



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE AND LABOUR RELATIONS

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Our Ref.: S4/1/1

Private Bag 13302
Windhoek

23 July 2025

EXTERNAL VACANCIES

DIRECTORATE: CIVIL LITIGATION

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|----------------------|---------------------------------|
| 1. Post designation: | Legal Clerk Grade 12 |
| Salary scale: | N\$ 107 753 – 129 240 per annum |
| House Allowance: | N\$ 13 944.00 per annum |
| Transport Allowance: | N\$ 10 512.00 per annum |
| 1 x post: | Windhoek |

Minimum requirements:

A Grade 12 Certificate at NQF Level 3 (or equivalent) qualification

Additional selection requirements:

Any qualification such as Business Administration/Accounting/Finance.

Key Accountabilities:

- Diarise files received from Legal Officers and drawing files on due date;
- Place mail/court documents in file; takes same to Legal Officers handling the case;
- Receive incoming mail and court documents from the receptionist;
- Assist Legal Officers with debt collection;
- Assist at the reception whenever the person performing receptionist duties is not available;
- Register new cases in the relevant register and systems;
- Opening files for new cases and close files on computer when cases are finalised;
- Receive incoming mail and forward to the Government Attorney's secretary for the Government Attorney's attention and action;
- File copies of vouchers and accounts;
- Request payment to creditors from Ministry of Justice & Labour Relations creditors section;

- Receive cash payments and book entries of accounts;
- Record, close files and make entries on the Integrated Case Management System (ICMS);
- Search and access files on E-Justice and;
- Any other additional duties that may be assigned by the Head of Directorate or any other authorised personnel.

2. Post designation:	Administrative Officer Grade 12
Salary scale:	N\$ 107 753 – 129 240 per annum
House Allowance:	N\$ 13 944.00 per annum
Transport Allowance:	N\$ 10 512.00 per annum
1 x post:	Windhoek

Minimum requirements:

A Grade 12 Certificate at NQF Level 3 (or equivalent) qualification

Additional selection requirements:

Any qualification such as Business Management/Administration, Human Resource Development/Management, Accounting/Finance, Records & Archive Management or Office Management at NQF level 5.

Key Accountabilities:

- Receive incoming mail and court documents, registers same in the incoming mail book;
- Conduct searches in the computer registry for reference numbers to determine the name of the legal officer handling the case, in respect of the matters that the Office is already handling;
- Deliver incoming mail and court documents to registry for the legal clerk to distribute the mail;
- Answers the phone and refers calls to appropriate staff members and takes messages;
- Attend to enquires on the behalf of legal officers when required to do so;
- Prepare outgoing mail- sort out mail and place the mail into envelopes;
- If mail is going by courier services, call courier services to come and collect the mail and complete the waybill;
- Ensuring that the photocopy machine is in working order and makes copies;
- Assist with emails communication and distributes circular;
- Search and access to E-Justice;
- Complete and submit Performance Agreements and Quarterly Performance Reviews and;
- Perform any other additional duties/function that may be assigned to you by the Head of Directorate or any other authorised personnel.

Address enquiries to Ms. Johanna Kapembe, Tel: 061-280 5245 or Mr. Salatiel Munghadi, Tel: 061-280 5212

Closing date: 22 August 2025

NB: Statement of results will not be considered. Please note that Grade 12 Certificates are issued within 5 months after the examinations.

Application (on 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. Faxed applications will not be considered. Applicants with foreign qualification must attach proof of evaluation of such qualifications from Namibia Qualifications Authority (NQA).

Please note: Only Shortlisted candidates will be contacted.

Applications can be forwarded to: The Executive Director
Ministry of Justice and Labour Relations
Private Bag 13302
Windhoek

Or hand delivered at: Human Resource Office, 1st floor
Ministry of Justice and Labour Relations
Talla Building (Old FNB Main Branch)
Independence Avenue


NGHIDINUA DANIEL
EXECUTIVE DIRECTOR

