



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE AND LABOUR RELATIONS

Tel: (061) 280 5212
Enqr: Mr. Salatiel Munghadi
Email: Salatiel.Munghadi@mojlr.gov.na

Private Bag 13302
Windhoek
Namibia

Our Ref.: 11/S.3/1/1

Vacancy Announcement

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

DIRECTORATE: CIVIL LITIGATION

Post designation:	Government Attorney Grade 2 (Re-advertisement)
Salary scale:	N\$ 600 319 – 637 063 per annum
Motor Vehicle allowance:	N\$ 149 351 per annum
Housing allowance:	N\$ 142 104 per annum
Number of posts:	One (1) Windhoek

In this pivotal role, the incumbent is required to lead the team of legal practitioners who represent the Government of the Republic of Namibia in legal matters. The mandate of the Government Attorney includes conducting and supervising litigation on behalf of Government/State/State-owned enterprises in civil, labour, administrative, constitutional and criminal cases, rendering notarial services, doing debt collection, rendering legal advice and conveyancing services to the Government Offices/Ministries/Agencies and the State-owned enterprises.

All correspondences must be addressed to the Executive Director

Minimum Requirements:

- LLB (NQF Level 8) (or equivalent qualification);
- Admitted Legal Practitioner of the High Court of Namibia;
- Active member of and in good standing with the Law Society of Namibia;
- Minimum of 10 years' litigation experience with at least 5 years at managerial and strategic level;
- Proven leadership and management skills, with relevant experience in supervising legal teams;
- Strong analytical, problem-solving, conflict management and decision-making competencies;
- Experience in specialized areas of law, such as administrative law, constitutional law, and public policy.

Additional Requirements will be added advantage

- A master's degree in law or any other relevant field; leadership and management qualifications/certification; and risk management qualifications/certification.
- Previous experience as a legal representative of Office/Ministries and Agencies, State-owned entities; and/or private practice.

Required Skills and Competencies:

- Excellent communication, people and negotiation skills;
- Sound knowledge of Government policies and regulations;
- Demonstrated ability to handle high-pressure situations; and
- Demonstrate planning and organizational skills.

Job Summary and Key Responsibilities:

- Lead and manage a team of legal practitioners and support staff at a strategic level and be responsible for the overall staff performance and achievement of the strategic objectives and mandate of the Directorate.
- The incumbent must set and communicate the directorate's vision, mission, and goals to ensure effective execution of the mandate and must develop and implement directorate policies, procedures, and standards in line with the mandate of the Directorate

All correspondence must be addressed to the Executive Director

- Provide legal counsel and representation on Government-related matters. Oversee and manage litigation, contracts, regulatory compliance, and negotiations on behalf of Government.
- Collaborate with Government officials, agencies, and external stakeholders on legal matters in which the Government is involved.
- Ensure compliance with all applicable legal and policy frameworks in the execution of the mandate of the Directorate.
- Conduct risk management at a high level and possesses the necessary risk management skills and experience.
- Provides support to the Attorney-General as the principal legal advisor to the President and Government.
- Provide regular report and briefing to the Attorney-General on all matters pertaining to the execution of the mandate of the Directorate.

NB: A mandatory psychometric assessment will be conducted on the shortlisted candidates, and the first three highest scorers of the post after the oral interviews will be subjected to security vetting.

Important Clauses in the submission of an application:

- Applicants must be Namibian Citizens.
- Applicants in designated groups are encouraged to apply.
- Applicants within the Public Service must attach proof of confirmation of probation on the current position to their application form for employment. Applicants applying from outside the Public Service are required to provide a certificate of service or testimonials from previous and current employers to verify their work experience. The applicant who does not attached above-mentioned documents will not be considered.
- Applicants who only partially complete and /or do not sign application forms will not be considered.
- Applicants must attach proof of active membership and good standing certificate with the Law Society of Namibia.
- 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.
- Applications must be made on the latest revised Application for Employment **Number 156043** and Health Questionnaire Form **Number 156094**, which is obtainable at all Government Offices/Ministries/Agencies, and failure to complete the correct form, or

All correspondence must be addressed to the Executive Director

to attach all required documents will result in an automatic disqualification of the application.

- Applicants who submit vague Curriculum Vitae (CV) which do not clearly indicate the years of experience and exact type of working experience and the competencies, will not be considered.
- Please take note that only shortlisted candidates will be contacted and no personal documents will be returned.
- Application for Employment together with a detailed Curriculum Vitae, and originally certified copies of educational qualifications accompanied by transcripts; confirmation of probation letter, testimonials, certificate of service (where necessary) and Identity Document/proof of citizenship must be submitted to the following address:

Applications should be addressed to the following address:

**The Executive Director
Ministry of Justice and Labour Relations
Private Bag 13302
Windhoek**

OR

Or hand delivered at:

**Ministry of Justice and Labour Relations
1st Floor, Tallas Building, Independence Avenue (Opposite Telecom)**

FAXED APPLICATIONS WILL NOT BE CONSIDERED

Address enquiries to: Ms Johanna H Kapembe Tel (061) 280 5270 or Mr Salatiel Munghadi Tel (061) 280 5212.

CLOSING DATE: 22 June 2025



**NGHIDINUA DANIEL
Executive Director
Ministry of Justice and Labour Relations**



All correspondence must be addressed to the Executive Director