

SYLVIA TRACEY MAANDERO KAHENGOMBE

PROFILE

An open-minded, friendly and hard-working individual with the ability to work well both independently and in a team. Has boldness and vision to initiate new ideas and implement innovative approaches through strategic direction. Enjoy meeting new challenges and seeing them through to completion whilst remaining calm and humorous under pressure. Has excellent communication skills underpinned by an enthusiastic and proactive approach. With great leadership ability.

PERSONAL INFORMATION

Postal Address:	P. O Box 7607, Katutura, Windhoek	Nationality:	Namibian
Health:	Excellent	Identity Number:	81072210061
Residential Address:	Erf. 1002, Koigab Street Cimbebasia	Email:	stmkahengombe@gmail.com
Marital Status:	Married	Driving license:	Code B 500100009CWN
Sex:	Female	Passport Number:	P0381792
Telephone:	(+264) 81 2730743	Date of Birth:	22 July 1981

VARIOUS PROFICIENCY

English: Excellent (Speak Write and Read)

Afrikaans: Good (Speak Write and Read)

Otjiherero: Excellent(Speak, Write, Read)

EMPLOYMENT HISTORY

Name of Employer: Mbaeva & Associates
Position: Candidate Legal Practitioner
Year: March 2013 until May 2014
Main duties: Civil and Criminal litigation, including but not limited to drafting legal documents such as pleadings and summonses, drafting legal opinions, bail applications, Arbitration and Conciliation hearings, maintenance and domestic violence matters, representation of clients at Magistrate Court.

Name of Employer: Nambahu & Associates
Position: Assistant Attorney
Year: May 2014 until May 2015
Main duties: Civil and Criminal litigation, including but not limited to drafting legal documents such as pleadings and summonses, drafting legal opinions, bail applications, Arbitration and Conciliation hearings, maintenance and domestic violence matters, representation of clients at Magistrate Court and High Court, Drafting of Contracts for clients

Name of Employer: Ministry of Justice – Office of the Attorney General
Directorate: Government Attorney (Civil Litigation)
Position: Senior Legal Officer
Year: 1 June 2015 to date
Main duties: Represent and render legal advice Government (Ministry's/Offices/Agencies) and Treasury in all civil disputes, litigation, and certain criminal matters. Collect debt on behalf of Government. Attend to labour litigation. Execute any other duties assigned by the Government Attorney or an authorised person on behalf of Ministry's/Offices/Agencies) of Government.

PRACTICAL TRAINING

Name of Employer:	Advocate Charmaine Van der Westhuizen
Directorate:	Society of Advocates: Namlex Chamber
Position:	Pupillage
Year:	April 2017 until September 2017
Main duties:	Consultation with clients, drafting of pleadings, drafting of legal opinions, research on different aspects of law etc

EDUCATION/QUALIFICATIONS

Tertiary Education:

- Justice Training Centre (JTC)
Legal Practitioners Qualification Exam
Year: 2014
- University of Namibia (Unam)
Faculty of Law
Study: Bachelor of Laws (LL B Degree)
(Honours)
Year: 2011-2012
Obtained 26 April 2013: Bachelor of Laws (LL B Degree) (Honours)
- University of Namibia (Unam)
Faculty of Law
Baccalaureus Juris Degree (B-Juris Degree)
Year: 2008-2010
Obtained 13 May 2011: Baccalaureus Juris Degree (B-Juris Degree)
- Polytechnic of Namibia
Faculty of Natural Resource Management
Study: Diploma in Natural Resource Management
Year: 2001 until 2004
Obtained: 09 April 2005: National Diploma Natural Resource Management (Nature Conservation)

High School Education:

- Okakarara Secondary School
Highest Grade Passed: Grade 12
Year: 1999
- Subjects: English, History, Geography, Natural Science Economics, Development Studies, Biology

Primary School Education:

- Ongombombonde Primary School

ACHIEVEMENTS, CERTIFICATES AND AWARDS OBTAINED

ACHIEVEMENTS

2016

- ✓ Right of Audience in the Supreme Court of Namibia

2014

- ✓ Admitted Legal Practitioner of the High Court of Namibia
- ✓ Member of the Law Society of Namibia

CERTIFICATES

2017

- ✓ Certificate of Appointment as Conciliator and Arbitrator
- ✓ Certificate of attending a two day short course on Basic Adjudication and Trial Advocacy from 19-20 October 2017

2016

- ✓ Certificate for satisfactorily attending a course in Conveyancing Practice from 26 – 29 July 2016

- ✓ Certificate of achievement for successfully completing a four-week Business English for Professional Women Seminar sponsored by the U.S Embassy in Namibia.

2014

- ✓ Certificate for passing all the papers of the Legal Practitioners Qualifying Examination
- ✓ Certificate issued by the Board for Legal Education in terms of Section 5(2) (a) (ii) of the Legal Practitioners Act No. 15 of 1995

INTERESTS AND ACTIVITIES

I enjoy exercising and taking care of my health. I enjoy working with computers and listening to all types of music. I have a profound interest in learning new things, researching, reading, and writing.

RELEVANT SKILLS

Computer literacy - Have proficient knowledge of Windows 95/98/NT/2000/XP/Vista, Microsoft Office, i.e Microsoft Excel, Microsoft PowerPoint, and Microsoft internet explorer. I have extensive experience of Microsoft Word. Able to type 30 -35 words per minute. I am confident in the application of the internet for research purposes and a proficient user of e-mail.

Communication - Oral communication is excellent as proven by the mark that I got for my English oral. I am a good communicator and most importantly I enjoy working with people.

Willing to learn - I'm a self-motivated person and working with others

Initiative and pro-activity - I'm a resourceful, flexible, self-starter, self-reliant, and self-disciplined individual.

REFERENCES

Mr. Christian Nambahu
Admitted Legal Practitioners of the High Court of Namibia
Nambahu & Associates
Tel: +264 811482927

Professor S. Amoo
Director of Justice Training Centre, Lecturer at Unam
Tel: +264 81 337 1752
Email: skamoo@unam.na

Adv. M. Asino
Government Attorney (Civil Litigation)
Tel: +264 61 281 2451
Cell: +264 81 127 6237
Email: ileka.matti@gmail.com
Matti.Asino@ag.gov.na

Adv. Jabulani Ncube
Deputy Government Attorney
Tel: +264 61 2812451/2206
Cell: +264 813283116/+264 81 1434517