

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL SERVICES DIRECTORATE: SUPREME & HIGH COURTS HIGH COURTS WINDHOEK

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| Post designation | : | Control Legal Clerk Grade 6 |
| 1xPost | : | High Court Windhoek |
| Scale of salary | : | N\$354,883 – N\$424, 119 |
| Housing Allowance | : | N\$ 17, 424 per annum |
| Transport Allowance | : | N\$ 10, 512 per annum |

Minimum requirements: An appropriate National Diploma in Accounting, Financial Administration/ Management or Business Administration/ Management on NQF Level 6 or equivalent qualification plus **Seven (7)** years' experience in quasi-judicial functions and court administration at the High Court, a Magistrate's Office or a combination of the two.

Additional requirement: Applicants within the Public Service must be at a level of Chief legal Grade 8 and probation must be confirmed at the date of advert.

Key performance areas:

- Heading and supervising various sub-divisions in the High Court;
- Liaising with various stakeholders regarding the functions performed by the various sub-divisions;
- Perform administrative functions to ensure the smooth running of the Court;
- Conduct in-service training of all staff at the High Court in accordance with the High Court Act, High Court Rules and Practice Directions, Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc.;
- Exercise control and manage the interpreters in the High Court;
- Exercise control over case records as well as the Archives in accordance with the relevant laws;
- Exercise control over all criminal exhibits handed in with the court during proceedings;
- Exercise control over, checking and managing of court registers in terms of the applicable legislation and policies;
- Exercise control over all financial transactions performed by the High Court;
- Verification of invoices received for purpose of payment;
- Ensure the submission of monthly expenditure cash account to Division Financial Management of the Office of the Judiciary,
- Ensure that payment vouchers are submitted on a monthly basis to the Deputy Registrar, High Court;
- Ensure that the recommendations made in the Financial inspections are implemented by the heads of administration;

- Provide assistance to the Assistant Registrars, the Clerks of Court and the staff members in general;
- Execute the administrative duties as prescribed in the codified and Treasury Instructions and other relevant legal instruments;
- Oversee the implementation of performance management system at the High Court;
- Conduct interviews, to recruit staff for promotion and appointment;
- Launch investigation in terms of misconduct of reported/detected/suspected cases of irregularities and misconduct;
- Facilitate the implementation and achievement of the strategic objectives as outlined in the strategic plan and annual plan of the Directorate: Supreme and High Courts;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to prioritize and manage work effectively and efficiently

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| Post designation | : | Interpreter Grade 12 |
| 1xPost | : | High Court Windhoek |
| Scale of salary | : | N\$ 107,753 –N\$129, 240 |
| Housing Allowance | : | N\$ 13, 944.00 per annum |
| Transport Allowance | : | N\$ 10,512.00 per annum |

Language requirements:

- English and Afrikaans plus either Otjiherero or Rukwangali
- Mandarin will serve as an added advantage

Minimum requirements: A Grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages indicated above; and

Additional requirements: Two (2) years appropriate experience as a Court Interpreter

Key performance areas:

- Operational level with interpreting of any case which call for the exact oral interpretation of a conversation from one language to the official language and

vice versa taking into consideration the background, custom and gesture of parties involved;

- Making sure that the exact meaning of the conversation is communicated;
- Performance of clerical duties e.g. enrolment of court cases and filing court records;
- Advanced operational level with the verbal interpreting of cases in a court of law and/or other legal and semi-legal procedures;
- The evaluation of interpretations and granting of assistance and training; and
- Performing any other administrative duties as assigned by the supervisor

DIRECTORATE: SUPREME AND HIGH COURTS

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| Post designation | : | Senior Cleaner Grade 14 |
| 1xPost | : | Supreme Court Windhoek |
| 1xPost | : | High Court Windhoek |
| Scale of salary | : | N\$ 63, 522 –N\$ 80, 439 |
| Housing Allowance | : | N\$ 11,616 per annum |
| Housing allowance | : | N\$ 101, 512 per annum |

Minimum requirements: None

Additional requirements:

- Preference will be given to candidates with a Grade 10 (or equivalent) Certificate on NQF Level 2 with minimum 24 points in seven subjects and D symbol in English; and;
- Candidates must have at least five (5) years cleaning experience and must be able to communicate properly in the official language (speak, read and write English).

Key accountability:

- Supervision of all cleaners and ensuring that cleaning duties are carried out effectively and according to the required standards.
- Ensuring the cleanliness of court buildings, offices, courtrooms and surrounding areas at all times.
- Coordinating and monitoring cleaning activities to maintain proper hygiene and cleanliness standards throughout the premises.
- Maintaining strict confidentiality while performing duties within court premises.
- Identifying and reporting cleanliness or maintenance issues to the relevant authorities for timely attention.
- Performing any other duties assigned by the supervisor or other authorised personnel.

DIRECTORATE: LOWER COURTS

DIVISION: COURTS ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK

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| Post designation | : | Control Legal Clerk Grade 6 |
| 1xPost | : | Magistrate's Office Windhoek (Traffic Court) |

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| 1xPost | : | Magistrate's Office Oshakati |
| Scale of salary | : | N\$354,883– N\$424, 119 |
| Housing Allowance | : | N\$ 17, 424 per annum |
| Transport Allowance | : | N\$ 10, 512 per annum |

Minimum requirements: An appropriate National Diploma in Accounting, Business Administration/ Management, Public Management/Administration or Human Resource Management on NQF Level 6 or equivalent qualification plus **Seven (7)** years' experience in quasi-judicial functions and court administration at Magistrate's Offices.

Additional requirement: Applicants within the Public Service must be at a level of Chief legal Grade 8.

Key performance areas:

- Overall management and control of heads of administration at the Magistrate's Offices in the Subdivision;
- Train heads of administration and administrative staff at the Magistrate's Offices in the Subdivision;
- Execute the administrative duties as prescribed in the codifies and Treasury Instructions and other relevant legal instruments;
- Oversee the implementation of performance management system at all Magistrate's Offices in the Subdivision;
- Conduct in-service training of all heads of administration at the Magistrate's Offices in the subdivision;
- Ensure daily Checking of all registers and reconciliation by the heads of administration;
- Ensure the submission of monthly expenditure cash account to Division Financial Management of Office of the Judiciary,
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Court;
- Ensure that the recommendations made in the Financial inspections is implemented by the heads of administration;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc.;
- Conduct interviews, to recruit staff for promotion and appointment;
- Launch investigation in terms of misconduct of reported/ detected/ suspected cases of irregularities and misconducts;
- Facilitate the implementation and achievement of the strategic objectives as outlined in the strategic plan and annual plan of the Directorate Lower Courts
- Perform quasi- judicial functions;
- Ensure the provision of training on NAMCIS to newly appointed staff members;
- Report maintenance and renovation needs of court facilities and assigned houses;

- Ensure the submission of vehicle log summary reports by the heads of administration to the Deputy Director: General Service on a monthly basis;
- Facilitate the appointment of relief Clerk in the subdivision;
- Facilitate the appointment of occasional interpreters in the subdivision;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

DIRECTORATE: LOWER COURTS
DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK, KEETMANSHOOP & OTJIWARONGO, RUNDU AND OSHAKATI

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| Post designation | : | Chief Legal Clerk Grade 8 |
| 1xPost advertisement) | : | Magistrate's Office Keetmanshoop (Re- |
| 1xPost | : | Magistrate's Office Luderitz |
| 1xPost | : | Magistrate's Office Okahao |
| 1xPost | : | Magistrate's Office Aranos |
| 1xPost | : | Magistrate's Office Gobabis |
| 1xPost | : | Lower Court, Windhoek, Head Office |
| 1xPost | : | Magistrate's Office Ohangwena |
| 1xPost | : | Magistrate's Office Rehoboth |
| 1xPost | : | Magistrate's Office Omuthiya |
| 1x Post | : | Magistrate's Office Rundu |
| 1x Post | : | Magistrate's Office Nkurenkuru |
| Scale of salary | : | N\$ 238, 825 – N\$ 285, 420 |
| Housing Allowance | : | N\$ 17, 424 per annum |
| Transport Allowance | : | N\$ 10, 512 per annum |

Minimum Requirements: An appropriate National Diploma in **Law, Accounting, Business Administration, or Public Management/Administration or Human Resource Management** on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in court administration. **Applicant must be at a level of Senior Legal Clerk Grade 10.**

Additional requirement: Preference will be given to candidate with extensive knowledge and experience in quasi-judicial functions and court administration at Magistrate's Offices;

Key performance areas:

- Daily Checking of financial transactions;
- Perform quasi- judicial functions;
- Receive state revenue in respect of bail, court fines and traffic fines;
- Perform administrative duties as prescribed in the codified and Treasury Instruction and other relevant legal instruments;
- Reconcile the monthly electronic cashbook and cash account and submitting it to Division Financial Management of Office of the Judiciary and Treasury at the Ministry of Finance;
- Reconcile MDSA (Magistrate's Deposit Suspense Account) On a monthly basis;
- Submit monthly expenditure cash account for commercial bank account to Division Financial Management of Office of the Judiciary;
- Ensure that payment vouchers are submitted on a monthly basis to the Director Lower Court;
- Provision of advice to all staff members in accordance with the Codified Instructions, Treasury Instructions, State Finance Act, National Archive Act etc;
- Perform bookkeeping functions;
- Balance/Reconcile revenue accounts/ registered;
- Compile and submit monthly reports in respect of revenue returns;
- Assess the performance agreements of junior staff members;
- Supervise and train staff; and
- Execute any other duties assigned by the supervisor or any other authorised persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently;

DIRECTORATE: LOWER COURTS
DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK & OTJIWARONGO, RUNDU AND OSHAKATI

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| Post designation | : | Senior Legal Clerk Grade 10 |
| 1xPost | : | Magistrate's Office Oranjemund |
| 1xPost | : | Magistrate's Office Khorixas |
| 1xPost | : | Magistrate's Office Ohangwena |
| 1xPost | : | Magistrate's Office Okahao |
| 1xPost | : | Magistrate's Office Omuhiya |
| 1xPost | : | Magistrate's Office Oshakati |
| 1xPost | : | Magistrate's Office Windhoek (J.P Karuaihe) |
| 1xPost | : | Magistrate's Office Windhoek (Mungunda Street) |

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| 1xPost | : | Magistrate's Office Eenhana |
| 1xPost | : | Magistrate's Office Okakarara |
| 1xPost | : | Magistrate's Office Outapi |
| Scale of salary | : | N\$ 159, 216 –N\$ 191, 312 |
| Housing Allowance | : | N\$ 13, 944 per annum |
| Transport Allowance | : | N\$ 10, 512 per annum |

Minimum requirements: A Grade 12 (or Equivalent) certificate on NQF Level 3 plus **3 years' experience** in court administration

Additional requirements:

- An appropriate National Diploma in **Law, Accounting, Business Administration, or Public Management/Administration or Human Resource Management** on NQF Level 6 or equivalent qualification plus **five (5)** years' experience in court administration.
- An appropriate National Diploma on NQF Level 6 in **Paralegal Studies, Accounting, Business Administration, Public Management/Administration or Human Resources Management** will be **added advantage**;
- Candidates must have extensive knowledge and experience in quasi-judicial functions and court administration at Magistrates' Offices.

Key performance areas:

- Supervise and train junior administrative staff;
- Perform quasi-judicial functions;
- Receive State revenue in respect of court fines and traffic fines;
- Receive trust funds such as bail and maintenance monies;
- Perform administrative duties as prescribed in the Codified and Treasury Instructions;
- Domestic Violence Act, Administration of Estates Act and other relevant legal instruments;
- Perform bookkeeping functions;
- Balance/Reconcile the Magistrate's Deposit Suspense Account;
- Compile and submit monthly expenditure cashbook and cash accounts;
- Assess the performance agreements of junior staff members;
- Execute any other duties assigned by the supervisor or any other authorized persons.

Key Competencies:

- Interpersonal Skills;
- Confidentiality;
- Customer service oriented;
- Reliability;
- Innovative;
- Excellent organizing skills to adapt to a changing environment;
- Ability to priorities and manage work effectively and efficiently

DEPARTMENT: JUDICIAL MANAGEMENT
DIRECTORATE: ADMINISTRATION
DIVISION: GENERAL SERVICES

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| Post designation | : | Senior Administrative Officer Grade 10 |
| 1xPost | : | Windhoek |
| Scale of salary | : | N\$159, 216 –N\$ 191,312 |
| Housing allowance | : | N\$13,944 per annum |
| Transport allowance | : | N\$10,512 per annum |

Minimum requirements: An appropriate National Diploma or equivalent qualification (NQF Level 6) plus 1 year appropriate experience **OR** a Grade 12 Certificate (NQF Level 3) plus 3 years appropriate experience

Additional requirements: An appropriate Bachelor's Degree in Records and Archives/Library and Information Science on NQF Level 7; plus Five (5) years' appropriate experience.

Experience and skills:

- Extensive understanding in registry and record management processes
- Sound knowledge of the Archives Act and Archives code, EDRMS and filing system;
- Knowledge of Public Service Staff Rules, other relevant policies and guidelines;
- Proven proficiency in Microsoft Office programmes;
- Time management, planning and organizing skills; and
- Confidentiality.

Key performance areas:

- Supervise and monitor Registry activities;
- Ensure daily collection of mails from Nampost;
- Open & distribute all incoming mails;
- File correspondences according to the File Plan;
- Control the movement of files within and outside of the Office;
- Facilitate the Review of the File Plan and submit for approval by the National Archives;
- Maintain central filing system;
- Preparation of new files;
- Handling of manual and Electronic filing processes;
- Responsible for destruction of files;
- Facilitate the preparation of meetings and minutes taking of the proceedings;
- Provide secretariat services to the EDRMS committee and ensure the implementation of Resolution;
- Provide various reports on Registry's matters;
- Prepare performance agreement for Administrative Officer and conduct performance reviews and appraisals in line with PMS;
- Ensure regular update of Registry's recodes and index.

Key Competencies

- Interpersonal Skills;
 - Integrity;
 - Customer service oriented;
 - Reliability;
 - Innovative;
 - Excellent organizing skills;
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DEPARTMENT: JUDICIAL SERVICES

DIRECTORATE: LOWER COURTS

DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK

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| Post designation | : | Senior Interpreter Grade 11 |
| 1xPost | : | Magistrate's Office Walvis Bay |
| 1xPost | : | Magistrate's Office Karibib |
| Scale of salary | : | N\$ 132, 987 –N\$ 159, 505 |
| Housing Allowance | : | N\$ 13,944 per annum |
| Housing allowance | : | N\$ 10, 512 per annum |

Language Requirements:

- English plus Afrikaans and Khoekhoegowab and Oshiwambo and Otjiherero plus any of the following: Oshiwambo or Rukwangari (**Magistrate's Office Walvis Bay**)
- English plus Khoekhoegowab and Afrikaans plus any of the following: Rukwangali or Oshiwambo or Otjiherero (**Magistrate's Office Karibib**)

Minimum requirements: A Grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages indicated above;

Additional requirements: **Five (5) years** appropriate experience as a Court Interpreter

Key performance areas

- Provide interpretation services in the respective Magistrate's Office, or elsewhere when so instructed by –
 - Interpretation in any case which call for the exact oral interpretation of a conversation from one language to the official language and vice versa taking into consideration the background, custom and gesture of parties involved;
 - Making sure that the exact meaning of the conversation is communicated;
 - Verbal interpretation in cases in a court of law, consultation and/or other legal and quasi-judicial procedures.
 - Assist with clerical and administrative duties at the Magistrate's Office;
 - Assist, when called upon, with the management of the interpretation service diary of the court; and
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DIVISION: COURT ADMINISTRATION LOWER COURTS, SUBDIVISION: WINDHOEK & OTJIWARONGO, RUNDU AND OSHAKATI

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| Post designation | : | Interpreter Grade 12 |
| 1xPost | : | Wildlife Court Otjiwarongo |
| 1xPost | : | Magistrate's Office Okahao |
| 1xPost | : | Magistrate's Office Otjinene |
| 1xPost | : | Magistrate's Office Mariental |
| 1xPost | : | Magistrate's Office Grooffontein |
| 1xPost | : | Magistrate's Office Ohangwena |
| 1x Post | : | Magistrate's Office Omuthiya |
| 1x Post | : | Magistrate's Office Nkurenkuru |
| 1x Post | : | Magistrate's Office Otavi |
| 1x Post | : | Magistrate's Office Oshakati |
| Scale of salary | : | N\$ 107, 753 – N\$129, 240 |
| Housing Allowance | : | N\$ 10,512 per annum |
| Housing allowance | : | N\$ 10, 452 per annum |

Language Requirements:

- English plus Khoekhoegowab and Oshiwambo and any of the following: Otjiherero or Afrikaans or Rukwangari **(Wild Court Otjiwarongo)**
- English plus Khoekhoegowab and Oshiwambo any of the following: Otjiherero or Afrikaans or Rukwangari **(Magistrate's Office Mariental)**
- English plus Khoekhoegowab and Oshiwambo any of the following: Otjiherero or Afrikaans or Rukwangari Magistrate's Office **Grooffontein**
- English plus Otjiherero and Afrikaans plus any of the following: Khoekhoegowab and Oshiwambo. Setwana and San language will be an added advantage Magistrate's Office **Otjinene**
- English plus Oshiwambo and Otjiherero plus any of the following: Olungambwe or Olunkumbi or Portuguese **(Magistrate's Office Okahao)**
- English plus Oshiwambo and Portuguese plus any of the following: Ngangela or Chokwe or Otjimbundu or Olunkumbi or Olungambwe **(Magistrate's Office Ohangwena)**
- English plus Oshiwambo and Portuguese plus any of the following: Olungambwe or Olunkumbi **(Magistrate's Office Omuthiya)**
- English and Rukwangali plus Nyemba plus any of the following: Otjiherero or Khoekhoegowab or Oshiwambo **(Windhoek Magistrate's Office Nkurenkuru)**
- English plus Khoekhoegowab and Oshiwambo plus any of the following: Rukwangali or Afrikaans or Otjiherero **(Magistrate's Office Otavi)**
- English plus Oshiwambo and Portuguese plus any of the following: Afrikaans or Khoekhoegowab **(Magistrate's Office Oshakati)**

Minimum requirements: A Grade 12 (or equivalent) Certificate on NQF L3 and be able to speak, read and write English and at least two (2) indigenous languages indicated above;

Additional requirements: **Two (2) years** appropriate experience as a Court Interpreter

Key performance areas

- Provide interpretation services in the respective Magistrate's Office, or elsewhere when so instructed by –
 - Interpretation in any case which call for the exact oral interpretation of a conversation from one language to the official language and vice versa taking into consideration the background, custom and gesture of parties involved;
 - Making sure that the exact meaning of the conversation is communicated;
 - Verbal interpretation in cases in a court of law, consultation and/or other legal and quasi-judicial procedures.
- Assist with clerical and administrative duties at the Magistrate's Office;
- Assist, when called upon, with the management of the interpretation service diary of the court; and
- Perform any other duties assigned by the supervisor or any other authorized person.

APPLICANTS SHOULD NOTE THE FOLLOWING:

- Applicants within the Public Service **must** attach proof of confirmation of probation to their application forms for employment;
- Applicants with foreign qualifications **must** attach proof of evaluation of such qualifications from the Namibia Qualifications Authority (NQA);
- The activities of the Office of the Judiciary are sensitive and of strategic importance, thus candidate must be aware that a security clearance in respect of shortlisted candidates may be required at any time and their co-operation in that regard will be expected;
- Applicants who only partially complete and /or do not sign application forms, or who do not attach originally certified documents such as Identity Documents, Qualifications and CVs will be disqualified. Hence applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable; and
- Please note all documentation **must** be originally certified and **must** be attached to the application form.

Applicants in designated groups especially women and people living with disabilities who are able to perform the required duties are strongly encouraged to apply.

Please further note:

Only Shortlisted candidates will be contacted. No application forms for employment, CVs and other supporting documents shall be returned to the applicants.

The following officials may be contacted at the Human Resources Management Division in the event that further **enquiries** or information is required:

Mesdames: Aletta Emvula, Tel: 061- 435 3554, Caroline Buchane, Tel: 061- 435 3603, Lea NN Shatoolwa, Tel: 061- 435 3605

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

**Office of the Judiciary
Private Bag 13412
WINDHOEK**

OR

**Hand delivered at the Office of the Judiciary, Schönlein Building, Schönlein Street,
Windhoek West.**
