



## REPUBLIC OF NAMIBIA

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# MINISTRY OF JUSTICE

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Private Bag 13302  
Windhoek

**12 June 2019**

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: CIVIL LITIGATION**

#### **Job Title: Deputy Government Attorney Grade 3**

Position Level: Professional Management

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 Allowance: N\$ 94 886 per annum

Travel Requirements: Travel required

#### **About the role:**

- As a Deputy Government Attorney you will represent Ministries, Offices and Agencies in civil litigation and labour matters in all courts and tribunals and defend public servants in cases arising from execution of their duties , as well as do conveyancing on behalf of the state; and
- Support the Directorate's strategic objective of rendering quality and timeous litigation, notarial and conveyancing services to O/M/As.

#### **In addition you will:**

- Appear in the High Court and Supreme Courts and litigate on behalf of the Government in all civil disputes;
- Render legal advice to Ministries/Offices/Agencies and Treasury in civil dispute and litigation on their behalf;

- Act as defence counsel on behalf of Government officials in certain criminal cases brought against them for alleged offences committed in the execution of their duties;
- Collect debts on behalf of Government;
- Attend to conveyancing matters on behalf of Government;
- Supervise and oversee work of Legal Officers in handling cases and performance of their professional duties;
- Attend to labour matters, conciliation, arbitration and litigation;
- Train coach and mentor staff;
- Provide strategic , administrative and operational support to the Government Attorney
- Execute any other functions as may be assigned by the Government Attorney or any other authorised person.

**To be successful in this role you must have:**

- LLB (or equivalent qualification);
- Admitted as a Legal Practitioner;
- Nine (9) years approximate experience in civil practice/litigation;
- Leadership / managerial competencies namely : direction, results driven leadership, managing people and organizational transformation, solid writing ,communication and presentation skills;
- Valid driver's licence;

**Address enquiries to:** Mrs Meriam Kapofi, Tel (061) 2805245 or Ms Tuuliki Nakafingo (061) 280 5222

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**DIRECTORATE: OFFICE OF 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;
- Knowledge of international human rights law and instruments;
- Experience in investigations and/or mediation and/or conflict 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; and  
Admission as a legal practitioner will be an added advantage

**Address enquiries to:** Mrs Ingrid Husselman, Tel (061) 207 3111 or Ms Tuuliki Nakafingo (061) 280 5222

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## **DIRECTORATE: MASTER OF THE HIGH COURT**

### **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: minimal travel required

### **About the role:**

As Chief Legal Officer you will support the Master in executing her statutory functions i.e. the administration of deceased estates, liquidations and insolvencies, registration of trusts and the administration of the Guardian's Fund.

### **In addition you will:**

- Examine deceased estates/curatorship's/trusts and insolvency accounts;
- Draft and submit reports;
- Examine liquidation and distribution accounts;
- Examine creditors' claims in respect of insolvencies;
- Deal with complaints and objections;
- Perform any other functions as may be assigned by the Master or any other authorised person

### **To be successful in this role you will have:**

- LLB Degree (or equivalent qualification);
- 5 years appropriate experience in the field of law (preference will be given to candidates with experience in administration of deceased estates, trusts and insolvencies);
- Service orientation, oral communications, Team work & Collaboration; Result driven, problem solving skills and continual learning;
- Valid driver's license

**Address enquiries to:** Mr Elifas Simon, Tel (061) 2805290 or Ms Yolante Karunga (061) 280 5115

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**Closing date: 15 July 2019**

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## **About the Benefits**

The Ministry of Justice prides itself on truly valuing all employees. In return for your hard work and dedication you will receive a competitive salary package and will be able to take advantage of the many Public Service employee benefits such as ample leave, medical aid, comfortable office space and a working environment that encourages cooperation, teamwork and development. Not only do we offer strong growth opportunities for strong performers, but we also provide continuous mentoring and support networks throughout your entire career.

## **Be successful working for the Ministry of Justice**

We cannot wait to see how you can apply your skills, advance your career and improve the Ministry. But we are also eager to come to know the real you, and how you will contribute to the culture that makes working at the Ministry of Justice different from any other Public Sector organization.

### **Applicants must 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).
- 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
- *Women and people with disabilities are strongly encouraged to apply.*
- *Only shortlisted candidates will be contacted*

### ***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 Executive Director: Ministry of Justice, Private Bag 13302, Windhoek.**

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

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

**Subdivision: Human Resources**

**Second Floor**

**FAXED APPLICATIONS WILL NOT BE CONSIDERED**