

OFFICE OF THE JUDICIARY

DEPARTMENT: JUDICIAL MANAGEMENT DIRECTORATE: ADMINISTRATION DIVISION: SECURITY & RISK MANAGEMENT SERVICES

Post designation	:	Security Operation Officer Grade 8
1xPost	:	Windhoek
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 either Criminal Justice, Security Management, Correctional Services, Police Science or Military Science on NQF Level 6 or equivalent qualification.

Additional requirements:

- Two (2) years 'proven experience in Security operations;
- An appointment in this Job Category, irrespective of the functional level, is subject to vetting;
- Completed police, military, Correctional or security management basic training,
- Confirmation of probation is subjected to successful completion of the Advanced Security Awareness Training by the Namibia Central Intelligence Service (NCIS);
- General competencies namely: Results driven, service orientation, problem solving, teamwork, and collaboration, continual learning and oral communication;
- Possession of driver's licence is a prerequisite.

Key accountabilities:

- Assist Chief Security Operation Officer with the implementation of the physical security programs of the Office of the Judiciary by Nampol officers;
- Manage the performance of Security and Assistant Security Officers and execute any other duties assigned by Deputy Director /Chief Security Operation Officer.

DIVISION: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT SUBDIVISION: HUMAN RESOURCE MANAGEMENT

Post designation	:	Human Resource Practitioner Grade 8
1xPost	:	Windhoek
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: A National Diploma majoring in Human Resource on NQF Level 6.

Additional requirements: An appropriate Bachelor's Degree majoring in Human Resources (or equivalent qualification) on NQF Level 7 with 2 years' experience.

Key accountabilities:

- To conduct recruitment and selection processes;
- To administer conditions of service and employee benefits;
- To attend to employee grievances and misconduct;
- To process employee leave records;
- To advise staff members on HR processes and systems;
- To assist line supervisors with performance agreements and assessments;
- To conduct induction of new employees; and
- To execute any other duties assigned by the supervisor or any other authorized person.

**DEPARTMENT: JUDICIAL MANAGEMENT
DIRECTORATE: ADMINISTRATION
DIVISION: INFORMATION TECHNOLOGY**

Post designation	:	Analyst Programmer Grade 9
1xPost	:	Windhoek
Scale of salary	:	N\$ 195, 216 – N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A B-Degree in Information and Technology, Business Computing or Software Development on NQF Level 7 or equivalent qualification plus **one (1) years proven experience** in Information and Technology, Business Computing or Software Development.

Additional Requirements:

- Extensive hands-on knowledge of systems implemented as part of Central Government initiative(s);
- A very high level of integrity, flexibility and initiative;
- Proven problem-solving ability ; and
- Valid driver's License with at **least one (1) years** driving experience.

Key Accountability:

- Preference will be given to candidates with programming experience including understanding of data structures, data encoding, operating systems and synchronization techniques;
- Analyze, design, modify, test, and implement new and existing systems to resolve problems based on the requirements of the office;
- Good knowledge of the SDLC processes and methodologies;
- Strong proficiency in programming languages such as Java, C#, or Python;
- Control and manage relational database management systems (e.g. SQL, NoSQL) and proficiency in MySQL and PostgreSQL;

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- Familiarity with content management systems such as Wordpress, or Joomla
- Design and maintain various websites, portals, and PWA's using web development technologies such as Angular, Nestjs Frameworks, and Laravel;
- Proficiency in building Frontend and Backend API Components in conjunction with the MVC design pattern;
- Familiarity with version control systems and other project management technics and collaboration;
- Skills in web design and development with expertise in JavaScript, JWT, and PHP
- Providing front-line support to end users regarding systems;
- Demonstrate problem-solving abilities in technical environments;
- Support the functions of the Senior Analyst Programmer and Chief System Administrator; and
- Execute any other duties assigned by the Deputy Director or any other authorized person.

Post designation	:	Chief Computer Technician Grade 9
1xPost	:	Windhoek
Scale of salary	:	N\$ 195, 216 – N\$ 234, 144
Housing Allowance	:	N\$ 13, 944 per annum
Transport Allowance	:	N\$ 10, 512 per annum

Minimum Requirements: A National Diploma or equivalent qualification in Information Technology on NQF Level 6 with **one (1) years proven experience** in Information Technology.

Additional Requirements:

- Basic knowledge of video conferencing;
- Valid driver's license with at least **one (1) years** driving experience.

Key Accountability:

- Ensure day to day smooth running of IT Help Desk;
- Supervise all Computer Technicians and ensure that work is completed on time and correctly;
- Provide User support on a daily basis as per calls logged with helpdesk;
- Ensure the implementation of performance management system for Technicians
- Join computers to the network and ensuring that they are in good working condition;
- Develop audit test programs to check compliance; Install all system applications and ensuring that the latest updates are made available to the users;
- Installing of computers, connect computers in a network and sets up peripheral equipment, hardware components and allied devices;
- Attend to ad hoc daily user support via telephone or in person;
- Check performance-related issues and network support problems, respond to complaints and queries;
- Provides technical advice, and solve employees' technical problems by phone or in person;
- Maintain IT Asset Register;

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- Keep records of maintenance work and repairs;
- Train users on new software packages and systems;
- Initiate and facilitate IT related procurement needs
- Install and configure computers and internet security software, and troubleshoot helpdesk and internet connectivity issues;
- Fix and repair computers, printers and other hardware; and
- Audio/Video systems administration and troubleshooting.
- Execute any other duties assigned by the Deputy Director 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:

Enquiries: Mesdames Aletta F. Emvula, Tel: 061- 435 3603, Lea NN Shatoolwa, Tel: 061- 435 3605, Rosalia Hangula Tel: 061 435 3577, Fredrika Shipatuleni Tel: 061 435 3576

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