

## OFFICE OF THE JUDICIARY

**DEPARTMENT: JUDICIAL SERVICES**  
**DIRECTORATE: LOWER COURTS**  
**DIVISION: COURTS ADMINISTRATION LOWER COURTS**  
**SUBDIVISION: WIDHOEK**

<b>Post Designation</b>	:	Senior Legal Clerk Grade 10
<b>1x Post</b>	:	Magistrate's Office Otjinene
<b>Salary Scale</b>	:	N\$151,910 – N\$182,202
<b>Housing Allowance</b>	:	N\$11,616 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum
<b>Remoteness Allowance</b>	:	N\$9,000 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 on NQF Level 6 in 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.

**Enquiries:** Ms. Tangeni Haitula, Tel: 061- 435 3554, Ms. Aletta Emvula, Tel: 061- 435 3603, Mr. Pinehas T. Shivute, Tel: 061- 4353605

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**DEPARTMENT: JUDICIAL MANAGEMENT**  
**DIRECTORATE: ADMINISTRATION**  
**DIVISION: PUBLIC RELATIONS**

<b>Post Designation</b>	:	Public Relations Officer Grade 8
<b>1x Post</b>	:	Windhoek
<b>Salary Scale</b>	:	N\$227,453 – N\$271,828
<b>Housing Allowance</b>	:	N\$14,520 per annum
<b>Transport Allowance</b>	:	N\$8,760 per annum

**Minimum Requirements:** An appropriate B Degree or equivalent qualification on NQF L7.

**Additional Requirements:**

- Preference will be given to candidates with Bachelor Degrees in Journalism, Public Relations and Communication.
- Prior experience with Media or Public Relations will be an added advantage.
- Graphic Design Abilities, Audio Visual Production Skills, Basic knowledge of computer software (Microsoft office), excellent writing, oral presentations, and communication skills will serve as added advantage.
- A valid Driver's License (a certified copy must be attached and license must be at least two (2) years old).

**Key Performance Areas:**

- Draft official statements, press releases or reports for the Office of the Judiciary.
- Coordinate and disseminate relevant information of the Office of the Judiciary to the public and stakeholders.
- Daily Media Monitoring.
- Prepare content for Social Media Platforms.
- Liaise with line Ministries, Offices, Courts or private persons.
- Compile, forward and distribute correspondences of the Office of the Judiciary.
- Promote/ market the image of the office of the Judiciary.
- Coordinate the production of the Office of the Judiciary's Annual Report and Newsletter.
- Updating the Office of the Judiciary's website.
- Assist in the organization Management meetings.
- Interpret procedures and ensure maintenance of the meetings archive for the Office of the Judiciary.
- Carry out any other official duties assigned from time to time.

**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 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 **(Applicant must fully complete the application form including Health Questionnaire. Where it is not applicable, applicant must indicate not applicable)** and /or do not sign application forms, or who do not attach letters of confirmation of their probation in their current positions, as well as not attaching Driver's License where it is applicable will not be considered; 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. Faxed applications will not be considered.**

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.**

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