



REPUBLIC OF NAMIBIA
MINISTRY OF JUSTICE

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Private Bag 13302
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Namibia

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

VACANCIES ANNOUNCEMENT

In pursuing its mandate to provide accessible, effective, innovative and people-centred legal services that prioritise the diverse needs of the society, promote justice for all and uphold fairness, equity and the rule of law, the Ministry of Justice invites applications from dynamic, self-driven motivated suitably qualified Namibian citizens to join our team in the following roles:

DIRECTORATE: LAW REFORM, POLICY AND LEGISLATION

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|--------------------------------|---|--|
| 1. Post Designation | : | Chief Law Reform, Policy & Legislation Grade 2 |
| Number of Post | : | One (1) |
| Duty Station | : | Windhoek |
| Salary Scale | : | N\$ 600 319 – 637 063 per annum |
| Housing Allowance | : | N\$ 142 104 per annum |
| Motor Vehicle Allowance | : | N\$ 149 351 per annum (Capital &Running cost) |

About the role:

As a senior manager and part of the management team you will be reporting to the Executive Director and the Chairperson of the Law Reform and Development Commission (LRDC). You will be required to perform managerial, professional and administrative duties and to render support the Executive Director and the Law Reform and Development Commission (LRDC) in implementing the strategic objectives of the ministry and the LRDC.

Minimum Requirements

To be successful in this role you must have:

- LLB Degree (or equivalent legal qualification at NQF level 8).
- Nine (9) years appropriate experience in the field of law of which seven (7) years should be in legal research, policy development and drafting of bills.
- Namibian citizenship (only Namibian citizens will be shortlisted).

- Candidate must be in possession of a valid driver's license (a certified copy must be attached) and the license must be at least two (2) years old.
- If in Public Service, candidate must be at least at the level of Deputy Chief Grade 3 or the equivalent if not in Public Service. In both cases probation must have been confirmed and confirmation of probation on a current position must be attached to the application.

Preferences/ Advantages:

- Master's Degree at NQF level 9 or Higher.
- Website Management and knowledge in the Hyper Text Markup Language or HTML (the standard markup language for documents designed to be displayed in a web browser).
- Experience in administering any E-Laws Platforms.

Key Responsibilities:

As a Head of Directorate, you will be responsible for the:

- Overall timely delivery of quality law, policy and legislative reform reports;
- Preparation of strategic planning documents including of annual reports, strategic plans and procurement plans (budget) for the Directorate and the Law Reform and Development Commission;
- Enforcement of discipline amongst staff members of the Directorate in accordance with the Public Service Act and Staff Rules;
- Management and supervision of Ministry of Justice and LRDC Projects;
- Coordination of the Secretariat service to the LRDC and the CCL;
- Taking accountability for the delivery of research projects assigned to you or subordinates, keeping the Executive Director and the Commission informed about progress of your research project;
- Overall supervision of the administration of the Namibia Legal Information Institute (NamibLII) website or any other approved E-Laws Platform in line with the Ministry of Justice's and LRDC Mandate of making the law accessible to the people.

Competencies (to be tested)

- Research ability in the field of law.
- Leadership/managerial competencies namely, results driven leadership, managing people and organization transformation.
- Excellent writing, communication and presentation skills.
- Ability to conduct high level public and stakeholder engagements.
- Certification of Proficiency in Microsoft Office Programs.
- Case Law Summary.
- Legal Editing.
- Empirical or Evidence based research.
- Writing annotations and commentaries.
- High Level Report Writing.

- Ability to manage and supervise subordinate staff, enforce discipline, uphold confidentiality, be reliable and trustworthy.

**Psychometric testing is mandatory for all short-listed candidates.
Candidates will be subjected to security vetting.**

Address enquiries to: Mrs Elizabeth Ameya-Shonghela (061) 280 5295 or Mrs. Yolante Karunga: (061) 280 5115

DIRECTORATE: MASTER OF THE HIGH COURT

Post Designation	: Master of the High Court Grade 2 (Re-advertisement)
Number of Posts	: One (1)
Duty Station	: Windhoek
Salary Scale	: N\$ 600 319 – 637 063 per annum
Housing Allowance	: N\$ 142 104 per annum
Motor Vehicle Allowance	: N\$ 149 351 per annum (Capital & Running costs)

Minimum Requirements:

- LLB (NQF Level 8) (or equivalent qualification);
- 9 years' appropriate experience with at least 4 years at managerial in office management, financial management, or administration of deceased estate, Insolvencies, Curatorship, Trusts and investment funds;

Additional requirements:

- Experience and qualification in financial management/risk management

Key Responsibilities:

The Master of the High Court is a statutory position created in terms of section 2 of the Administration of Estates Act, Act 66 of 1965. The incumbent of the position is appointed subject to the provisions of the Public Service Act, Act 13 of 1995 at the level of Chief, Grade 2 and serves as Head of Directorate for the Directorate: Master of the High Court under the Ministry of Justice.

The functional mandate of the Master of the High Court is set out in the enabling legal framework, which includes the Administration of Estates Act, 1965, the Administration of Trusts Act, 2023, the Insolvency Act, 1984, the Companies Act, 2004, and includes the oversight and management of the Directorate in relation to the various functions pertaining to the Guardian's Fund, Deceased Estates, Insolvencies, Curatorship, and Trusts.

The Master of the High Court is required to:

- provide strategic direction and leadership in the execution of the mandate of the Directorate. This includes oversight and guidance to staff members within the directorate to enhance the overall service culture to ensure the directorate mandate is implemented efficiently;
- serve as liaison between all stakeholders of the directorate and be accountable to the Minister of Justice and the Executive Director;
- set and communicate the directorate's vision, mission, and strategic goals to ensure effective execution of its mandate; and
- develop and implement directorate policies, procedures, and standards.

Competencies (to be tested):

- Analytical, problem-solving, conflict management and decision-making skills;
- Communication and people skills;
- Knowledge of Government policies and procedures;
- Demonstrated ability to handle high-pressure situation; and
- Experience in specialised areas of the fields of law applicable to the mandate of the Master of the High Court.

Psychometric testing is mandatory for all short-listed candidates.

Candidates will be subjected to security vetting.

Address enquiries to : Mrs Elizabeth Ameya-Shonghela (061) 280 5295 or Mrs.Yolante Karunga: (061) 280 5115

DIRECTORATE: LEGAL ADVICE

1. Post Designation	: Chief Legal Advice Grade 2 (Re-advertisement)
Number of positions	: One (1)
Duty Station	: Windhoek
Salary Scale	: N\$ 600 319 – N\$ 637 063 per annum
Housing Allowance	: N\$ 142 104 per annum
Motor Vehicle Allowance	: N\$ 149 351 per annum (Capital & Running cost)

Minimum Requirements:

- LLB Degree at NQA level 8 (or equivalent qualification);
- Minimum of 9 years appropriate experience, of which four (4) years should be at Management level (i.e. Deputy Chief Grade 3 or equivalent levels if coming from outside the Public Service);

Additional requirements

- Specialized knowledge and/or qualification in any of the following fields will be considered as an added advantage: Constitutional, Administrative Law; Labour Law, Intellectual Property Law, Environmental Law and Renewable Energy, Property Law, Public and Private International Law, Natural Resource (Mining Law and Petroleum Law), Aviation Law, Maritime Law or Law of the Sea, Info Tech and Cyber Law, Corporate/Commercial Law.

Competencies (to be tested)

- Strong analytical, problem-solving and decision-making skills;
- Excellent communication skills
- Sound knowledge of Government policies and Procedures;
- Demonstrated ability to handle high pressure situations;
- Strategic management skills;

**Psychometric testing is mandatory for all short-listed candidates.
Candidates will be subjected to security vetting.**

Address enquiries to: Mr Simeon Antsino, Tel (061) 280 5268 or Mrs Elizabeth Ameya (061)280 5295

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). Candidates who fail to attach such proof will not be considered for shortlisting.
- The activities of the Ministry of Justice are of strategic importance. You are forewarned that a security clearance in respect of shortlisted candidates may be required at any time and your co-operation in that regard will be expected.
- 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 and, who do not attach the necessary documents will disqualify the application.
- All documentation **must** be originally certified and **must** be attached to the application form.
- Applicants in designated groups especially women, people living with disabilities and marginalized who are able to perform the required duties are strongly encouraged to apply meeting advertisement requirements are encouraged to apply.
- Candidates with Curriculum Vitae, which do not clearly indicate the years of experience, and the exact type of work experience will not be considered.

PLEASE FURTHER NOTE:

Only shortlisted candidates will be contacted and no application for employment, CVs and other supporting documents will be returned to the applicants
Preference will be given to Namibian Citizens.

Applications (Form 156043 & 156094) should be accompanied by comprehensive curriculum vitae, certified copies of Identity Document and Qualifications as well as academic records must be submitted to:

**The Executive Director
Ministry of Justice
Private Bag 13302
WINDHOEK**

Attention: Human Resources Office

Or

Hand delivered applications may be submitted at the following physical address:

**Subdivision: Human Resources
1st Floor, Tallas Building
Independence Avenue opposite Telecom**

DUE DATE: 16 FEBRUARY 2025

FAXED APPLICATIONS WILL NOT BE CONSIDERED


**GLADICE PICKERING
EXECUTIVE DIRECTOR**

