



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

Tel.: (061) 280-5222
Fax: (061) 258849
Email: Lisa.Mabuku@moj.gov.na
Enquiries: **Ms. Lisa Mabuku**

Private Bag 13302
Windhoek

19 October 2020

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 and the Office of the Attorney General invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens to join our team in the following roles:

DIRECTORATE: PUBLIC PROSECUTIONS **CRIMINAL PROSECUTIONS**

Job Title	: Chief Legal Officer Grade 4
Position Level	: First promotional level
Number of Posts	: one (1)
Duty Stations	: Eenhana
Salary Scale	: N\$ 478 220 – 502 753 per annum
Motor Vehicle Allowance	: N\$ 102 701 per annum
Housing Benefit	: N\$ 68 188 per annum
Travel Requirements	: Travel required

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 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 person authorized.

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;
- 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.

Job Title	: Senior Legal Officer Grade 5
Position Level	: Third Entry level
Number of Posts	: Six (6)
Duty Stations	: To be determined by the Prosecutor General
Salary Scale	: N\$ 400 001 – 478 220 per annum
Housing Allowance	: N\$ 13 080 per annum
Transport Allowance	: N\$ 7 680 per annum

About the role

- As a Prosecutor you will play a crucial role in the fight against crime by representing the state in all criminal matters; and
- Be accountable for the delivery of prosecutorial services and keep the Control Prosecutor and the Prosecutor General informed about progress of all case files. This role will also support the Office of the Prosecutor General's strategic objective of enhancing efficiency in the provision of prosecutorial services.

To be successful in this role you will have to meet the following requirements:

- LLB Degree (or equivalent qualification) 3 years criminal litigation or bench
- B Juris plus 6 years in criminal litigation or bench experience
- Admission as a Legal Practitioner will serve as an added advantage

- Transferability to any duty stations in Namibia in accordance with the needs of the Prosecutor General
- In possession of a valid Driver's License

In addition you will:

- Plan and organize work;
- Conduct research and prepare for trials;
- Conduct criminal trials;
- Carry out any functions assigned by the Prosecutor General in terms of article 88 of the Namibian Constitution;
- Manage good relations with stakeholders;
- Prepare and submit quarterly status and monthly reports on assigned cases to the Control Prosecutor;
- Travel occasionally to other courts in your Region;
- Support the Office of the Prosecutor General's strategic initiatives;
- Perform any other functions as assigned by the Control Prosecutor, Prosecutor General or any other authorized person;

Job Title	: Legal Officer Grade 7
Position Level	: Second Entry level
Number of Posts	: Seven (7)
Duty Stations	: To be determined by the Prosecutor General
Salary Scale	: N\$ 269 189 – 321 707 per annum
Housing Allowance	: N\$ 13 080 per annum
Transport Allowance	: N\$ 7 680 per annum

About the role

- As a Prosecutor you will play a crucial role in the fight against crime by representing the state in all criminal matters; and
- Be accountable for the delivery of prosecutorial services and keep the Control Prosecutor and the Prosecutor General informed about progress of all case files. 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:

- Plan and organize work;
- Conduct research and prepare for trials;
- Conduct criminal trials;

- Carry out any functions assigned by the Prosecutor General in terms of article 88 of the Namibian Constitution;
- Manage good relations with stakeholders;
- Prepare and submit quarterly status and monthly reports on assigned cases to the Control Prosecutor;
- Travel occasionally to other courts in your Region;
- Support the Office of the Prosecutor General's strategic initiatives;
- Perform any other functions as assigned by the Control Prosecutor, Prosecutor General or any other authorized person;

To be successful in this role you will have to meet the following requirements:

- LLB Degree (or equivalent qualification);
- Service orientation, oral communication skills, team work & collaboration; result driven, problem solving skills and continual learning;
- Ability to work with minimum supervision, discreet, reliable and trustworthy;
- Be in possession of a valid Driver's License or Learner's License;
- Attend mandatory induction before deployment to your duty station;

ASSET FORFEITURE UNIT

Job Title	: Chief Legal Officer Grade 4
Position Level	: Promotional
Number of Posts	: One (1)
Duty Station	: Windhoek
Salary Scale	: N\$ 478 220 – 502 753 per annum
Motor Vehicle Allowance	: N\$ 102 701 per annum
Housing Benefit	: N\$ 68 188 per annum
Travel Requirements	: Minimal travel required

About the role

- As a Senior Prosecutor you will play crucial role in fighting crime in matters falling under the Prevention of Organized Crime Act (POCA), (Act 29 of 2004).
- Take accountability for the delivery of prosecutorial services in POCA matters and keep the Head of the Unit and the Prosecutor General informed about progress and the Prosecutor General's strategic objective of removing financial incentives from offenders

In addition you will:

- Plan and organize work;
- Conduct research in preparation of cases;
- Draft applications relating to the Prevention of Organized Crime Act 29 of 2004 (POCA);
- Appear on behalf of the Prosecutor-General in applications relating to POCA in any court;
- Appear at case management hearings in respect of POCA cases on behalf of the Prosecutor-General;
- Draft heads of arguments on behalf of the Prosecutor-General;
- Attend court at hearings of interlocutory applications;
- Provide directives to prosecutors on how to handle POCA related applications in criminal courts;
- Train and supervise junior prosecutors in the Asset Forfeiture Unit within the Office of the Prosecutor-General and guide them in preparing and drafting the applications and for court appearances;
- Provide guidance and advice to all police officers and ACC investigators on financial investigations and POCA related investigations;
- Manage good relations with stakeholders;
- 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 to you by the Prosecutor General or any other person authorized by the Prosecutor General;

To be successful in this role you will have to meet the following requirements:

- LLB Degree (or equivalent qualification)
- Admission as a Legal Practitioner;
- 5 years' practical experience of which four (4) years should be in civil litigation;
- Service orientation, oral communications, team work & collaboration; result driven, problem solving skills and continual learning;
- Ability to work independently, discreet, reliable and trustworthy;
- Valid Driver's License is a prerequisite.

Address enquiries to: Ms. Lisa Mabuku, Tel (061) 280 5222 or Mrs Kornelia Nangolo, Tel (061) 280 5294

DIRECTORATE: MASTER OF THE HIGH COURT
MANAGEMENT CADRE

Job Title	: Deputy Master Grade 3
Position Level	: Promotional
Number of Posts	: One (1)
Duty Station	: Windhoek
Salary Scale	: N\$ 512 809 – 544 196 per annum
Motor Vehicle Allowance	: N\$ 126 375 per annum
Housing Benefit	: N\$ 94 886 per annum
Travel Requirements	: Minimal travel required

About the role:

- As a Deputy Master you will assist the Master of the High Court with the execution of the directorate's strategic plan and manage settlement of inheritance in respect of deceased estates and the guardian fund.

In addition you will:

- Manage court reports;
- Supervise registration of trusts;
- Supervise administration of deceased estates, curatorship's and insolvencies;
- Supervise and oversee work of Legal Officers and support staff;
- Review complaints on settlement of inheritance;
- Train, mentor and coach staff;
- Execute any other functions assigned by the Master or any other authorized Person.

To be successful in this role you will have to meet the following requirements:

- LLB Degree (or equivalent qualification)
- 9 years' approximate appropriate experience in the field of law of which at least five (5) years must be in the field of succession, insolvencies, trust and curatorship;
- Possession of valid Driver's License is a prerequisite.

Address enquiries to: Mrs Meriam Kapofi, Tel (061) 280 5245 or Ms Yolante Karunga, Tel (061) 280 5115

DIRECTORATE: OFFICE OF THE OMBUDSMAN

Job Title	: Chief Ombudsman Grade 2
Position Level	: Promotional
Number of Posts	: One (1)
Duty Station	: Windhoek
Salary Scale	: N\$ 555 080 – 589 055 per annum
Motor Vehicle Allowance	: N\$ 138 288 per annum
Housing Benefit	: N\$ 97 282 per annum
Travel Requirements	: Minimal travel required

Minimum requirements:

- A LLB Degree in Law at NQF level 7 (or equivalent qualification); plus nine (9) years of appropriate experience.
- A valid driver's license (must be attached).

Supplementary selection requirements:

- Knowledge of domestic and international human rights law and instruments;
- Admission as a legal practitioner in Namibia;
- Experience in investigations and/or conflict resolution and project management will be an advantage;
- Computer literacy is essential.

Competencies:

- Leadership/Managerial competencies namely: results driven, leadership, managing people and organizational transformation;
- Proven people and stakeholder relationship management skills;
- Letter and report writing skills and the ability to communicate comfortably at all levels, verbally and in writing; ability to remain fair, impartial and reasonable;
- analytical skills to analyse information and other data, to reason logically and accurately; ability to understand laws and regulations, administrative directives, legal opinions and similar materials; interpersonal skills to maintain a co-operative working environment and relationship within the Office as well as with other stakeholders/role players/partners; discretion and;
- The ability to satisfy confidentiality requirements; identification with the Mission Statement of the Ombudsman.

Main duties: The successful incumbent will be responsible, to:

- Provide strategic overhead management support to the Ombudsman in fulfilling his mandate in terms of the Constitution of the Republic of Namibia and the Ombudsman Act, Act 7 of 1990;
- Monitoring and reviewing administrative operations, investigations, activities and projects;

- Coordinating specific functional areas to ensure the achievement of the Ombudsman's mandate;
- Manage the day to day administration of the Office, including the discipline, promotion and transfer of staff members in terms of the Public Service Act or any other law.

Key performance areas:

- Provide and coordinate legal support to the Ombudsman;
- Provide communication and relationship management services at inter-governmental and international level;
- Represent the Ombudsman on Boards, Committees and other such bodies and to provide technical advice at conferences, symposia, seminars/workshops as the need may arise;
- Train, coach and mentor members of the Ombudsman's management team;
- Report to and execute other duties assigned by the Ombudsman.

DIVISION: HUMAN RIGHTS AND LEGAL SERVICES

Job Title	: Chief Legal Officer Grade 4
Position Level	: Professional
Number of posts	: (one) 1
Duty station	: Windhoek
Salary scale	: 478 220 – 502 753 per annum
Motor Vehicle Allowance	: N\$ 102 701 per annum
Housing Allowance	: N\$ 68 188 per annum
Travel Requirements	: Travel required

About the role:

As Chief Legal Officer you will attend to Africa and International Human Rights Institution's requirements, which relate mostly to activities undertaken in the pursuit of a country free of human rights abuses and which would include intensive public education campaigns, capacity building of staff, regularly attending human rights meetings/conferences/workshops in Africa and further afield for purposes of training, reporting and networking.

In addition you will:

- Assist investigators with legal advice;
- keep track of statutes, regulations and other formal directives issued by institutions within the jurisdiction of the Ombudsman;
- Assist with the compilation of investigative and special reports;
- Assist the Children's Advocate in the Office of the Ombudsman as contemplated in the Child Care and Protection Act, Act 3 of 2015;
- Represent the Ombudsman on a variety of forums as required and arrange and participate in hearings etc.

To be successful in this role you must have:

- LLB Degree (or equivalent qualification);
- 5 years appropriate experience in the field of law;
- Admitted as a Legal Practitioner in the High Court of Namibia
- Knowledge of international human rights law and instruments;
- Experience in civil litigation and/or alternative dispute resolution; project management skills will be an advantage;
- Service orientation, oral communications, Team work & Collaboration; Result driven, problem solving skills and continual learning;
- Report writing skills and the ability to communicate comfortably at all levels, verbally and in writing;
- Ability to remain fair, impartial and reasonable;
- Analytical skills to analyse information and other data, to reason logically and accurately;
- Ability to understand laws and regulations, administrative directives, legal opinions and similar materials;
- Interpersonal skills to maintain a co-operative working environment and relationship within the Office as well as with other stakeholders/role players/partners;
- Discretion and the ability to satisfy confidentiality requirements; identification with the Mission Statement of the Office of the Ombudsman;
- Computer literacy and a valid driver's license.

Address enquiries to: Mrs Ingrid Husselman, Tel (061) 207 3111 or Ms Tuuliki Nakafingo (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.**
- **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.***
- ***Please note that the curriculum vitae should clearly outline your experience and competencies. Candidates with vague curriculum vitae will not be considered.***

CLOSING DATE: 20 November 2020

Please note: Only shortlisted candidates will be contacted.

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

Ministry of Justice

Subdivision: Human Resource Management

Justitia Building, Independence Avenue (Between Zoo Park and Telecom)

Second Floor

FAXED APPLICATIONS WILL NOT BE CONSIDERED