

CURRICULUM VITAE

KEMANYA NDAPEWA AMKONGO

PERSONAL INFORMATION:

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OBJECTIVE AND SUMMARY:

I am an admitted Legal Practitioner, a member of the Law Society of Namibia, and an accredited High Court mediator. I hold an LLM from the University of Birmingham (United Kingdom), specialising in International Law and Human Rights. I also hold a Bachelor of Laws (LLB) (Honours) and a Baccalaureus Juris (B-Juris) from the University of Namibia. I am employed as a Senior Legal Officer (research assistant) at the Supreme Court of Namibia. I have also served in the same capacity at the High Court of Namibia. Before joining the High Court, I was attached as a candidate legal practitioner at Nakamhela Attorneys, where I was exposed to various areas of the law including Environmental Law, Administration of Estates and Wills, Commercial Law, Criminal and Civil Procedure. I am fluent in English and eager for a new challenge.

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cases in terms of the Supreme Court Rules, monitor the life of the case and flag those appeal files that have lapsed or withdrawn, and;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.

EDUCATION:

LLM International Law: Crime, Justice and Human Rights	University of Birmingham (2016 - 2017)
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 Certificate	Mweshipandeka SSS 2001 - 2005

ACHIEVEMENTS:

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

SKILLS & EXPERIENCE:

Research and training
Litigious work
Mediation
Networking
Office administration, clerical work and supervisory functions
Computer proficiency (Word, Excel (beginners), Power Point, e-mail & Internet)

REFERENCES:

- 1. Ms. Neli Tjahikika**
Director: Law Society of Namibia
(Former Deputy Registrar: Supreme Court of Namibia & Deputy Government Attorney)
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- 2. Mr. Justice David Smuts**
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- 3. Mr. Udaneka Nakamhela**
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