REPUBLIC OF NAMIBIA

OFFICE OF THE JUDICIARY

VACANCY ANNOUNCEMENT

The Office of the Judiciary was created in terms of the Judiciary Act, 2015 (Act 11 of 2015), to give effect to Article 78 (5) of the Constitution of the Republic of Namibia and came into force on 31 December 2015. The Office of the Judiciary provides support to the Judiciary, and as it embarks on this journey, invites applications from dynamic, self-driven and motivated suitably qualified Namibian citizens for the following vacancies:

OFFICE OF THE EXECUTIVE DIRECTOR
DEPARTMENT: JUDICIAL SERVICES
Strategic/Overhead Management
DIRECTORATE: SUPREME AND HIGH COURTS-

1. **Post designation** : Registrar Grade 2
   1x Post : Supreme and High Court, Windhoek
   Scale of salary : N$630 335 – N$ 668 916 per annum
   Housing allowance : N$ 142 104 per annum
   Motor Vehicle Allowance : N$ 149 351 (capital and running cost) per annum

Minimum requirements:

- BA LLB degree on NQF L7 (or equivalent qualification in the field of law) Plus Admission as a Legal Practitioner in Namibia;
- 9 years appropriate experience in Magistrates' Court, High Court, and / or Supreme Court litigation and or court administration in Superior and or Lower Courts in Namibia
- **7 years of the experience needed must be post admission as Legal Practitioner**;

Purpose of the post

- To perform judicial, quasi-judicial and administrative functions laid upon Registrar of the High Court and Supreme Court by Legislation ;
- To perform judicial, quasi-judicial and administrative functions laid upon Registrar of the Labour Court by Legislation;
- To perform judicial, quasi-judicial and administrative functions laid upon Registrar of the Tax Appeals Court by Legislation;
- To perform and/or render any administrative and/or judicial assistance and/or support on behalf of the Judicial Service Commission (in terms of the Regulations made to the Judges' Remuneration Act), the Chief Justice, the Judge President and/or any other judge from either the High or the Supreme Court, whether permanent or in an acting capacity;
- To perform any function laid upon the Sheriff of the High Court or the Sheriff of the Supreme Court, whether by statute or otherwise;
- To plan, implement and monitor Court operations;

- The incumbent of this position will be expected to perform his/ her duties in accordance with directions issued by the Chief Justice, Deputy Chief Justice, Judge President and Deputy Judge President or Executive Director or any authorized person including but not limited to the following:

Key performance areas:

- Compile continuous court roll and mediation roll, Amendment continuous court roll and mediation roll, Update and maintaining continuous court rolls and mediation roll and Compilation of Day rolls;
- Assign court dates, Assign cases to judges, Re-assignment of cases and Monitoring case flow and outcome;
- Advising the Judge President and Deputy Judge President or Executive Director or any authorized person;
- Keep and maintain court statistics, Analyze and report on court performance, Analyze and report on judicial performance, Compilation, verification and publishing of annual report and secure publication of new appointments
- Notification of appointment, salary and appointment benefits to PS & HR
- Notification of appointment to all stakeholders to arrange for vehicle, chambers, support staff etc;
- Record and maintain leave records of judges, Advising JP for purpose of leave approval and upkeep of various records and registers pertaining to judges
- Supervision of Mediation Payments, Conducting mediations, Reporting on Mediation and advising and training of Mediators;
- To secure the smooth running of projects concerning the Superior Courts and ensuring that the electronic system serves the need and oversee various aspects of Capital Projects concerning the courts
- Project Manager of electronic court system and implementation team member of ejustice;
- Maintaining website;
- Maintenance and update of court legislation;
- Execute any other function assigned by Chief Justice, Deputy Chief Justice, Judge President, Deputy Judge President or Executive Director 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;

- 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/vetting 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 letters of confirmation of their probation in their current positions will be disqualified. Hence, applicants must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable.

- Please note all documentation **must** be originally certified and **must** be attached to the application form.

- *Candidacy is **NOT** limited to Public Servants only. **Preference will be given to Namibian Nationals.***

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.

Enquiries:

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

Mesdames Aletta F. Emvula, Caroline Buchane and Lea NN Shatoolwa Tel: 061- 435 3554, Tel: 061- 435 3555, 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.

FAXED APPLICATIONS WILL NOT BE CONSIDERED.

CLOSING DATE: 30 OCTOBER 2026