



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

Vacancy 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 **CRIMINAL PROSECUTIONS**

- 1. Job title** : **Chief Legal Officer Grade 4**
Position Level : First promotional level
Number of posts : Four (4)
Location : To be determined by the Prosecutor General
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 : 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.

About You:

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

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

- LLB degree;
- 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 stations 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;
- Valid driver's licence.

2. Job title: Deputy Prosecutor General Grade 3

Position Level: Promotional

Number of posts: two (2)

Location: To be determined by the Prosecutor General

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 prosecutions 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 and;
- Perform the Prosecutor-General's functions as delegated by the Prosecutor-General 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 prosecutions, 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's stakeholders (the Judiciary, Magistracy and courts, Police, victims, witnesses and accused persons) are appropriately considered to 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 Office of the Prosecutor-General legal staff by presenting seminars, case studies and teaching at workshops in order to contribute to raising the competency and effectiveness of Office of the Prosecutor-General staff by sharing of legal expertise;
- 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 with a proactive approach.

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

- Have a LLB/B Proc Law Degree
- 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 Court and Supreme Court in very complex and sensitive cases; and should be a fearless candidate and have practical knowledge in making legally and procedurally sound decisions in relation to appeals of Court decisions and possible prosecutions given the complexity of cases , time constraints and the volume of cases dealt with;
- Have extensive experience in criminal prosecutions and knowledge of legal principles, practices, proceedings with a good working knowledge of criminal legislation and government procedure;
- 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;

ASSET FORFEITURE UNIT

3. Job Title: Senior Legal Officer Grade 5

Position Level: Third entry level

Number of posts: two (2)

Location: Windhoek

Salary scale: N\$ 400 001– 478 220 per annum

Housing allowance: N\$ 13 080 per annum

Transport allowance: N\$ 7 167 per annum

Travel Requirements: Minimal travel required

About the role

- As a Prosecutor you will play a crucial role in the fight against crime in terms of the Prevention of Organized Crime Act 29 of 2004 (POCA);
- Take accountability for the delivery of prosecutorial services in POCA matters and keep the Head of the Unit and the Prosecutor General informed about the progress of all case files. This role will also support the Office of 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;
- 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 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 by the Head of the Unit and Prosecutor General or any other authorized person

About You:

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

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

- LLB degree plus 3 years legal experience;
- Preference will be given to candidates with Civil Litigation experience;
- Admission as a legal practitioner will be an added advantage;
- Service orientation, oral communications, team work & collaboration; results driven, problem solving skills and continual learning;
- Ability to work with minimum supervision, discreet, reliable and trustworthy;
- Attend a mandatory induction session;
- Driver's licence will be an added advantage.

SUBDIVISION: OFFICE ADMINISTRATION

4. Job title: Senior Private Secretary Grade 8

Position Level: Second entry level

Number of Posts: One (1)

Location: Windhoek

Salary scale: N\$ 220 828 – 263 911 per annum

Housing Allowance: N\$ 13 080 per annum

Transport Allowance: N\$ 7 680 per annum

About the role:

As Senior Private Secretary you will assist the Prosecutor General to make the best use of her time by providing effective and efficient administrative and secretariat support. You will work closely with the Prosecutor General in support of matters that require specific follow up and handle various activities assigned by the Prosecutor General.

In addition you will:

- Type and draft official letters and other correspondence;
- Screen and channel telephone calls and visitors;
- Order office supplies;
- Facilitate travel arrangements abroad and locally;
- Facilitate meetings and take minutes of meetings where required;
- Handle office filings; and
- Manage the Prosecutor General's diary (appointments & meetings),
- Perform any other functions as may be assigned by the Prosecutor General or any other authorized person.

To be successful in this role you will have:

- An appropriate National Diploma or equivalent qualification on NQF Level 6 in the field of Secretarial, Office Management or Administration;
- 3 years' proven experience in the field of office management;
- A service oriented approach, oral communication skills, team work & collaboration, be results driven, with problem solving skills and continual learning aspirations;
- Proven proficiency in Microsoft Office programmes;
- Time management, planning and organizing skills;
- Ability to work with minimum supervision, trustworthy, reliable and maintain confidentiality at all times.

About You:

You must be a self-starter who is able to serve as a positive, self-driven dynamic professional who displays creative problem solving skills, positive attitude, strong communications and team oriented with a proactive approach.

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

DIRECTORATE: CIVIL LITIGATION

- 1. Job title** : **Chief Legal Officer Grade 4**
Position Level : First promotional level
Number of posts : Two (2)
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 Chief Legal Officer you will play a crucial role in representing Ministries, Offices and Agencies in civil litigation and labour matters in court and tribunals; defend public servants in criminal cases arising from the execution of their duties;, as well as do conveyancing on behalf of the State;
- This role will also support the Directorate's strategic objective of rendering quality timeous litigation, notarial conveyancing 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 disputes 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;
- Execute any other functions as may be assigned by the Government Attorney or any other authorised person.

About You:

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

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

- LLB degree (or equivalent qualification)
- 5 (five) years' experience in drafting pleadings and conducting civil trials;
- Admission as a Legal Practitioner will be an added advantage;
- Litigation, drafting, analytical, negotiation, conflict resolution and report writing skills;
- Service orientation, oral communication, problem solving, result driven, team work and collaboration and continual learning;
- Valid code B driver's licence

Address enquiries to: Mrs Meriam Kapofi, Tel (061) 280 5245 or Mr Salatiel Munghadi, Tel (061) 280 5212

DIRECTORATE: LEGAL AID

1. **Job title** : Chief Legal Officer Grade 4
Position Level : First promotional level
Number of posts : One (1)
Location : To be determined by Chief Legal Aid
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 Chief Legal Officer you will represent indigent persons in the High and Supreme Courts in Namibia;
- Submit monthly and quarterly statistics to the Chief Legal Aid on the cases in which you are instructed, as well as progress reports on all cases assigned to legal officers under your supervision;
- This role will also support the Directorate's Strategic objective of improving legal aid service delivery countrywide;

In addition you will:

- Consult with legal aid clients, police and public prosecutors;
- Peruse disclosure in preparation for cases in which you are instructed; research relevant case law and legislation, as well as represent legal Aid clients including during bail applications;
- Write opinion reports to enable the senior management to make better policy decisions;

- Supervise, train and mentor senior legal officers in the stations assigned to you;
- Perform any other duties as assigned by the Chief Legal Aid or any other authorised person.

About You:

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

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

- LLB degree (or equivalent qualification);
- Five (5) years' experience in criminal court practice preferably in the Superior Courts
- Admission as a Legal Practitioner will be an added advantage;
- Litigation skills both in criminal trials and appeals, drafting of pleadings/ notice of appeals, conflict resolution and report writing skills;
- Direction, managing people, result-driven leadership and managing organizational transformation;
- Valid code B driver's licence

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

DIRECTORATE: LEGAL SERVICES

- 1. Job title** : **Deputy Chief Grade 3**
Position Level : Promotional level
Number of posts : One (1)
Location : 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 per annum
Travel Requirements : Travel required

About the role:

- As Deputy Chief you will be responsible for drafting the country reports in respect of various regional and international human rights instruments which Namibia is party to; and
- Assist the Chief: Legal Services in managing various administrative bodies established in terms of the Legal Practitioners Act and others such as the Board for Legal Education, Disciplinary Committee and the Interministerial Committee on Human Rights and International Humanitarian law.

In addition you will:

- Prepare and execute requests for Extradition, Mutual Legal Assistance in criminal matters
- Draft country reports in respect of various instruments to which Namibia is a party;
- Process reciprocal enforcement of foreign civil judgments requests;
- Participate in country reviews in respect of various United Nations treaties;
- Respond to queries from various organisations;
- Conduct research on various international legal instruments in consideration of signature or ratification by the Republic of Namibia;
- Draft or review Ministry of Justice sponsored legislation;
- Act as a focal person in respect of National matters or International instruments;
- Liaise with Interpol and Office of the Prosecutor-General in respect of various matters;
- Serve on various committees, forums, institutions established by Ministries or Government of Republic of Namibia;
- Attending meetings, workshops and conferences nationally and internationally;
- Process human rights queries emanating from Human rights bodies or organisations
- Train, coach and mentor staff;
- Execute any other duties assigned by the Chief Legal Services or any other authorised person.

About You:

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

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

- LLB degree (or equivalent qualification);
- 9 (nine) years' experience in law;
- Admission as a Legal Practitioner will be an added advantage;
- Litigation, drafting, analytical, negotiation, conflict resolution and report writing skills;
- Direction, managing people, result-driven leadership and managing organizational transformation; and
- Valid code B driver's License

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

DIRECTORATE: MASTER OF HIGH COURT

1. **Job title** : **Legal Officer Grade 7**
Position Level : Second Entry level
Number of posts : two (2)
Location : Windhoek
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 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 liquidations and distribution accounts for deceased estates/curatorship/trusts and insolvencies accounts;
- Draft and submit reports;
- Examine creditors' claims in respect insolvencies
- Attend to case files and queries from clients
- Deal with complaints and objectives
- Execute any other functions as may be assigned by the Master or any authorised person.

About You:

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

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

- LLB degree (or equivalent qualification)
- Service orientation, oral communication, problem solving, result driven, team work and collaboration and continual learning;
- Admission as a Legal Practitioner will be an added advantage

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

CLOSING DATE: 17 October 2019

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)

Second Floor

Subdivision: Human Resources Management

FAXED APPLICATIONS WILL NOT BE CONSIDERED