



We provide the destinations of choice for tourism in Africa

EXTERNAL VACANCY

Namibia Wildlife Resorts Limited (NWR) is a public enterprise established through an Act of Parliament, the Namibia Wildlife Resorts Company Act, 1998 (No. 3 of 1998), with the mandate to manage tourism facilities within the protected areas and national parks.

Job Title: Company Secretary and Legal Advisor

Duty Station: Head Office

Primary Purpose of this Position

The purpose of this job is to advise the Board of Directors on corporate governance matters, provide logistical support including minute-taking for the Board and its Committees, and coordinate legal advice and litigation processes for both the Board and the company. Additionally, to ensure the company's compliance with legal and regulatory requirements and support the Board in fulfilling its governance responsibilities.

Requirements

- A Bachelor of Laws degree (LLB) at NQF level 8.
- Admitted Legal Practitioner
- Master's Degree in Law (LLM) shall be an added advantage.
- Sound technical proficiency in Namibian corporate, commercial, and employment law.
- High level of confidence in communication and interpersonal skills
- High level of personal integrity.
- Leadership and Advisory Skills.
- Talent Management Skills.
- Knowledge of Labour Legislation, Regulations, Policies and Procedures, and Corporate Governance.
- Performance Management Skills.
- Comprehensive understanding of best practices in corporate governance.
- Strategic Planning and Thinking Skills
- Knowledge of Risk Management principles.
- Business Acumen and Financial Management Skills.
- Ability to handle work pressure.
- Knowledge of relevant legal frameworks and regulatory compliance.
- Flexibility and willingness to occasionally travel
- Valid driver's license

+264 61 285 7144 Enquiries: Ms Elsa Porfirio @ EPorfirio@nwr.com.na www.nwr.com.na Private Bag 13378, Windhoek, Namibia

Directors: Ambassador H. /Urib (Chairperson), Dr. B.Tjizumaue (Deputy Chairperson),
C. Coetzee, Dr E.Kavita, S. Januarie, Z.Y.Nambahu, I Awene
Dr M. M. Ngwangwama (Managing Director)
E.Porfirio (Company Secretary)

Minimum Experience Required:

10 years of working experience, of which 5 years should be in a senior leadership role.

Key Performance Areas

- Participates in the strategic planning and execution process of NWR as a full executive team member.
- Cascades and effectively communicate relevant strategic imperatives to operational levels.
- Manages and directs the Department, including overseeing the performance of direct reports.
- Provides a holistic view of the current business environment, the future direction, and the initiatives required to migrate to the desired future environment.
- Oversees the development, review, and implementation of all relevant policies, procedures, and protocols.
- Acts as the custodian of NWR's compliance with statutory requirements about employment practices.
- Implements monitoring and evaluation mechanisms and ensures frequent reporting on progress against objectives.
- Acts as the primary advisor on lawful business conduct, conflict of interest, and corporate planning and strategy development.
- Provides corporate governance advice by coordinating regular reviews and workshops, assisting directors in understanding corporate governance principles.
- Establishes policies and procedures to ensure appropriate accountability for the Board of Directors.
- Advises the Board of Directors on their legal and corporate governance responsibilities.
- Ensures the company complies with the Companies Act and other relevant legislation.
- Offers legal advice and support to the Managing Director, Board of Directors, and senior management on various corporate and commercial issues, ensuring that decisions are legally sound.
- Drafts, reviews, and negotiates contracts, agreements, and other legal documents to protect the company's interests and mitigate risks.
- Manages litigation and dispute resolution processes, coordinating with external legal counsel to represent the company's interests effectively
- Monitors legislative and regulatory changes that could impact the company, advising on necessary actions to maintain compliance and protect the company's legal standing.
- Keeps the Board of Directors informed of their legal responsibilities and ensures that

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both the company and its directors operate within the bounds of the law at all times.

- Maintains all company records and documentation, including the Board Members register, dividend payments, statutory returns, and capital issues. This includes ensuring compliance with relevant legislation and regulations.
- Responsible for the timely submission of financial statements to the Registrar of Companies.
- Organises and manages all logistical arrangements for board meetings, ensuring that all necessary materials are available and the meeting environment is conducive to practical discussion.
- Accurately records the proceedings of meetings, including discussions, decisions, and actions, and distribute minutes to all directors.
- Monitors and advises on implementing the Board's policies and decisions, ensuring they are followed up appropriately.
- Oversees and manages all aspects of NWR's litigation process, ensuring that legal matters are handled efficiently and by company policies.
- Handles the process for all litigated matters and right of recourse claims, ensuring timely and effective resolution of disputes.
- Manages and controls the appointment of external legal counsel for litigation and other legal work, ensuring that legal representation is competent and cost-effective.
- Represents NWR at District Labour Courts, Tribunals, and other relevant forums to safeguard the company's interests and ensure adequate legal representation
- Oversees processes and activities related to employee conditions of service (contracts of employment, working hours and overtime, remuneration, leave, termination of employment).
- Ensures that all litigation processes adhere to relevant legal procedures and regulatory requirements
- Submits the annual department budget to the Managing Director and Board for approval.
- Directs and oversees the proper execution of the department's financial and budget activities in line with the delegations of authority framework to fund operations, maximise investments, and increase efficiency.
- Coordinates with Legal staff and other internal professionals to develop strategies for dealing with relevant issues.

Additional Information

Preference will be given to Namibian citizens and designated persons as prescribed by the Namibian Affirmative Action Act.

For the application to be valid, a submission must be made within the stated deadline and comprise the following:

- A cover letter providing a detailed motivation for the position, signed by the applicant.
- An updated detailed curriculum vitae, including at least two (2) professional references.
- Certified copies of the highest academic qualifications attained.
- Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA), and proof of qualification evaluation should be attached.
- Certified copies of Identity Documents and all other supporting documents.

- Code of Conduct from the Namibian Police not older than six (6) months.

Shortlisted candidates will undergo psychometric testing, and all appointments will be vetted in accordance with NWR Policies.

Scan this code or access the link below to view online applications via the recruitment portal.

<https://foresight.visions.com.na/>

Under the Affirmative Action (Employment) Act 29 of 1998, people from designated groups and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

Only short-listed candidates will be contacted, and no documents will be returned to applicants. Applicants can assume that their application was unsuccessful if not contacted for an interview within two (2) months after the closing date.

CLOSING DATE: 25 September 2024 AT 17:00

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