

Post designation	:	Chief Legal Officer Grade 4
1xPost	:	Windhoek
Salary	:	N\$517,195 x P – N\$543,728
Housing Allowance	:	N\$121,560 per annum
Motor Vehicle Allowance		
Capital Cost	:	N\$83,106 per annum
Running Cost	:	N\$27,811 per annum

Minimum requirements:

- BA LLB Degree or equivalent qualification on NQF Level 7 in the field of Law;
- Admission as Legal Practitioner in Namibia;
- 6 years' in Legal Advice, Drafting, Constitutional Law, Administrative Law or Parliamentary Procedures, of which at least 4 years should be post admission.

Additional requirements:

- Admission as Legal Practitioner in Namibia (certified copy of the admission order must accompany the application for employment form);
- Above average knowledge of the Constitutional and Administrative Law or Parliamentary Procedures (tested during interviews); and
- Proficiency in Microsoft Office Programs (tested during interviews)
- Candidates in possession of a Master's degree majoring in Constitutional and Administrative Law or Parliamentary Procedures and who are admitted as Legal Practitioners of the High Court shall receive preference.

Main duties and skills required for the job:

- Knowledge and experience in the scope and implementation of legislation guiding the work of the National Assembly Secretariat
- Knowledge and experience in drafting bills and subordinate legislation.
- Research skill and experience with a view to reform policies and laws.
- Strong interpersonal, verbal and written communication skills.
- Able to work independently.
- Scrutinize all legislation, documents and Bills presented to the National Assembly to ensure accuracy, constitutionality and legal legitimacy;
- Review Bills returned by the National Council to the National Assembly and advise on legal disputes and matters arising therefrom;
- Provide legal advice to the Speaker of the National Assembly (including advice on Parliamentary Procedures, practice and any matter related thereto);
- Provide legal advice to the National Assembly in general, including legal issues arising from internal disciplinary actions or labour related disputes;
- Provide legal advice to Parliamentary Standing Committees of the National Assembly as and when needed
- Request legal opinions from the Attorney-General on matters relating to Parliament, the Constitution and Legislative matters in general;
- Responsible for drafting legal opinions and position papers on matters relating to the Office of the Speaker and such topics as are presented to the Hon. Speaker for his attention by the citizenry at large;
- Provide general legal and procedural advice to the Hon. Speaker when addressing the public and during regional visits, on matters concerning Parliament and the people;

- Provide professional and administrative assistance to the Secretary of the National Assembly;
- Perform any other tasks as may be required by the Director, Secretary, and the Speaker of the National Assembly.

Enquiries: Mr. Oscar S. Muyatwa Tel 2889111 x 2507/ HR Practitioners at Tel 2889111 x 2517/2606/2659/2514

All foreign qualifications submitted for the above post must be accompanied by the Namibia Qualifications Authority (NQA) evaluation. Applicants who fail to attach it will not be considered for shortlisting. Applicants **whose probations in their current positions are confirmed (Please attach proof), please note that only shortlisted candidates will be contacted and no personal documents will be returned.**

NB! Application form for employment must be made on the latest revised Application for Employment Number 156043 and Health Questionnaire Form Number 156094 with a provision of current employer under Section C which is obtainable at all government Offices/Ministries/Agencies. Please take note that no any other version will be accepted and failure to complete the correct form or to complete all items on the application form or not attaching the required documents will result in automatic disqualification of the application.

Candidates from outside the Public Service must attach testimonials / certificate of service from former and current employers to proof their experience and current job level. Failure to attach proof of experience and current job level will disqualify the application.

National Assembly is an equal opportunity employer. **Women and people with disabilities meeting the advertisement requirements are encouraged to apply. NB! Fully completed application forms for employment (form 156043 and 156094) together with original certified copies of identification document, qualifications as well as academic records and a comprehensive curriculum vitae should be addressed to:**

**The Secretary of the National Assembly
Private Bag 13323
WINDHOEK**

Attention: Human Resource Office
