



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

VACANCY ANNOUNCEMENT

In pursuing its vision to be a leading provider of legal services the Ministry of Justice is inviting applications from dynamic, self-driven, motivated and suitably qualified Namibian candidates to join our team in the following roles:

1. DIVISION: SECURITY & RISK MANAGEMENT SERVICES

Job Title: Chief Security Operations Officer, Grade 6
Position level: Overhead Supervisory Level
Salary Scale: NS 301 045- NS359 778 per annum
Housing allowance: NS 13 080 per annum
Transport allowance: NS 7680 per annum
1x Post: Windhoek

About the Role

As Chief Security Operations Officer your role is to monitor the security situation in Ministry of Justice , conduct risk assessment, authorize field visits, assist in tracking staff movements, participate in enforcing security and safety procedures, and provide sound and timely advice to staff and management on safety and security matters.

To be successful in this role you should have:

- A National Diploma in Security Management , Correctional Services or Military Science on NQF level 6 (or equivalent qualification);
- 6 years proven experience in security operations;
- Completed police, military, correctional or security management basic training;
- Confirmation of probation is subject to successful completion of the Advanced Security Awareness Training by the Namibian Central Intelligence Services (NCIS).
- General competencies namely: Results driven, Service orientation, Problem solving, Teamwork, Collaboration, Continual learning and Oral communication;
- Possession of Drivers Licence is a prerequisite

In addition you will:

- Organise, direct, coordinate, supervise and control the implementation of physical security programs in the Ministry Of Justice and Office of the Attorney General by Nampol officers;
- Support in risk assessments and implementation of appropriate measures to mitigate specific threats, incidents and breaches.
- Make recommendations to improve physical security maintenance;
- Oversee and manage the performance of Security and Assistant Officers;
- Be a principal liaison Officer;
- Provide expert advice, guidance and support to Managers, supervisors and general staff members;
- 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 and
- Train, coach and mentor staff under the Security Division; and Execute any other duties assigned by the Executive Director or Deputy Executive Director or any authorised person.

2. DIVISION: SECURITY & RISK MANAGEMENT SERVICES

Job Title: Senior Security Operations Officer, Grade 7
Position level: 2nd Entry post
Salary Scale: NS 269 189- NS 321 707 per annum
Housing allowance: NS 13 080 per annum
Transport allowance: NS 7680 per annum
1x Post: Windhoek

About the Role

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

To be successful in this role you should have:

- A National Diploma in Security Management , Correctional Services, Military Science or Police Science on NQF level 6 (or equivalent qualification);
- 3 years proven experience in security operations;
- Confirmation of probation is subject to successful completion of the Security Awareness Training by the Namibian Central Intelligence Services (NCIS),

In addition you will:

- Implement the physical security systems such as CCTV, access control, fire detectors and intruder alarms. You will also ensure the protection of Government assets (people, information and properties).
- Carry out investigations, conduct background checks, supervise cleared personnel and do vetting;
- Be a principal liaison Officer;
- Provide expert advice, guidance and support to the Manager, supervisors and general staff members;
- 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 and
- Execute any other function assigned by the Chief Security Operations Officer or any other authorised person.

Enquiries should be addressed to: Mrs Meriam Kapofi or Ms Martha Nghikongwa 061 280 5268, Ministry of Justice at 061 -2805245.

3. DIRECTORATE: LEGAL SERVICES DIVISION: MAINTENANCE COURTS

Job Title: Legal Clerk Grade 8 (Maintenance Investigators Grade 8)
Position level: Promotional Post
Salary Scale: NS 220 828- NS 263 911 (per annum)
Housing allowance: NS 13 080 per annum
Transport allowance: NS 7680 per annum
10x Posts Keetmanshoop, Ondangwa, Oshakati, Otjiwarongo, Rundu, Swakopmund, Walvis bay, Windhoek- Mungunda Street Magistrates Office and Katima Mulilo

About the Role

You will carry out functions and duties of a Maintenance Investigator appointed in terms of the Maintenance Act, 2003 (Act 9 of 2003).

To be successful in this role you should have:

- A National Diploma at NQF level 6 plus 3 years experience that focuses on areas of investigative work, research, auditing and compliance with relevant laws;
- Ability to conduct research and in-depth investigations;
- Ability to analyse facts of complaints, identify problems and issues and make appropriate findings;
- General competencies namely analytical, mediation, negotiation, report writing and communications

In addition you will:

- Locate the whereabouts of a person required to attend a maintenance enquiry under section 13 of the Maintenance Act 2003(Act 9 of 2003) or of a person required to attend a maintenance prosecution under this Act;
- Serve court process on persons who are required to attend maintenance enquiries or maintenance prosecution;
- Trace and evaluate assets of responsible persons
- Perform any other functions and duties assigned by Chief Legal Services or any other authorised person(s) and
- Possession of a valid driver's licence is a prerequisite.

Enquiries should be addressed to: Mr Elifas Simon 061 280 5290 or Ms Y Karunga 061 280 5115, Ministry of Justice

DIRECTORATE: PUBLIC PROSECUTIONS

4. Job Title: Chief Legal Clerk Grade 8
Position Level: Promotional
Salary scale: NS 192 947 -23051(per annum)
Location: Windhoek
Housing Allowance: NS 12 000 per annum
Transport Allowance: NS 7 176 per annum

To be successful in this role you should have:

- An appropriate National Diploma on NQF Level 6 plus 5 years appropriate experience;
- Extensive administrative knowledge and experience in any legal or quasi-judicial environment;

- Candidates in Public Service must be at the level of Senior Legal Clerk Grade 10 and his/ her probation must have been confirmed.

In addition You will:

- Receive and Register dockets and distribution to the rightful prosecutors/Advocates;
- Receiving and Register complaints from client;
- Channel dockets of various matters on prosecutors to respective stakeholders;
- Assist Prosecutor General with follow up on pending matters;
- Manage office registers of civil matters, criminal cases, inquests, criminal appeals;
- Filing Dockets;
- Assist with photocopying of disclosures, Prosecution guided investigations (PGI), petition, possible appeals and state appeals ;
- Manage official correspondence of leave applications and S&T claims;
- Facilitate distribution of office stationary and cleaning materials and keep record thereof;
- Oversee the work of Legal Clerks and Senior Legal Clerks;
- Assist with the compilation of statistics and reports and
- Perform any other duties assigned by the supervisor or any other authorised person

Enquiries should be addressed to: Ms J Kapembe 061 280 5290 or Ms K.N Nangolo 061 280 5295, Ministry of Justice

DIRECTORATE: LEGISLATIVE DRAFTING

5. Job Title: Chief Legal Officer, Grade 4
Position Level: Promotional
Number of Post: 1
Location: Windhoek
Salary scale: NS 478 220- NS 502 753 per annum
Motor Vehicle Allowance: NS 97 667 per annum
House Benefit: NS 68 188 Per annum

About the role:

- As a Chief Legal Officer you will be responsible for the drafting and scrutinizing of bills, subsidiary legislation and legislative measures prepared by offices/ministries/agencies and oversee the work of junior legislative drafters.

In addition you will:

- Consult contact persons in Offices/Ministries/Agencies (O/M/A's) with a view to clarify policy matters relative to proposed legislation, subsidiary legislation or other legislative measures;
- Advise Office/Ministries/ Agencies (O/M/A's) on the Directorate's requirements for submission of instructions;
- Research and study legal literature such as legislation, textbooks and case law so as to be conversant with recent developments in the law;
- Determine and advise whether, and the extent to which certain laws are applicable in Namibia;
- Determine and advise whether proposed subordinate legislation is authorized by the relevant empowering legislation;
- Proof-read typed and printed legislation(bills, proclamations, subordinate legislation and other legislative measures) and
- Perform any other functions as may be assigned by Chief: Legislative Drafting or any other authorised person.

To be successful in this role you will have the following qualifications, experience and skills

- A recognized LLB degree (or equivalent legal qualification).
- 5 years' experience in law of which 3 years must be in the drafting of legislation;
- Have a passion for drafting of legislation and
- Have the ability to work independently, be service orientated and have strong interpersonal and communication skills.

6. DIRECTORATE: LEGISLATIVE DRAFTING SUBDIVISION: GOVERNMENT GAZETTE OFFICE

Job Title: Senior Legal, Clerk, Grade 10
Position level: Promotion post
Number of Post: 1
Location: Windhoek
Salary scale: NS 147 485- 176 895 per annum
House Housing Allowance: NS 10464 Per annum
Transport Allowance: NS 7680 per annum

About the Role

As a Senior Legal Clerk you will provide administrative support to the Directorate Legislative Drafting, Office/Ministries/Agencies (O/M/A's and the Public.

To be successful in this role you should have:

- A Grade 12 (or equivalent) Certificate on NQF L3 with a minimum of 20 points (in five subjects) and at least E symbol in English plus 3 years' experience in administration role and bookkeeping.
- Preference will be given to candidates with experience in proof reading of legal documents.
- Candidates in Public Service must be at the level of Legal Clerk / Administrative Officer Grade 12 and their probations must have been confirmed.

In addition you will:

- Proofread and edit legal publications;
- Receive manuscripts and instructions;
- Keep a general register;
- Complete quarterly indexes;
- Complete law book indexes;
- Distribute law books to clients/customers;
- Compile accounts to stakeholders;
- Liaise with Government Gazette binders for binding of law books;
- Distribute electronic versions of publications
- Handle enquiries and
- Perform any other duties assigned by Chief and legislative Drafting or any other authorised person.

Enquiries should be addressed to: Ms M.T Kapofi 061 280 5245 or Ms Y Karunga 061 280 5115, Ministry of Justice

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 leaving with disabilities are strongly encouraged to apply.

Please note: Only Shortlisted candidates will be contacted. Preference will be given to Namibian Candidates.

CLOSING DATE: 22 March 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 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