



REPUBLIC OF NAMIBIA
MINISTRY OF JUSTICE AND LABOUR RELATIONS
JUSTICE

Tel.: (061) 280-5270
E-mail: Toini.Msati@mojlr.gov.na
Enquiries: **Ms. Toini Msati**

Private Bag 13302
Windhoek

01 September 2026

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

EXTERNAL VACANCIES

The Ministry hereby invites all interested internal and suitably qualified staff members to apply for the following vacancies:

DIRECTORATE: PUBLIC PROSECUTIONS

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

About the role:

As a Chief Legal Clerk, you will assist the Prosecutor General's office to make the best use of her time by providing effective and efficient administrative and secretarial support. You will work closely with the Prosecutor General in support of issues that require specific follow up and handle various activities as assigned by Prosecutor General or Deputy Prosecutor General.

Minimum requirements:

- An appropriate National Diploma or equivalent qualification at NQF level 6 in the field of Secretariat & Office Administration, Business Management/Administration, Public Management, Commerce or Criminal Justice plus three (3) years' experience on an administrative role preferably in a legal environment.

All official correspondence must be addressed to the Executive Director



Key accountabilities:

- Supervise administrative staff and manage daily office operations
- Oversee criminal case file management and court scheduling
- Coordinate with Namibian Police Force, courts, and prosecutors
- Ensure timely preparation and submission of legal documents
- Maintain accurate and confidential case records
- Monitor case progress and support prosecution processes
- Prepare reports on workload, case flow, and office performance
- Ensure compliance with public service regulations and legal procedures
- Performs any other functions as maybe assigned by the Prosecutor General or any authorized person.

Address enquiries to: Ms. Sara Simon, Tel: 061-280 5268 or Ms. Toini Msati, Tel: 061-280 5270.

Job Title	: Senior Legal Clerk Grade 10
Number of posts	: Two (2)
Duty Station	: Windhoek
Salary Scale	: N\$ 167 481 – N\$ 200 878 per annum
Housing Allowance	: N\$ 11 616 per annum
Motor vehicle Allowance	: N\$ 8 760 per annum

Minimum requirements:

- A grade 12 with a minimum of 20 points in five (5) subjects (or equivalent). Certificate on NQF Level 3 plus 3 years' experience in an administrative role preferably in a legal environment; or
- An appropriate National Diploma or equivalent qualification at NQF level 6 in the field of Secretariat & Office Administration, Business Management/Administration, Public Management, Commerce or Criminal Justice plus one (1) year experience on an administrative role preferably in a legal environment.
- Service orientation, oral communication skills, teamwork & collaboration, result driven, problem-solving skills and continual learning;
- Ability to work with minimum supervision, discreetly, reliable and trustworthy;

Key responsibilities:

- Ensure efficient filing of dockets and all other evidentiary and/or research materials;
- Ensure smooth running and add value to populating the Case Management System in real time;
- Keep and maintain the Environmental Crimes Data Base which must be readily available upon the request of the Prosecutor General.

Address enquiries to: Ms. Petrina Mweya, Tel: 061-280 5263 or Ms. Toini Msati, Tel: 061-280 5270.

Job Title	: Private Secretary Grade 9
Number of Posts	: Three (3)
Duty Stations	: Windhoek
Salary Scale	: N\$ 204 977 – N\$ 245 851 per annum
Transport Allowance	: N\$ 10 512 per annum
Housing Allowance	: N\$ 17 424 per annum

About the role:

As a Private Secretary, you will assist the office of the Prosecutor General to make the best use of their times by providing effective and efficient administrative and secretarial support. You will work closely with the Prosecutor General or Deputy Prosecutor-General (Chief Legal Officer) in support of issues that require specific follow-up and handle various activities as assigned by the Prosecutor General or an authorised person by the Prosecutor General.

Minimum requirements:

- An appropriate National Diploma in Secretarial, Office Management and Technology, Office Administration, Business and Information Administration or equivalent qualification on NQF Level 6.
- Executive Secretarial Management Certificate will be an added advantage.

Key responsibilities:

- Type and draft official letters and other correspondences;
- Coordinating and managing the calendar of the supervisor;
- 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 where required;
- 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 Prosecutor General or any authorized person.

Address enquiries to: Mr Simeon Haifo, Tel: 061-280 5268 or Ms. Petrina Mweya, Tel: 061-280 5263 or Ms. Toini Msati, Tel: 061-280 5243

Number of Posts:	Twenty-Four (24)
Salary Scale:	N\$ 291 128 – 347 926 per annum
Housing Allowance:	N\$ 17 424 per annum
Transport Allowance:	N\$ 10 512 per annum
Duty Stations:	To Be Determined by The Prosecutor General

Minimum requirements:

- LLB Degree (or equivalent qualification); OR
- B Juris plus 3 years' experience in criminal litigation;

Additional requirements

- Service orientation, oral communication skills, teamwork & collaboration; result driven, problem-solving skills and continual learning;
- Ability to work with minimum supervision, discreet, reliable and trustworthy;
- Be in possession of a valid Driver's License.
- Be transferable according to the needs of the OPG;
- Attend mandatory induction training for new recruits.

About the role

- As a Prosecutor you will play a crucial role in the fight against crime by representing the state in all criminal matters; and
- Be accountable for the delivery of prosecutorial services and keep the Control Prosecutor, Deputy Prosecutor General informed about progress of all case files. This role will also support the Office of the Prosecutor General's strategic objective of enhancing efficiency in the provision of prosecutorial services.

Key accountabilities:

- Plan and organize work;
- Screen all new and old dockets assigned to you properly;
- Formulate charges for individual cases coming for first appearance;
- Effective Time Management
- Conduct research and prepare for trials;
- Conduct criminal trials;
- Manage good relations with all criminal justice stakeholders;
- Prepare and submit monthly, quarterly and Annual Statistics;
- Travel when required to other courts in the Regions (for relief and or Periodical Courts;
- Support the Office of the Prosecutor General's strategic initiatives;
- Complete and submit timeously Performance Agreements and Quarterly Performance Reviews to your Control Prosecutor and Deputy Prosecutor-General
- Acquaint yourself with the Prosecutor General Directives (PG Circulars, General Minutes and Office Memo's);

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- Perform any other functions as assigned by the, Prosecutor General or any other authorized persons;

Address enquiries to: Mr Simeon Haifo, Tel: 061-280 5268 or Ms. Toini Msati, Tel: 061-280 5243

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

Closing Date: 03 OCTOBER 2026

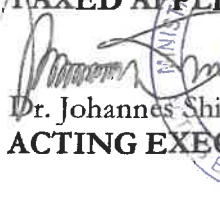
Application procedure: Applications (Form 156043 obtainable at all Government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
Ministry of Justice
Private bag 13302,
Windhoek**

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

**Subdivision: Human Resources
First Floor (01)
Talla's Building, Independence Avenue (old FNB)**

FAXED APPLICATIONS WILL NOT BE CONSIDERED


**Dr. Johannes Shimaneni
ACTING EXECUTIVE DIRECTOR**



All official correspondence must be addressed to the Executive Director





REPUBLIC OF NAMIBIA
MINISTRY OF JUSTICE AND LABOUR RELATIONS

JUSTICE

Tel.: (061) 280-5212
E-mail: Mikael.Malima2@mojlr.gov.na
Enquiries: **Ms. Malima**

Private Bag 13302
Windhoek

Our Ref.: S4/1/1

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 role:

DIRECTORATE: COMMUNITY COURT

Job Title	: Deputy Director Grade 4
Number of Posts	: One (1)
Duty Stations	: Windhoek
Salary Scale	: N\$ 543 055 – 570 914 per annum
Motor Vehicle Allowance	: N\$ 110 917 per annum
Housing Benefit	: N\$ 121 560 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;
- Nine (9) 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.
- 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.

All official correspondence must be addressed to the Executive Director



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: 16 October 2026

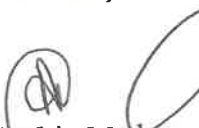
Application (on form 156043 obtainable at all Government Offices) together with a detailed, comprehensive Curriculum Vitae and certified copies of educational qualifications and identity document(s) must be submitted to:

**The Executive Director
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

