



REPUBLIC OF NAMIBIA
MINISTRY OF JUSTICE

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Enquiries: **Mrs. R Konghola**

Private Bag 13302
Windhoek

04 September 2019

Our Ref.: **S4/1/1**

Your Ref.:

Vacancy Announcement

In pursuing its vision to be a model provider of timeous and accessible justice for all the Ministry of Justice is inviting application from dynamic, self-driven and motivated suitably qualified Namibian citizens to join to our team of Legal Aid Counsel in the Directorate Legal Aid in the following role:

Post designation	: Senior Legal Officer Grade 5
Position Level	: Third entry level
Number of posts	: One (1)
Salary scale	: N\$ 400 001 – 478 220 per annum
Transport Allowance	: N\$ 7 680 per annum
Housing Allowance	: N\$ 13 080 per annum
Duty station	: Mariental
Travel requirements	: Some travel required

About the role:

As Legal Aid counsel you will play a crucial role in representing indigent persons in all courts of Namibia.

You will be responsible for providing legal representation to indigent litigants in cases assigned to you and keep the Director of Legal Aid informed about the progress of all cases that you are instructed to do, and the work you have done on such cases. This role supports the Directorate's strategic objectives of providing adequate legal representation to indigent persons and to improve legal aid delivery countrywide in line with the constitutional right to a fair trial.

In addition you will:

- Manage good relations with stakeholders;
- Prepare and submit quarterly status and monthly reports on assigned cases
- Travel occasionally to other courts in your region;
- Support the Directorate's strategic initiatives;
- Perform any other function as assigned by Director of Legal Aid or any other authorized person;

About You:

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

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

- LLB degree and 3 years in-service court work experience plus certification of satisfactory performance.
- A service-oriented approach, oral communication skills, team work & collaboration, be result driven, problem solving skills and continual learning aspirations;
- Ability to work with minimum supervision, discreet, reliable and trustworthy;
- Attend a one month mandatory induction training before deployment to your duty station;
- Valid driver's license

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, teamwork and development. Not only do we offer strong growth opportunities for eager performers, but we also provide continuous mentoring and support networks through your entire career.

The Ministry of Justice: Your employer of choice

We are excited to see how you apply your skills, advance your career and contribute towards the Vision and Mission of our Ministry. We want to know the real you and find out how you will contribute to the culture that makes the Ministry of Justice different from many other Public Sector organizations.

Enquires should be addressed to: Mrs. Rauha Konghola, Tel: (061) 280 5222 or Mrs. Meriam T Kapofi, Tel: (061) 280 5245

Applicants should note the following:

- Applicants within the Public Service must attach proof of confirmation of probation to their applications of employment.
- Applicants with foreign qualifications must attach proof of evaluation of such qualification 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.

Applicants in "Designated Groups" especially women and people with disabilities are encouraged to apply.

Please note: Only shortlisted candidates will be contacted

CLOSING DATE: 20 September 2019

Applications Forms 156043, obtained 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**

OR

**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 Head
Office, Namibia)**

FAXED APPLICATIONS WILL NOT BE CONSIDERED

Approved/Not approved

**MR. IVK NDJOZE
EXECUTIVE DIRECTOR**