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

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**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: LEGAL AID**

<b>Job Title</b>	<b>: Chief Legal Aid Grade 2</b>
Position Level	: Management
Number of posts	: 1
Location	<b>: Windhoek</b>
Salary scale	: N\$ 555 080 – 589 055 per annum
Motor Vehicle allowance:	N\$ 138 288 per annum
Housing allowance	: N\$ 97 282 per annum
Travel Requirements	: Minimal travel required

**About the role**

- Execute the Directorate's strategic objective of enhancing access to justice by providing legal aid to indigent persons timeously; and
- To lead and oversee the operational management of the Directorate

**Your functions:**

- Consider, Review and approve or disapprove applications for legal aid received;
- Issue instructions to in-house counsel/private practitioners to render legal services to successful applicants;
- Monitor and resolve complaints against legal aid counsel and against private legal practitioners instructed in terms of the Legal Aid Act, 1990;
- Monitor execution of instructions in cases which legal aid is granted;
- Check and validate invoices for compliance with the fee structure and certify/approve payments;
- Consult and advise clients ;

- Coordinate and drive the Strategic and Annual Plans of the Directorate;
- Oversee the implementation of the Performance Management System in the Directorate;
- Advise the Executive Director and Deputy Executive Director on policy and operational matters related to Legal Aid;
- Perform any other function as may be directed by the Honourable Minister, Deputy Minister, Executive Director and Deputy Executive Director of the Ministry.

### **About You:**

You should serve as a positive, self-driven, dynamic professional, who displays creative problem solving skills, have positive attitude, have solid writing and strong communication skills, be team oriented with a proactive approach and ability of managing people and organisational transformation; have presentation skills and a set of proven stakeholder management skills

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

- LLB (or equivalent qualification);
- Nine (9) years appropriate experience in the field of Law;
- Sound knowledge of the Legal Aid Act and applicable legal framework ;
- Possession of a driver's licence is a prerequisite;
- Advise the Executive Director and Deputy Executive Director on policy and operational matters related to Legal Aid;

**Address enquiries to:** Mrs Meriam Kapofi, Tel (061) 2805245 or Ms. Yolante Karunga, [Tel:061: 2805115](tel:061:2805115)

## **DIRECTORATE: PUBLIC PROSECUTIONS**

<b>Job Title</b>	<b>: Deputy Prosecutor General Grade 3</b>
Position Level	: Management
Number of posts	: 3
Locations	<b>: Windhoek, Oshakati and Rundu</b>
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	: Minimal travel required

### **About the role**

- Review recommendations and direct Prosecutors on prosecution matters such as applications to stop prosecution, stay of prosecution, appeals and possible prosecution; to ensure 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 the High Court, Supreme Court and District Courts;
- To provide the highest level of representation on behalf of the Prosecutor-General.

Perform the Prosecutor-General's functions as delegated by the Prosecutor-General; and to provide day-to-day control and management of the process of criminal prosecutions in Namibia

**In addition you will:**

- Provide directions and expert legal advice in relation to a variety of prosecution matters (including applications to stop prosecution, stay of prosecution, appeal of decisions from all Courts and possible prosecutions);
- Provide advice and directions to the Prosecutors on policy, legal and procedural issues arising during prosecutions in all Courts;
- Review and recommend changes to legislation (new and current) to ensure the interests of the Office of the Prosecutor-General stakeholders (the Judiciary, Magistracy and courts, Police, victims, witnesses and accused persons) are appropriately considered and ensure that the Office maintains a high standard of legal presentation during trials;
- Appear on behalf of and represent the State in the High Court and Supreme Court in very complex and sensitive cases to ensure that the Prosecutor-General is represented in the higher Courts by an appropriately experienced and knowledgeable Prosecutor;
- Contribute to professional development of the Office of the Prosecutor-General's legal staff by presenting seminars, case studies and teaching and coaching at workshops in order to contribute to raising the competency and effectiveness of staff members of the Office of the Prosecutor-General ;
- Provide guidance to police investigations to ensure consistency of approach in matters related to the prosecution process;
- Execute any other duties assigned by the Prosecutor-General.

**About You:**

Serve as a positive, self-driven dynamic professional who displays creative problem solving skills, positive attitude, strong communications and team oriented and proactive approach.

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

- Have a LLB/B Proc Law Degree (or equivalent qualification) which will enable the candidate to practice law in the High and Supreme Courts in Namibia or in similar jurisdictions which will enable the candidate to be admitted as a legal practitioner;
- Admission as a legal practitioner will serve as an added advantage;
- Have a minimum of 9 years' post-qualification appropriate practicing experience of which 4 years should have been spent handling cases in the High and Supreme Courts in very complex and sensitive cases.
- Should be a fearless candidate, with practical knowledge in making legally and procedurally sound decisions; as well as in relation to appeals of Court decisions and possible prosecutions given the complexity of cases and time constraints and the volume of cases dealt with;
- Have extensive experience in criminal prosecutions and knowledge of legal principles, practices, proceedings and a good working knowledge of criminal legislation and government procedures;
- Be able to interpret legislation, rules, regulations including indictments and pleadings; analyse issues, make interpretations and sound recommendations;
- Have sound judgment and excellent advocacy skills;
- Have strong leadership and management competencies;
- Have excellent communication (oral and written), presentation and interpersonal skills;

**Address enquiries to:** Mr Elifas Simon, Tel (061)280 5290 or Mrs Kornelia Nangolo, [Tel:061: 280 5294](tel:061:2805294)

**DIVISION: SECURITY & RISK MANAGEMENT SERVICES**

<b>Job Title</b>	<b>: Deputy Director Grade 4</b>
Position Level	: Management
Number of posts	: 1
Location	: Windhoek
Salary scale	: N\$ 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 a head of security you will assist the Executive Director to implement Government security policies and standards and monitor performance against such standards.

Oversee day to day operation in support of security across the Ministry of Justice including response to serious and /or cross departmental security incidents as well as supporting common good programmes and projects.

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

- Complete police, military, correctional or security management basic training;
- Control, maintain, monitor, direct and manage the Security Service Division in respect of its function of vetting and security organization, security administration, security maintenance in the Ministry of Justice and sub offices country- wide;
- Provide support in risk assessments and implementation of appropriate measures to mitigate specific threats, incidences and breaches;
- Develop, review oversee and evaluate the implementation of the various security directives, manuals and policies;
- Direct and control the execution of vetting and chair the vetting committee with regard to confidential security clearance;
- Ensure that security programmes such as physical security, documents security, Information, Communication and Technology (ICT) security and security awareness are implemented, enforced, maintained, monitored, evaluated and adhered to;
- Investigate the contravention of security directives and advise the Executive Director in respect of appropriate steps deemed necessary as a result of such investigations.
- Serve as principal security liaison officer of the Ministry of Justice and the Office of the Attorney General;
- Provide expert advice, guidance and support to managers, supervisors and general staff members of the Ministry of Justice ;
- Submit reports to the Executive Director in respect of the Division's operations;
- Train, coach and mentor staff, and
- Execute any other duties assigned by the Executive Director or any other authorized person.

## **Confirmation of Probation**

- Confirmation of probation is subject to successful completion of the Security Awareness Training for Managers by the Namibia Central Intelligence Services (NCIS);

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

- A B-Degree at NQF Level 7 in Security Management, Correctional Services or Military Science;
- Nine (9) years proven experience in security operations;
- Leadership /managerial competencies namely: direction, results driven leadership, managing people and organizational transformation.
- Solid writing, communication and presentation skills
- Possession of a driver's licence as a prerequisite

**Address enquiries to:** Mrs Meriam Kapofi, Tel (061) 2805245 or Mrs Martha Nghikongwa, [Tel:061:280](tel:061:2805268) 5268

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**DIRECTORATE: CENTRAL ADMINISTRATION  
DIVISION: GENERAL AND AUXILLARY SERVICE,  
SUBDIVISION: HUMAN RESOURCE DEVELOPMENT**

<b>Job Title</b>	<b>: Chief Learning and Development Officer Grade 6</b>
Position Level	: Promotional post
Number of posts	: 1
Location	<b>: Windhoek</b>
Salary scale	: N\$ 328 139 – 392 158 per annum
Housing allowance	: N\$ 13 080 per annum
Transport allowance	: N\$ 7 680 per annum

## **About the role**

- As Chief Learning and Development Officer you will play a crucial role in assist the Ministry in developing the required human capital capability in line with the Ministry's Human Resource Development strategy.

**In addition you will:**

- Manage the Learning and development subdivision;
- Develop, revise and facilitate generic and specific Learning programmes;
- Conduct in-house training;
- Assist with the execution of the strategic initiatives of the subdivision
- Execute HRD Projects;
- Advise management and the Ministerial Training Committee on Learning and Development matters;
- Compile and keep accurate data;
- Coordinate and administer the financial assistance programme;
- Provide guidance to managers and staff members;
- Train, coach and mentor staff and;
- Execute any other duties assigned by the Deputy Director or any authorized person.

**About You:**

- Serve as a positive attitude, result driven, service orientation, problem solving skills, team work and collaboration, continual learning ,oral communication, planning , analytical and customer relations skills, solid writing and presentation skills

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

- An appropriate National Diploma on NQF Level 6;
- Six (6) years proven experience in Human Resource Development
- Preference will be given to candidates with a valid driver's license.

**Address enquiries to:** Mrs Meriam Kapofi, Tel: (061) 2805245 or Mrs Martha Nghikongwa, Tel: (061) 2805268

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**DIRECTORATE: LEGAL SERVICES**

<b>Job Title</b>	<b>: Legal Officer Grade 7</b>
Position Level	: Second entry post
Number of posts	: 1
Location	<b>: Windhoek</b>
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**

The role of the Legal Officer is critical in supporting the Chief Legal Services in rendering quality and timeous legal services in line with the Directorate objectives.

### **In addition you will be required to:**

- Prepare and execute requests for Extradition and Mutual Legal Assistance (MLA);
- Draft the country's Human Rights State reports in respect of various instruments to which Namibia is a party;
- Conduct research on international instruments in respect of signature or ratification by the Republic of Namibia;
- Liaise with NAMPOL (Interpol), Office of the Judiciary and Office of the Prosecutor General in respect of various matters;
- Serve on various Committees, Forums and Institutions established by Ministries or Government of the Republic of Namibia on extradition and MLA;
- Attend meetings, workshops and conferences nationally and internationally;
- Negotiate, draft or review international legal instruments;
- Execute any other duties assigned by the Chief Legal Services or any authorized person

### **About You:**

Serve as a committed, positive and self-driven dynamic individual that displays creative problem solving skills, positive attitude, good communications skills and team-oriented, proactive approach.

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

- LLB (or equivalent qualification)
- Admission as a Legal Practitioner will serve as an added advantage
- Preference will be given to candidates with a valid driver's license
- A service oriented approach, oral communication skills, team work & collaboration preference, be result driven, problem solving skills and continual learning aspirations;
- Ability to work with minimum supervision, discreet, reliable and trustworthy

**Address enquiries to:** Mr Elifas Simon, Tel: (061) 2805290 or Ms Yolante Karunga, Tel: (061) 2805115

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## **DIVISION: INTERNAL AUDIT**

<b>Job Title</b>	<b>: Internal Auditor Grade 8</b>
Position Level	: Entry post
Number of posts	: 1
Location	: <b>Windhoek</b>
Salary scale	: N\$220 828 - 263911 per annum
Housing allowance	: N\$ 13 080 per annum
Transport allowance	: N\$ 7 680 per annum
Travel requirements	: Some travel required

### **About the role**

- As an Internal Auditor you will play a crucial role in assisting the Ministry of Justice to accomplish its objectives by evaluating the effectiveness of the Ministry's governance, risk management, and internal controls and recommending improvements.

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

- Prepare audit plans to execute audits;
- Hold audit awareness meetings with stakeholders;
- Conduct preliminary audit surveys on audits;
- Interview stakeholders to familiarize with operation process;
- Develop system descriptions of processes and control measures;
- Conduct control analysis to identify objectives of specific control measures and identify possible risks;
- Perform an audit and issue draft reports to management;
- Perform any other functions as may be assigned by the Chief Internal Auditor /Deputy Director or any authorized person

### **About You:**

Serve as a self-driven dynamic professional who displays creative, problem solving skills, positive attitude, team oriented and proactive approach, continual learning and oral communication.

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

- An appropriate B. Degree or equivalent qualification on NQF Level 7 plus 3 years appropriate experience. Confirmation of probation is subject to the issuing of a certificate of successful completion of the internal training course by the Executive Director :Ministry of Finance on advice of the Deputy Director Internal Auditing of the Ministry of Finance,
- Valid driver's licences will be an added advantage.

**Address enquiries to:** Mrs Maria Mbudhi, Tel: (061) 2805253 or Mrs. Martha Nghikongwa, Tel: (061) 280 5268

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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 of Justice. But we are also eager to come to know the real you, and how you will contribute to the culture that makes working for the Ministry of Justice different from any other Public Sector organization.

### **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).
- 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.***

***Please note: Only shortlisted candidates will be contacted.***

**CLOSING DATE: 24 May 2019**

**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 Permanent Secretary: 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**