

# CURRICULUM VITAE

## KEMANYA NDAPEWA AMKONGO

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### PERSONAL INFORMATION:

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National ID: 87112400104  
Nationality: Namibian  
Driving Licence Code: B

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### OBJECTIVE AND SUMMARY:

I am an admitted Legal Practitioner and member of the Law Society of Namibia, holding an LLM from the University of Birmingham (United Kingdom) in International Law and Human Rights, a Bachelor of Laws (LLB) (Honours) and a Baccalaureus Juris (B-Juris) from the University of Namibia. As a Senior Legal Officer (Judge's Research Assistant) and an accredited High Court mediator, I possess critical thinking and problem-solving skills which I apply daily to my role as an assistant researcher at the Supreme Court of Namibia. With experience at the High Court of Namibia, private law firm and the UNAM Legal Aid Clinic, I have honed my monitoring and evaluation skills, exceptional interpersonal communication skills, organisational, analytical and deductive reasoning abilities. I am eagerly anticipating the opportunity to take on a new professional challenge and bring my skills to contribute effectively to your team.

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### WORK EXPERIENCE:

#### 1. Senior Legal Officer (Grade 5) (17 September 2012 – up to date)

##### Office of the Judiciary, Directorate of the Supreme and High Courts, Windhoek

- Core responsibilities are: assisting Judges with research on various court cases, preparing bench memoranda with respects to pleadings and depositions, attend to court proceedings/hearings, proofreading of judgments and court orders, verifying legal citations for accuracy and assist with any other court functions.
- Conducting court connected mediation.
- Assisted with the implementation of new High Court Rules in 2014.
- Assisted with the implementation of electronic justice system (e-justice) at the High Court in 2016.
- Currently assisting with the implementation of the e-justice system at the Supreme Court.
- Perform the duties of an Assistant Registrar:
  - Issuing of court processes such as case management notices in terms of the High Court Rules;
  - Accepting and registering appeal cases in terms of the Supreme Court Rules, monitor the life of the case and flag those appeal files that have lapsed or withdrawn, and;
  - Correspond with legal practitioners on the statuses of their files, prepare files that are ready for set down/hearing;
- Perform middle management supervisory and administrative functions.
- Performance of other functions that may be delegated to me by my supervisors: Currently serving on the Office of the Judiciary's Bid Evaluation Committee.

**2. Candidate Legal Practitioner (16 January 2012 – 14 September 2012)**

**Nakamhela Attorneys, Windhoek**

As a requirement to be an admitted legal practitioner and in terms of the Legal Practitioners Act 15 of 1995 as amended, I underwent a practical training period with a seasoned legal practitioner of the High Court.

**3. Assistant Legal Office Administrator (5 April – 24 June 2011)**

**UNAM Legal Aid Clinic, Windhoek**

The UNAM Legal Aid Clinic is a facility set up to offer legal advice and assistance to people on a *pro bono* basis. There are no legal fees charged to the clients assisted and is it a way for the Law Faculty to assist members of the society who are unable to afford private legal representation.

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**EDUCATION:**

**PROGRAMME:**

**INSTITUTION:**

**Programme in South African Insolvency Law and Practice**

**The South African Restructuring and Insolvency Practitioners Association NPC (SARIPA)  
(2023)**

**LLM International Law:  
Crime, Justice and Human Rights**

**University of Birmingham  
(2016 – 2017)**

**New Manager's Development Programme  
(Africa)**

**University of Stellenbosch  
(2014 – 2015)**

**Justice Training for Candidate  
Legal Practitioners (JTC)**

**University of Namibia  
(2011 – 2012)**

**Bachelor of Laws (Honours)**

**University of Namibia  
(2009 – 2010)**

**Baccalaureus Juris (B.Juris)**

**University of Namibia  
(2006 – 2008)**

**Cambridge H/IGSCE School Leaving Certificates**

**Mweshipandeka SSS  
(2001 – 2005)**

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**ACHIEVEMENTS:**

British Foreign and Commonwealth Office Chevening Scholarship recipient (2016/2017)

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**SKILLS & EXPERIENCE:**

- Research and Training
- Litigation

- Legal Writing and Drafting
- Mediation, Negotiation and Alternative Dispute Resolution (ADR)
- Legal Compliance and Risk Assessment
- Ethical Standards and Professional Conduct
- Case Management, Analysis and Strategy Development
- Client Counselling and Relationship Management
- Team Collaboration and Leadership (office administration, clerical work and supervisory functions)
- Computer proficiency (Word, Excel (beginners), Power Point, e-mail & Internet)

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## REFERENCES:

### 1. Ms. Neli Tjahikika

Director: Law Society of Namibia  
 (Former Deputy Registrar: Supreme Court of Namibia & Deputy Government Attorney)  
 Office No: +264 61 281 2901  
 Cell No.: +264 81 354 6790  
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 Windhoek, Namibia

### 2. Mr. Justice David Smuts

Judge of Appeal at the Supreme Court of Namibia  
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 Office No: +264 61 279 902  
 E-mail: [dfsmuts@gmail.com](mailto:dfsmuts@gmail.com)  
 Windhoek, Namibia

### 3. Mr. Udaneka Nakamhela

Principal and Legal Practitioner of the High Court  
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 Nakamhela Attorneys  
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### 4. Ms Rosalia Hangula

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