relating to public administration.

Minimum requirements:

- An appropriate National Diploma or equivalent qualification at NQF Level 6;
- Six (6) years' experience that focuses on areas of investigative work, research auditing or compliance with relevant laws;
- Extensive experience in the investigation of complaints, dispute/conflict resolution and report writing;
- Ability to supervise and mentor staff; the Office operates a computerised case management system and computer literacy is thus a prerequisite, and
- Possession of a valid driver's licence is a prerequisite.
- Proof of a certified copy of driver's licence should be attached, to avoid disqualification from shortlisting.

Key accountabilities:

- Conduct research and in-depth investigations, analyse facts of complaints, identify problems, issues and make proper findings;

All official correspondence must be addressed to the Executive Director

- Conducts investigations, compile investigation reports and participate in outreach/public education activities.

Address enquiries to: Ms Johanna Kapembe Tel:061 280 5270 or Mr Salatiel Munghadi, Tel (061) 2805212.

DIRECTORATE: CENTRAL ADMINISTRATION

DIVISION: GENERAL AND AUXILIARY SERVICES,

SUBDIVISION: AUXILIARY SERVICES, TRANSPORT SECTION

- | | |
|----------------------------|---|
| 1. Post Designation | : Chief Administrative Officer Grade 8 |
| Number of posts | : One (1) |
| Duty Station | : Windhoek |
| Salary scale | : N\$ 238 825 – 285 420 per annum |
| Transport allowance | : N\$ 10 512 per annum |
| Housing allowance | : N\$ 17 424 per annum |

Minimum requirements:

A National Diploma in Public Management /Business Administration/Management /Logistic and Supply Chain Management at NQF Level 6. Candidate should have five (5) years proven experience in fleet management, stock/ inventory management and contract management of which three (3) years should be at Grade 10 (e.g. Senior Administrative Officer Grade 10).

Additional requirements: Candidate must be able to supervise the administrative team. Must be computer literate (MS Word, MS Excel, MS Access and Power Point). Must be in possession of a driver's licence (Code B) license should be 2 years old and it must be attached. Applicants must be familiar with the Public Procurement Act, 2015 as Amended (Act No.15 of 2015) and Regulations, Treasury Instructions, Public Service Act, 1995 (Act 13 of 1995), State Finance Act, 1991 (Act 31 of 1991) and other relevant Acts and legislative instruments governing the Public Servants. Underwent a stock training offered by Ministry of Finance.

Key Performance Areas / Competencies Required:

- Ability to maintain a high standard of professionalism and accuracy.
- Highly structured and organized preparation of documents, submissions and presentations.

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- Ability to perform under pressure.
- Possess sound supervisory skills.
- Good communication skills(both written and oral).
- Highly effective work ethics and high level of attention to detail and accuracy
- Ability to meet predetermined deadlines and work outputs.
- Supervisory skills in procurement of goods and services, stock control and general administration.

Main duties:

- Coordinates compilation of monthly, quarterly, and annual reports for the sections under him/her.
- Provides on the job-training to the staff members.
- Analyse bank fleet management reports, bank statements and fuel vouchers.
- Compile monthly vehicle reports.
- Carry out inspections of vehicles.
- Ensure that all vehicles are kept clean and maintained.
- Writing submissions based on different correspondence.
- Ensure compilation of a list of assets for disposal in terms of the Treasury Instructions.
- Ensure that an asset register is updated.
- Facilitate the implementation of performance management system and conduct performance reviews in line with PMS timetable/calendar.
- Ensure preparation of requisitions for expenditure to the Procurement Management Unit
- Coordinate fleet operations and ensure that vehicles are used in the most effective manner to optimize utilization.
- Ensure that vehicles due for repairs and replacements of spare parts are booked on time.
- Verifies the completed vehicles inspection form and registers.
- Carry out stock-taking and control all equipment in the Division;
- Implement and maintain the Transport Policy.
- Ensure that all keys and vehicles are kept at safe places.
- Receive, investigate and process accident reports.
- Maintain inventories and submit annual stock taking report to relevant offices
- Ensure that Procurement and Stock Control Procedures are adhered to.

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- Coordinate compilation of monthly, quarterly, and annual reports for all sections under him/her.
- Responsible for the procurement and maintenance of Ministry supplies and required stock levels.
- Supervise and direct administrative functions in all sections in the Subdivision Auxiliary Services.
- Ensure that all vehicles are roadworthy and are registered.
- Carry out regular inspections on the correctness of logbooks and trip authority.

Address enquiries to: Ms Johanna H Kapembe Tel (061) 280 5270 or Mrs Toini Msati Tel (061) 280 5243.

DIVISION: INFORMATION TECHNOLOGY

Post designation:	Systems Administrator Grade 9
Number of posts:	One (1)
Position Level:	Entry
Duty station:	Windhoek
Salary scale:	N\$ 263 683– 296 950 per annum
Transport allowance:	N\$10 512 per annum
Housing allowance:	N\$17 424 per annum

Minimum requirements:

- A Bachelor in Information Technology at NQF level 7 or equivalent qualification plus three (3) years proven experience in all these areas; Systems Administration, Server Administration, Network Security and Network Administration.

Key Responsibilities:

- Installations, testing and relocating of computer systems and network components;
- Monitoring network performance;
- Coordinating installations, upgrades or enhancements to computer and network systems;
- Advising on and implementing enhancements for efficiency;
- Participating in evaluation of new products and network upgrades;
- Providing front-line support to end-users;

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- Install software, supporting, and maintaining servers or other computer systems;
- Create a backup and recovery policy;
- Responsible for Setting up a DRP (Disaster Recovery Plan/Site);
- Monitor network communication;
- Update system as soon as new version of OS and application software comes out;
- Update Anti-Virus applications at all times, to avoid malware and all other intrusions on the network;
- Implement the policies for the use of the computer system and network;
- Setup security policies for users;
- Must have a strong grasp of computer security (e.g. firewalls and intrusion detection systems);
- Providing field/administrative support of computer systems in offices, ministries and agencies;
- Assistance with system installations, data retrieval, process operation and application system software commands;
- Performs diagnostics to determine system failures/faults, initiates or performs routine repairs;
- Assistance covers hardware, software, licensing and networking used in the offices, ministries and agencies;
- Preventative maintenance, diagnosis of machine problems and repair computer equipment, including peripherals.

Address enquiries to: Ms Johanna H Kapembe Tel (061) 280 5270 or Mrs Toini Msati Tel (061) 280 5243.

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DIVISION: SECURITY & RISK MANAGEMENT SERVICES

Post designation:	Security Operation Assistant Grade 12
Salary Scale:	N\$ 107 753 – 129 240 per annum
Number of posts:	One (1)
Duty station:	Windhoek
Housing allowance:	N\$13 944 per annum
Transport allowance:	N\$10 512 per annum

About the role:

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

Minimum requirements:

- A Grade 12 Certificate (NQF Level 3) or equivalent qualification;
- Must have completed a police/military/correctional service basic training;
- Confirmation of probation is subject to successful completion of the Security Awareness Training by the Namibian Central Intelligence Services (NCIS);
- Candidate will be subjected for vetting process;
- Must be in possession of a valid driver's licence;
- Candidate must not have been convicted of an offense, of which dishonesty or misrepresentation is an element in the last 10 years or convicted and sentenced to direct imprisonment for 12 months or longer.

Address enquiries to: Ms Johanna H Kapembe Tel (061) 280 5270 or Mr Salatiel Munghadi Tel (061) 280 5212.

Applicants should note the following:

- **Applicants within the Public Service must attach proof of confirmation of probation on the current position to their application for employment.**
- **Applicants with foreign qualifications must attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA). Foreign qualifications without verification from NQA will not be considered;**

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- 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 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.
- Applicants in designated groups such as person with disabilities, San, ovazemba and ovahimba are encouraged to apply.

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

CLOSING DATE: 04 May 2024

Applications should be addressed to the following address:

The 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


Gladice Pickering
Executive Director
Ministry of Justice



All official correspondence must be addressed to the Executive Director