



# 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: LAW REFORM

#### 1. Job Title: Chief Law Reform Grade 2

**Position Level:** Professional Management  
**Number of posts:** 1  
**Location:** Windhoek  
**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:** travel required

#### About the role

- The Directorate: Law Reform serves as Secretariat of the Law Reform and Development Commission (LRDC);
- The incumbent of this position will lead and provide strategic overhead management to the Directorate: Law Reform; and
- Serve as Secretary of the Law Reform and Development Commission (LRDC) as well as the Secretary of the Cabinet Committee on Legislation (CCL);

#### In addition you will:

- Oversee the operational and management of the Directorate and provide guidance in respect of legal research on an advanced level in connection with projects of the LRDC as well as related activities (e.g. serving as Secretary of project committees;
- Conduct consultations and organize workshops;
- Oversee financial planning and control of the Directorate budget;
- Determine training requirements of the Directorates professional staff;
- Coordinate and drive the Strategic and Annual Plan of the Directorate;
- Oversee the implementation of the Performance Management system in the Directorate;
- Advise the Permanent Secretary and Deputy Permanent Secretary on policy and operational matters related to Law Reform;
- Train, coach and mentor staff; and
- Execute any other duties assigned by the Permanent Secretary and Deputy Permanent Secretary and Chairperson of the LRDC or any other authorized person

#### About You:

- Serve as a positive, self-driven dynamic professional senior manager who displays creative problem solving skills, positive attitude, strong communications skills and team oriented, proactive approach; and
- Indicate whether you have published any research papers/articles/reports/commentaries and provide proof thereof.

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

- LLB –Degree or equivalent qualification;
- Nine (9) years appropriate experience in the field of Law;
- Sound research background in the field of law;
- Admission as a Legal Practitioner will be an additional advantage;
- Leadership /Managerial competencies namely: direction, result driven leadership; managing people and organisational transformation;
- Solid writing, communication and presentation skills;
- Proven people and stakeholders relationship and presentation skills;
- Valid driver's licence

#### 2. Job Title: Legal Officer Grade 7

**Position Level:** Second entry level  
**Number of posts:** 1  
**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  
**Travel requirements:** Travel required

#### About the role

- As a Legal researcher you will play a crucial role in the timely delivery of quality legal services; and
- Take accountability for the delivery of research projects assigned to you and keep the Chief Law Reform and the Chairperson: LRDC informed about progress of your research projects. This role will also support the Directorate's strategic objective of.

#### In addition you will:

- Plan and organize work;
- Conduct legal research and draft laws;
- Conduct consultations and organize workshops;
- Liaise with media on Project Committees;
- Serve as Secretary to Project Committees;
- Manage good relations with stakeholders;
- Execute any other duties assigned by the Chief Law Reform or any authorized persons.

#### About You:

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

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

- LLB (or equivalent qualification);
- Service orientation, oral communications, team work & collaboration; result driven, problem solving skills and continual learning;
- Ability to work with minimum supervision, discreet, reliable and trustworthy;
- To attend a mandatory induction session;
- Valid Driver's license will be an added advantage.

### DIRECTORATE: OFFICE OF THE OMBUDSMAN DIVISION: HUMAN RIGHTS & LEGAL SERVICES

#### Job Title: Deputy Chief Grade 3

**Position Level:** Professional Management  
**Number of posts:** 1  
**Locations:** 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:** Some travel required

#### About the role

- As Deputy Chief you will lead and oversee the operational management of the Division: Human Rights and Legal Services;
- Act as the Children's Advocate in the Office of the Ombudsman as contemplated in the Child Care and Protection Act, 2015 (Act No 3 of 2015) and perform all functions assigned to the position of Children's Advocate in the said Act; and
- Support the Office of the Ombudsman's strategic objective of promoting independent and impartial resolution of complaints relating to public administration.

#### In addition you will:

- Plan and organize activities for the Division;
- Manage human rights projects;
- Provide legal advice to the Ombudsman and the investigative staff;
- Oversee investigations relating to matters involving children;
- Chair various meetings and draft reports in relation to the obligations of the Ombudsman under international human rights instruments;
- Support the implementation of the Strategic and Annual Plan initiatives of the Directorate Office of the Ombudsman;
- Oversee the implementation of the Performance Management system in the Division;
- Train, coach, and mentor subordinates;
- Execute any other functions as requested or directed by the Chief: Office of the Ombudsman's and the Ombudsman or any other authorized person;

#### About You:

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

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

- LLB (or equivalent qualification);
- Nine (9) years appropriate experience in the field of Law;
- Knowledge of international human rights law and instruments;
- Admission as a Legal practitioner will be an added advantage;
- Leadership/managerial competencies namely: direction, result driven leadership, managing people and organisational transformation;
- Experience in investigations and/or conflict resolution and project management will be an advantage;
- Solid writing, communication and presentation skills;
- Ability to remain fair, impartial and reasonable; analytical skills to analyse information and other data, to reason logically and accurately;
- 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;
- Possession of driver's licence is a prerequisite

### DIRECTORATE: CIVIL LITIGATION OFFICE OF THE GOVERNMENT ATTORNEY

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

**Position Level:** Professional Management  
**Number of posts:** 1  
**Locations:** 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:** Some travel required

#### About the role

- As 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 criminal cases arising from the execution of their duties, as well as do conveyancing on behalf of the state; and
- Support the Directorate's strategic objective of enhancing quality and timeous litigation, notarial and conveyancing services to O/M/As.

#### In addition you will:

- Appear in the High and Supreme courts and litigate on behalf of 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 court 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 and the Office;
- Deputise the Government Attorney;
- 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 manager who displays creative problem solving skills, positive attitude, strong communication skills, team oriented and proactive approach.

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

- LLB Degree (or equivalent legal qualification);
- Admission as a Legal Practitioner;
- 9 years' approximate experience in civil litigation;
- Leadership/ managerial competencies namely: direction, result driven leadership, managing people and organizational transformation; and
- Solid writing, communication and presentation skills;
- A valid driver's licence;

### DIRECTORATE: LEGAL SERVICES

#### 1. Job Title: Chief Legal Officer Grade 4

**Position Level:** Professional  
**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:** Travel required

#### About the role

- The role of Chief Legal Officer is critical in supporting the Chief of Legal Services in managing the diverse operations of the Directorate which include the issuing of Apostilles to the public, to authenticate public documents, to process reciprocal service of civil process extradition, mutual legal assistance in the civil and criminal matters, reciprocal enforcement of maintenance orders and foreign judgments; and
- Support the Directorate's strategic objective of improving timely delivery of quality legal services

#### In addition you will:

- Prepare and execute requests for Extradition and Mutual Legal Assistance;
- Drafts country reports in respect of various international human rights instruments to which Namibia is a party to;
- Respond to queries from various stakeholders other international organizations;
- Research on various international instruments in lieu of signature or ratification by the Republic of Namibia;
- Draft or review Ministry of Justice sponsored legislation;
- Supervise or assist junior staff members in performance of their work;
- Liaise with Interpol and Office of the Prosecutor-General in respect of various matters;
- Serve as a membership to various Committees, Forums, Institutions established by Ministries or Government of the Republic of Namibia;
- Attend meetings, workshop and conferences nationally and internationally;
- Negotiate, draft or review international legal instruments;
- Assist in implementing the Ministry of Justice Strategic Plan;
- Supervise processing of maintenance Orders, service of Civil process, enforcement of foreign Civil judgments;
- Supervise Secretary to the Board for Legal Education and Secretary to Disciplinary Committee for Legal Practitioners;
- Supervise the issuing of Apostilles;
- Good knowledge of Public and Private International law;
- Execute any other duties assigned by the Chief: Legal Services or any other authorized person

#### About You:

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

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

- LLB –Degree or equivalent qualification;
- Five (5) years appropriate experience in the field of Law;
- Admission as a Legal Practitioner will be an additional advantage;
- A service oriented approach, oral communication skills, team work & collaboration preference, be result driven, problem solving skills and continual learning aspirations;
- Solid writing, communication and presentation skills;
- Proven people and stakeholders relationship management skills;
- Valid Driver's licence.

#### 2. Job Title: Legal Officer Grade 7

**Position Level:** Second entry level  
**Number of posts:** 1  
**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  
**Travel requirements:** travel required

#### About the role

- As Legal Officer you will play a crucial role in the timely delivery of quality legal services on behalf of the Directorate Legal Services; and
- Take accountability for the delivery of work assigned to you and keep the Chief Legal Services informed about progress of your assignments.

#### In addition you will:

- Prepare and execute requests for Extradition, Mutual Legal Assistance;
- Draft country reports in respect of various instruments to which Namibia is a party;
- Conduct research on international instruments in lieu of signature or ratification by the Republic of Namibia;
- Liaise with Interpol and Office of the Prosecutor General in respect of various matters;
- Serves on various Committees, Forums, Institutions established by Ministries or Government Republic of Namibia;
- Attend meetings, workshops and conferences nationally and internationally;
- Serve as Secretary to the Board for Legal Education and Secretary to Disciplinary Committee for Legal Practitioners when required;
- Negotiate, draft or review International Legal instruments;
- Executes any other duties assigned by the Chief Legal Services or any 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 and proactive approach.

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

- LLB (or equivalent qualification)
- Service orientation, oral communications, team work & collaboration; result driven, problem solving skills and continual learning;
- Ability to work with minimum supervision, discreet, reliable and trustworthy;
- Attend a mandatory induction session;
- Valid Driver's license will be an added advantage.

#### 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 for working at the Ministry of Justice different from any other Public Sector organizations.

#### Enquiries must be addressed to:

Mr. EN Simon, Tel: (061) 280 5290  
 Mrs. M Kapofi, Tel: (061) 280 5245  
 Mrs. M Nghikongwa (061) 280 5268  
 MS. Y Karunga (061) 280 5115

#### 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.

#### **CLOSING DATE: 13 July 2018**

**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**