



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE AND LABOUR RELATIONS

JUSTICE

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Vacancy Announcement

In pursuing its mandate to provide legal services, access to justice and regulate labour, employment and social protection services, the Ministry of Justice and Labour Relations at the Department 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, POLICY AND LEGISLATION

Job Title	: Deputy Chief Law Reform Grade 3
Number of Posts	: One (1)
Duty Station	: Windhoek
Salary Scale	: N\$ 582 333 – N\$ 617 976 per annum
Housing Allowance	: N\$ 131 280.00 per annum
Transport Allowance	: N\$ 136 485.00 per annum

About the role:

As a senior manager and part of the management team you will be reporting to the Chief: Law Reform, Policy and Legislation; perform managerial, professional and administrative duties and; in that performance, support the Chief: Law Reform, Policy and Legislation in implementing the Directorate: Law Reform strategic objectives of quality and timeous reviewing, reforming and developing the law and policies, and other roles as directed by the Chief: Law Reform, Policy and Legislation.

Minimum Requirements

- LLB Degree (or equivalent legal qualification at NQF level 8);
- Nine (9) years appropriate experience in the field of law of which five (5) years should be in a management or senior supervisory role within institution(s) involved in either legal research, academic legal research and publication, policy development or drafting of bills;

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- Admission as a Legal Practitioner of the High Court of Namibia;
- Namibian citizenship (only Namibian citizens will be shortlisted);
- Candidate must be in possession of a valid driver's license, that is older than two (02) years. (a certified copy must be attached);
- If in public Service, candidate must be at the level of Chief Legal Officer Grade 4 and probation must have been confirmed and must be attached to the application;
- Preference will be given to candidates with Master's Degree in the field of Law and Candidates with experience in the law-making process, policy development, in-depth legal academic research and publication, or drafting of bills.

Advantages:

- Candidates with a Doctorate Degree in Law will be an added advantage;

Competencies:

- High level supervision of legal research work;
- Leadership/managerial competencies namely; results driven leadership, managing people, organization transformation, and maintain high level of discipline and professionalism.
- 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/Publications and supervision;
- Ability to manage and supervise subordinate staff and research work,
- Enforce discipline, uphold confidentiality, be reliable and trustworthy.

Key Responsibilities:

- The Directorate Law Reform, Policy and Legislation renders technical and administrative support to the Law Reform and Development Commission (LRDC) by conducting research in connection with and examination of all branches of the Namibian Law to enable the LRDC to make recommendations for reform and development of the said law, serves as the Secretariat of the LRDC and as Secretariat to the Cabinet Committee on Legislation (CCL). The Directorate further assist the Ministry of Justice and Labour relations, and other stakeholders with their policy and legislative development initiatives.

The successful candidate will be required to:

- Perform managerial and administrative functions within the Directorate and Secretariat of the LRDC;
- Provide supervision on an advanced level for research work as assigned by the Head of the Directorate;

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- Conduct in-dept legal research, prepare Bills, and draft Policy documents on an advanced level;
- Make high level presentations of Bills, Draft Policies and Reports to the Commission, CCL and Stakeholders;
- Oversee the proper recording of the meetings of CCL and the Commission;
- Oversee project completion as assigned;
- Represent the Directorate and Commission at local, regional and international meetings/forums.
- Perform any other related duties as directed from time to time by the Chief: Law Reform, Policy and Legislation or any other person duly authorized thereto;

Key Accountabilities:

As a Deputy Chief, you will play a crucial role in the:

- Timely delivery of quality research outputs including draft legislation, policy and reports;
- Preparation of strategic planning documents including of annual reports, strategic plans and procurement plans (budget) for the Directorate and the Commission;
- Enforcement of discipline amongst staff members of the Directorate in accordance with the Public Service Act and Staff Rules;
- Management and supervision of Projects of the Ministry of Justice and Labour Relations and the LRDC;
- Coordination of the Secretariat functions and responsibilities as it relates to the LDRC and CCL;
- Taking accountability for the logical completion of research projects assigned to you or subordinates, keeping the Chief Law Reform, Policy and Legislation informed about progress of your research projects;
- Supervision of the administration of the Namibia Legal Information Institute (NamibLII) website or any other approved E-Laws Platform in line with the mandate of the Department of Justice and LRDC, to make the law accessible to the public.

In addition, you will:

- Plan and organize your assignments;
- Conduct and supervise legal research, draft laws and policies;
- Conduct consultations and organize workshops with external clients;
- Liaise with media on Project Committees via the Head of Directorate;
- Manage good relations with stakeholders;
- Be analytical, have excellent writing skills and communication skills;
- Be able to pay attention to detail, work independently and produce quality research reports independently and as a team leader;
- Have passion for continuous reading, research, and writing;
- Have a good statutory and constitutional interpretation skills;
- Be able to showcase at least three (3) research projects/publications you have successfully completed and two (2) recent research projects/publications successfully completed that you have supervised.

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About you:

Positive, self-driven professional who displays creative problem-solving skills, positive work attitude, good communication, team oriented and proactive approach, accept assignments at short notice and work under pressure.

Address enquiries to: Ms. Yolante! Gontes, Tel: 061-280 5115 or Ms. Meneth Kaulungamenwa, Tel: 061-280 5251.

DIRECTORATE: LEGAL AID

Post designation	: Legal Officer Grade 7
Position Level	: entry level
Number of posts	: Six (6)
Salary Scale	: N\$ 305 684 - 365 322 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Duty Station	: Duty station to be determined by the Head of Department

Minimum Requirements:

- An LLB Degree, or equivalent qualification (NQF L8), from a recognized institution/in terms of the Legal Practitioner's Act No. 15 of 1995);
- Experience in presenting cases in Court will be an added advantage;
- Applicants within the Public Service **MUST** attach proof of confirmation of probation on a current position to their application of employment;
- A valid driver's license will be added as advantage.

Key Responsibilities:

- Take accountability for the delivery of Legal assistance to needy clients and keep the Chief: Legal Aid informed about progress of all case files. This role will also support the Directorate's strategic objective of providing adequate legal representation in order to improve legal aid service delivery countrywide;
- 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 Chief: Legal Aid;
- Travel occasionally to other courts in your Region; and
- Support the Directorate's strategic initiatives;
- Perform any functions as assigned by Chief: Legal Aid or any other authorized person.

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Post designation	: Senior Legal Officer Grade 5 (Civil Unit)
Position Level	: Third entry level
Number of posts	: Two (2)
Salary Scale	: N\$ 434 232 – 543 055 per annum
Transport Allowance	: N\$ 10 512.00 per annum
Housing Allowance	: N\$ 17 424.00 per annum
Duty Station	: Duty station to be determined by the Head of Department

Minimum Requirements:

- An LLB Degree, or equivalent qualification (NQF L8), from a recognized institution/in terms of the Legal Practitioner's Act No. 15 of 1995); and three (3) years in-service experience as a Legal Officer;
- Admission as Legal Practitioner will be an added advantage;
- Experience in civil litigation;
- Applicants within the Public Service **MUST** attach proof of confirmation of probation on a current position to their application of employment;
- A valid driver's license will be added as advantage.

Key Responsibilities:

- As a Legal Aid Counsel, you will play a crucial role in representing indigent persons in civil courts of Namibia; and
- Take accountability for the delivery of legal assistance to needy clients and keep the Chief: Legal Aid informed about progress of all case files. This role will also support the Directorate's strategic objective of providing adequate legal representation in order to improve legal aid service delivery countrywide;
- Consult clients and take instructions;
- Prepare pleadings for filing with the relevant court;
- Plan and organize work;
- Prepare and attend court; including case management, mediation etc in preparation for trial;
- Obtain any supporting documents or pleadings;
- Prepare and submit quarterly and monthly reports on assigned cases and reporting to the Chief: Legal Aid;
- Travel occasionally to other courts if instructed by the Chief: Legal Aid;
- Support the Directorate's strategic initiatives
- Perform any functions assigned by Chief: Legal Aid or any other authorized person;

Address enquiries to: Ms. Taati Malima, Tel: 061-280 5251 or Ms. Yolante !Gontes, Tel: 061-280 5115

DIRECTORATE: OFFICE OF THE OMBUDSMAN

DIVISION: INVESTIGATIONS

Job Title:	: Senior Complaints Investigator Grade 7
Number of posts:	: Two (2)
Salary scale:	: N\$ 305 684 – 365 322 per annum
Housing allowance:	: N\$17 424 per annum
Transport allowance:	: N\$10 512 per annum
Duty Station:	: Swakopmund and Windhoek

About the role:

- As a Senior Complaints Investigator, you will play a crucial role in supporting the Office of the Ombudsman towards the attainment of the strategic objective of promoting independent and impartial resolution of complaints relating to public administration.

Minimum requirements:

- A relevant National Diploma or equivalent qualification (NQF Level 6);
- Seven (7) years' experience that focuses on areas of investigative work, research auditing or compliance with relevant laws;
- Extensive experience in the investigation of complaints, dispute/conflict resolution and report writing;
- Ability to supervise and mentor staff; the Office operates a computerised case management system, and computer literacy is thus a prerequisite, and
- Possession of a valid driver's licence is a prerequisite.
- Proof of a certified copy of driver's licence should be attached, to avoid disqualification from shortlisting.

Key accountabilities:

- Conduct research and in-depth investigations, analyse facts of complaints, identify problems, issues and make proper findings;
- Provide guidance to junior staff in the investigation of cases, compile investigation reports and participate in outreach/public education activities.

Address enquiries to: Mr Abed Shigwedha, Tel: 061-280 5268 or Mr. Salatiel Mughadi, Tel: 061-280 5243

DIRECTORATE: CENTRAL ADMINISTRATION;

DIVISION: GENERAL AND AUXILIARY SERVICES

Job Title : Senior Public Relations Officer Grade 7

All official correspondence must be addressed to the Executive Director



Position Level	: Second entry level
Number of Posts	: One (1)
Salary Scale	: N\$ 305 684 – N\$ 365 322 per annum
Housing Allowance	: N\$ 10 512 per annum
Transport Allowance	: N\$ 17 424 per annum
Duty Station	: Windhoek

Minimum Requirements:

- A Bachelor's Degree (or equivalent qualification) on NQF Level 7 in Journalism and Media Technology or Media Technology or Media Studies or Communication and Public Relations field, plus approximately five (5) years relevant working experience;
- Must be in possession of a valid driver's licence.

Key Accountabilities:

- Evaluation of public opinions and assist to advise the Management Cadre of the Ministry to correlate their policy and procedures as far as possible. Planning;
- Planning and executing of actions to gain and maintain understanding and support by the public to carry a positive image of the Ministry.

Main duties:

- Assist in the organization of the Ministry events;
- Assist with coordinating and disseminating relevant Ministry's information to the public and stakeholders;
- Assist to promote/ market the image of the Ministry via different communication modes;
- Assist to coordinate the production of the Ministry's Annual Reports and Newsletter; and
- responsible for updating the Ministry's website and relevant information platforms.

SUBDIVISION: INFORMATION TECHNOLOGY

Post designation:	: Systems Administrator Grade 9
Number of posts:	: Two (2)
Position Level:	: Entry
Duty station:	: Windhoek
Salary scale:	: N\$ 226 764- 271 440 per annum
Transport allowance:	: N\$10 512 per annum
Housing allowance:	: N\$13 944 per annum

Minimum requirements:

- A Bachelors Degree in Information Technology at NQF level 7 or equivalent qualification plus three (3) years proven experience in all these areas; Systems Administration, Server Administration, Network Security and Network Administration.

Key Responsibilities:

- Installations, testing and relocating of computer systems and network components;
- Monitoring network performance;
- Coordinating installations, upgrades or enhancements to computer and network systems;
- Advising on and implementing enhancements for efficiency;
- Participating in evaluation of new products and network upgrades;
- Providing front-line support to end-users;
- Install software, supporting, and maintaining servers or other computer systems;
- Create a backup and recovery policy;
- Responsible for Setting up a DRP (Disaster Recovery Plan/Site);
- Monitor network communication;
- Update system as soon as new version of OS and application software comes out;
- Update Anti-Virus applications at all times, to avoid malware and all other intrusions on the network;
- Implement the policies for the use of the computer system and network;
- Setup security policies for users;
- Must have a strong grasp of computer security (e.g. firewalls and intrusion detection systems);
- Providing field/administrative support of computer systems in offices, ministries and agencies;
- Assistance with system installations, data retrieval, process operation and application system software commands;
- Performs diagnostics to determine system failures/faults, initiates or performs routine repairs;
- Assistance covers hardware, software, licensing and networking used in the offices, ministries and agencies;
- Preventative maintenance, diagnosis of machine problems and repair computer equipment, including peripherals.

Address enquiries to: Mr. Indji T Namene, Tel: 061-280 5212 or Ms. Mr. Salatiel Mughadi, Tel: 061-280 5212.

DIRECTORATE: LEGISLATIVE DRAFTING

Job Title	: Senior Legal Officer Grade 5
Position Level	: Third entry level
Number of Posts	: Two (2)
Salary Scale	: N\$ 454 232 – N\$ 543 055 per annum
Housing Allowance	: N\$ 10 512 per annum
Transport Allowance	: N\$ 17 424 per annum

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Duty Station : Windhoek

Minimum Requirements:

- LLB Degree at NQF Level 8(or equivalent qualification);
- 3 years relevant experience in the field of law;
- Preference will be given to candidates with experience in the law-making process, particularly policy formulation, research and drafting of Bills.

Key Accountabilities:

- Drafting and scrutinizing Proclamations, Subordinate Legislation and Other Legislative Measures prepared by Government Ministries/Offices/Agencies (O/M/A's);
- Studying of Legal Literature such as legislation, textbooks and case law so as to be conversant with recent development of Law;
- Determining whether, and the extent to which the certain laws are applicable in Namibia;
- Determining whether proposed Proclamation, Subordinate Legislation and Other Legislative Measures are authorized by the relevant empowering legislation;
- Consulting contact persons in OMAs with a view to clarify policy matters relevant to the proposed Proclamations, Subordinate Legislation and Other Legislative Measures;
- Proof-reading typed manuscripts and printed legislation (Proclamations, Subordinate Legislation and Other Legislative Measures); and
- Performing of any other function as may be assigned to the incumbent by his/her immediate supervisor.

Job Title	: Legal Officer Grade 7
Position Level	: entry level
Number of Posts	: Nine (9)
Salary Scale	: N\$ 305 684 – N\$ 365 322 per annum
Housing Allowance	: N\$ 10 512 per annum
Transport Allowance	: N\$ 17 424 per annum
Duty Station	: Windhoek

Minimum Requirements:

- LLB Degree at NQF Level 8(or equivalent qualification);
- Preference will be given to candidates with experience in the law-making process; particularly policy formulation, research and drafting of Bills.

Key Accountabilities:

- Drafting and scrutinizing Proclamations, Subordinate Legislation and Other Legislative Measures prepared by Government Ministries/Offices/Agencies (O/M/A's);
- Studying of Legal Literature such as legislation, textbooks and case law so as to be conversant with recent development of Law;
- Determining whether, and the extent to which the certain laws are applicable in Namibia;

- Determining whether proposed Proclamation, Subordinate Legislation and Other Legislative Measures are authorized by the relevant empowering legislation;
- Consulting contact persons in O/M/A's with a view to clarify policy matters relevant to the proposed Proclamations, Subordinate Legislation and other Legislative Measures;
- Proof-reading typed manuscripts and printed legislation (Proclamations, Subordinate Legislation and other Legislative Measures);
- Performing of any other function as may be assigned to the incumbent by his/her immediate supervisor.

Address enquiries to: Ms. Chellsea Hanabes, Tel: 061-280 5222 or Ms. Meneth Kaulungamenwa, Tel: 061-280 5251.

DIRECTORATE: MASTER OF THE HIGH COURT

Job Title : Chief Administrative officer Grade 8
Number of Posts : One (1)
Salary Scale : N\$ 250 767 – N\$ 299 691 per annum
Housing Allowance : N\$ 17 424 per annum
Transport Allowance : N\$ 10 512 per annum
Duty Station : Windhoek

Minimum Requirements:

- A relevant National Diploma on NQF Level 6 plus five (5) years relevant experience.

Key Accountabilities:

- Supervise and train junior administrative staff;
- Attend to telephonic enquiries from banking institutions and verify approval of letters of appointment of executors or estate representatives;
- Attend to public enquiries;
- Devise and coordinate filing systems and implement same in the strong rooms;
- Assist customers at the counters with completion of deceased estates reporting documents;
- Manage incoming mails and distribution of files;
- Manage safe custody of original wills & Bonds of security;
- Assist customers with reporting of trusts and guardian fund enquiries;
- Assist Estates Practitioners with enquiries relating to the Master's online system;
- Coordinate compilation of monthly, quarterly and annual reports for all staff under him/her;
- Oversee and supervise the work of Administrative Officers; and
- Perform any other duties assigned by Master of the High Court Management.

Job Title : Senior Private Secretary Grade 8
Number of Posts : One (1)
Duty Stations : Windhoek
Salary Scale : N\$ 250 767 – N\$ 299 691 per annum

Notch	: N\$ 250 767 per annum
Transport Allowance	: N\$ 10 512 per annum
Housing Allowance	: N\$ 17 424 per annum

About the role:

As a Senior Private Secretary, you will assist the Master of the High Court to make the best use of his time by providing effective and efficient administrative and secretarial support. You will work closely with the Master in support of issues that require specific follow-up and handle various activities as assigned by the Master or the Deputy Master.

Minimum requirements:

- A relevant National Diploma in Secretarial or Office Management and Technology or Office Administration or Business and Information Administration or equivalent qualification on NQF Level 6 plus three (3) years' appropriate and relevant experience to this position.

Key responsibilities:

- Type and draft official letters and other correspondences;
- Coordinating and managing the calendar of the Master;
- Coordinate appointments and follow up on action schedule;
- Handling important correspondence and communication instantaneously, enhancing transparency and the flow of information;
- Handle enquiries through various communication channels;
- Facilitating meetings and taking minutes of meetings were required;
- Handle office filings and all administrative duties that may be assigned by supervisor or any authorized person, this may include relieving duties at any other office when the need arises;
- Management of records;
- Facilitate travel arrangements abroad and locally;
- Screen and channel telephone calls and visitors;
- Assist with the ordering of office supplies;
- Facilitate and take minutes of meetings when required;
- Receive visitors or clients;
- Performs any other functions as may be assigned by the Master or Master of the High Court Management.

Job Title	: Senior Administrative officer Grade 10
Number of Posts	: Two (2)
Salary Scale	: N\$ 167 481 – N\$ 200 878 per annum
Housing Allowance	: N\$ 13 944 per annum
Transport Allowance	: N\$ 10 512 per annum
Duty Station	: Windhoek

Minimum Requirements:

- A grade 12 (or equivalent) Certificate on NQF L3 plus three (3) years relevant experience;
OR
- An appropriate National Diploma on NQF Level 6 plus one (1) year relevant experience.

Key Accountabilities:

- Supervises and training of junior administrative staff;
- Attend to telephonic enquiries from banking institutions and confirming letters of appointment of executorship or estate representatives;
- Attend to public enquiries;
- Assist customers at the counters with completion of deceased estates reporting documents;
- Manage incoming mails and distribution of files;
- Manage safe custody of original wills, when required;
- Assist customers with reporting of Trusts, Estates, Insolvencies, Curatorship and Guardian fund;
- Assist Practitioners with enquiries relating to the Master's online system;
- Coordinate compilation of monthly, quarterly and annual reports for all staff under him/her;
- Oversee and supervises the work of Administrative Officers; and
- Perform any other duties assigned by the Chief Administrative Officer and Master of the High Court Management.

Address enquiries to: Ms. Taati Malima, Tel: 061-280 5251 or Ms. Meneth Kaulungamenwa, Tel: 061-280 5251

DIRECTORATE: COMMUNITY COURT

Job Title	: Deputy Director Grade 4
Number of Posts	: One (1)
Duty Stations	: Windhoek
Salary Scale	: N\$ 582 333 – 617 976 per annum
Motor Vehicle Allowance	: N\$ 136 485 per annum
Housing Benefit	: N\$ 131 280 per annum

Minimum Requirements:

- A relevant Bachelors Degree at NQF Level 7 in Public Administration or Business Management or Business Administration or Human Resource Management;
- Preference will be given to candidates with LLB at NQF level 8;
- Seven (7) years relevant experience in Administration of which five (5) years must be at the level of Control Administration Grade 6 and his/her probation must have been confirmed;
- Sound knowledge of the Community Courts Act, (Act No. 10 of 2003, Traditional Authorities Act (Act No. 25 of 2000) and other relevant legislations.

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- Sound knowledge of customary law as, and financial administration of Community Courts;
- Proven history of stakeholder engagement and management.

Additional Selection Requirements.

- Strong analytical problem-solving and decision-making abilities;
- Excellent communication and interpersonal skills with the ability to engage with stakeholders at all levels;
- The candidate must possess a valid driver's licence.

Key accountabilities:

- Oversee the administration and management of the Directorate;
- Perform quasi-judicial functions;
- Prepares requisition for purchasing of materials and supplies;
- Performs administrative duties as prescribed the Codified and Treasury Instructions and another relevant legal instrument;
- Performs bookkeeping functions;
- Drafts reports in respect of inspections conducted at Community Courts;
- Checks and recommends financial documents of various Community Courts;
- Compiles and submit monthly reports in respect of revenue returns;
- Provides training to Community Courts;
- Performing any other duties assigned by Deputy Director: Community Court or any authorized person.

Applicants should note the following:

- ***Applicants within the Public Service must attach proof of confirmation of probation to their application for employment where applicable;***
- ***Applicant with foreign qualifications must attach proof of evaluation such as qualifications from the Namibia Qualification Authority (NQA). Foreign qualifications without verification from NQA will not be considered;***
- ***Applicants who only partially complete and/or do not sign application forms, or who do not attach letters of confirmation of their probation in their current positions, will not be considered;***
- ***Applicants in designated groups and marginalized are encouraged to apply.***

Please note: Only Shortlisted candidates will be contacted, and preference will be given to Namibian citizens.

Closing date: 28 September 2026

Application (on form 156043 obtainable at all Government Offices) together with a detailed, comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

The Executive Director

All official correspondence must be addressed to the Executive Director

Ministry of Justice and Labour Relations
Private Bag 13302
Windhoek

Hand-delivered applications should be submitted at the following physical address:

Ministry of Justice and Labour Relations
Subdivision: Human Resource Office, 1st floor
Talla's Building, Independence Avenue
(Old FNB Building)

Emailed/Faxed applications will not be considered.



Audrin Mathe

EXECUTIVE DIRECTOR



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