



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE AND LABOUR RELATIONS

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Windhoek

NAMIBIA

Our Ref:

Your Ref:.....

Vacancies Announcement

In pursuing its mandate to provide legal services and access to justice the Ministry of Justice and Labour Relations invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens to join our team in the following roles:

DIRECTORATE: LEGAL AID

Job Designation	: Senior Legal Officer Grade 5
Salary Scale	: N\$ 432 601– N\$ 517 195 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Transport Allowance	: N\$ 10 512 per annum
Number of posts	: Ten (10)
Duty Station	: To be determined by the HOD

MINIMUM REQUIREMENTS

- B. Juris Degree plus 6 years in-service experience as an Assistant/Legal Officer plus certification of satisfactory performance.
- BA LLB Degree plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performance.
- BA - LLB Degree plus Registration as provided for in the appropriate legislation.

Key Responsibilities:

- Take accountability for the delivery of Legal assistance to the indigent persons and keep the Director Legal Aid informed progress of all case files;
- Thos role will also support the Director's strategic objective of providing adequate legal representation in order to improve legal aid service delivery country wide;
- Consult clients and take instructions;
- Plan and organize work;
- Prepare and attend court, including bail application for trial;
- Request for disclosure in criminal cases in preparation for trial;
- Obtain any supporting documents or pleading in civil cases for preparation for court;
- Prepare and submit quarterly and monthly reports and assigned cases to the Director;
- Travel occasionally to other courts in your regions;
- Perform any functions as assigned by Director Legal Aid and any other authorized person.

Job Designation	: Chief Legal Clerk Grade 8
Salary Scale	: N\$ 227 453 – 271 828 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Number of Posts	: One (1)
Duty Stations	: Windhoek

Minimum Requirements:

- An appropriate National Diploma at NQF Level 6;
- Five (5) years appropriate in quasi-judicial functions and courts;
- Candidates should be at the level of Senior Legal Clerk Grade 10 and probation must be confirmed and attached.

Enquiries: Ms Yolante Karunga, Tel: 061-280 5115 or Ms. Mikael Malima, Tel: 061 – 2805251

Key Responsibilities:

- Take accountability for the delivery of Legal assistance to the indigent persons and keep the Director Legal Aid informed progress of all case files;
- This role will also support the Director's strategic objective of providing adequate legal representation in order to improve legal aid service delivery country wide;
- Consult clients and take instructions;
- Plan and organize work;
- Prepare and attend court, including bail application for trial;
- Request for disclosure in criminal cases in preparation for trial;
- Obtain any supporting documents or pleading in civil cases for preparation for court;
- Prepare and submit quarterly and monthly reports and assigned cases to the Director;
- Travel occasionally to other courts in your regions;
- Perform any functions as assigned by Director Legal Aid and any other authorized person.

Job Designation	: Chief Legal Clerk Grade 8
Salary Scale	: N\$ 238 825 – 285 420 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Number of Posts	: One (1)
Duty Stations	: Windhoek

Minimum Requirements:

- An appropriate National Diploma at NQF Level 6;
- Five (5) years appropriate of which three (3) years must be in quasi-judicial functions
- Candidates should be at the level of Senior Legal Clerk Grade 10 and probation must be confirmed and attached.

Enquiries: Ms Yolante Karunga, Tel: 061-280 5115 or Ms. Mikael Malima, Tel: 061 – 2805251

DIRECTORATE: MASTER OF HIGH COURT

Job Designation	: Legal Officer Grade 7
Salary Scale	: N\$ 291 128 – N\$ 347 926 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Transport Allowance	: N\$ 10 512 per annum
Number of posts	: Five (5)
Duty Station	: To be determined by the HOD

Minimum Requirements

- B. Juris Degree or equivalent qualification plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performance.
- BA LLB Degree
- Should be serviced oriented, with excellent oral communication and problem-solving skills;
- Should be a team player, result driven, with continual learning approach.

Key Responsibilities

- Examines liquidations and distribution of accounts or any other application for deceased estates, curatorship, trusts and insolvency accounts;
- Drafts and submits court reports;
- Examines creditor's claims in respect of insolvencies;
- Preparation of advertisements in the Government Gazette for the convening of meetings for the election of executors, tutor, curators, trustees and liquidators;
- Preparation of all letters of appointments for deceased estate, curatorship, trusts and insolvencies;
- Deals with complaints and objections;
- Perform any other functions as may be assigned by the Master of the High Court or an authorized person.

Enquiries: Mrs. Elizabeth Ameya-Shonghela, Tel: 061 – 280 5295 or Ms Yolante Karunga, Tel: 061-280 5115

Job Designation	: Accountant Grade 8
Salary Scale	: N\$ 238 825 – 285 420 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Number of Posts	: One (1)
Duty Stations	: Oshakati

Minimum Requirements:

- An appropriate Diploma at NQF Level 6 majoring on Accounting

Key Responsibilities:

- Receiving, capturing and submission of payment applications;
- Receiving, capturing and submission of deposits;
- Examination and submission of applications for allowance increase or change of guardian;
- Attending to any correspondence necessary for the determination of allowances or any other matters relating to the payment of an allowance;
- Reconciles and balances books;
- Attends to general enquiries;
- Perform any other duties assigned by the Senior Accountant or any other authorized person.

Enquiries: Ms Yolante Karunga Tel (061) 280 5115 or Ms. Meneth Kaulungamenwa, Tel (061) 280 5251.

DIRECTORATE: OMBUDSMAN

Job Designation	: Complaint Investigator Grade 8
Salary Scale	: N\$ 238 825 – 285 420 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Number of Posts	: One (1)
Duty Stations	: To be determined by the HOD.

Minimum Requirements:

- An appropriate National Diploma or equivalent qualification at NQF Level 6;
- Three (3) years' experience that focuses on areas of investigative work, research, auditing or compliance with relevant laws;
- Experience in investigation of complaints, dispute, conflict resolution and report writing;
- Computer literacy;
- Self-driven dynamic professional who displays creative problem-solving skills, positive attitude, strong oral and written communication skills and a team-oriented approach;
- Mediation and report writing skills.

Enquiries: Mrs. Elizabeth Ameya-Shonghela, Tel: 061 – 280 5295

DIRECTORATE: LEGAL ADVICE

Job Designation	: Senior Legal Officer Grade 5
Salary Scale	: N\$ 432 601– N\$ 517 195 per annum
Housing Allowance	: N\$ 432 601 per annum
Motor vehicle Allowance	: N\$ 8 760 per annum
Number of posts	: One (1)
Duty Station	: Windhoek

Minimum Requirements:

- B. Juris Degree plus 6 years in-service experience as an Assistant/Legal Officer plus certification of satisfactory performance.
- BA LLB Degree plus 3 years in-service experience as a Legal Officer plus certification of satisfactory performance.
- BA - LLB Degree plus Registration as provided for in the appropriate legislation.
- Specialized knowledge in any of the following fields will be considered to the applicants; advantage: - Constitutional and Administrative Law, Commercial and Trade Law, Intellectual Property Law, Environmental Law, Law of the Sea, Public or Private International Law, Mining Law and Aviation Law.

Key Accountabilities

- Provide Legal Advice/ Opinion on all branches of law;

- Draft and scrutinize bills, contracts / agreements, memorandum of understanding, treaties and any other official documents;
- Represent and attend local and international conference, workshops, seminars commissions of inquiries, state owned Enterprise Board of Directors, disciplinary hearings, negotiation forums and other events when required on behalf of the government;
- Oversee and supervise the work of subordinates;
- Execute/ perform any other function as may be assigned to by supervisors or any relevant authority.

Enquiries: Ms Toini Msati Tel (061) 280 5243 or Ms. Laimi Timoteus, Tel (061) 280 5294

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). Foreign qualifications without verification from NQA will not be considered;**
- **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, will not be considered.**
- **Applicants in designated groups (persons with disability) 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.**
- **Failure to complete all items on the applications form (156043), and not attaching all the necessary certified documents will disqualify the application.**

Please note: Only shortlisted candidates will be contacted, and preference will be given to Namibian Citizens.

CLOSING DATE: 18 NOVEMBER 2025

Application (on new version form 156043 obtainable at all Government Offices) together with a detailed comprehensive Curriculum Vitae and original Certified copies of educational qualifications and identity documents must be submitted to:

Postal Address: The Executive Director
Ministry of Justice and Labour Relations
Private Bag 13302
Windhoek

Physical Address: Human Resources Management
First Floor
Talla Building (Old FNB Building), Independence Avenue

FAXED APPLICATIONS WILL NOT BE CONSIDERED


AUDRIN MATHE

EXECUTIVE DIRECTOR

MINISTRY OF JUSTICE AND LABOUR RELATIONS

