



## **POSITION: COMPANY SECRETARY**

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Reports to: Managing Director / Board Chairperson  
Department: Office of the Managing Director  
Paterson Job grade: D4

### **Primary purpose of the position**

Provides secretarial services to the Board of Directors and ensures that decisions of the Board of Directors are implemented and communicated to staff members. Provides professional support and advice to the Corporation's Executive Management to ensure efficient administration, with regard to ensuring compliance with corporate governance principles, statutory and regulatory requirements. Provides advise on legal matters to the Board and Management of the corporation as well as drafting and reviewing of contracts.

### **Key Responsibilities**

- **Secretarial Services**
  - Prepares, compiles, reviews and adjusts submission to the Board of Directors in respect of business development summaries and other key information in consultation with relevant executives.
  - Compiles feedback reports on behalf of the Chairpersons of various Board Committees.
  - Administers the Board meetings related activities.
  - Ensures adherence by Chairperson and Board Members to meeting procedures, their organizational and governance obligations and general responsibilities during conduct of meetings.
  - Reviews and verifies correspondence documents and Board minutes in consultation with the Managing Director/Board Chairperson and distributes these to respective Board members.
  - Contributes to meeting discussions and advises members on the legal, governance, accounting and implications of proposed policies and legislations
  - Drafts and verifies correspondence documents, in consultation with the Managing Director / Board Chairperson and distributes these to respective Board members.
  - Completes and submits returns to the statutory bodies, Ministries and other relevant stakeholders.
  - Ensures that the company continues to exist as a legal entity.
  
- **Legal Services**
  - Monitors changes in relevant legislations, the regulatory environment and takes appropriate action.

- Develops and oversees policies and processes that ensure the company complies with all applicable codes in addition to its legal and statutory requirements.
- Takes legal responsibility for the health and safety of employees and manages legal matters related to insurance and property.
- Works on legal matters such as new agreements, reviewing existing agreements, issue necessary documents to meet the requirements of laws.
- Contributes to the establishment of legal guidelines for tenders and reviews all commercial contracts that the company enters to ensure its interest are safely guarded.
- Controls the transparent relationship between company and other Governmental bodies to protect shareholders interest and ensures the full compliance with the law.
- Prepares and reviews all legal documents required for business.
- Provides training on legal issues within the Corporation.
- Provides legal assistance and advice on issues such as commercial contracts, dispute resolutions, agreements, regulatory, employment, and governance.
- Supervises, researches and analyzes implication of case law, legislation, and regulatory matters that affect the company and reports them to the executive management.
- Provides professional, written and oral, legal advice to the Board/EXCO on complex legal and legal policy issues.
- Assists HR on revising employment contracts to facilitate the recruitment or dismissal of employees.
- Advises the Board on their responsibilities and the discharge thereof in accordance with the provisions of the relevant legislations.
- Formulates Board meetings procedures submits to the Board of Directors for approval and advises members on the adherence thereof.
- Provides specialist advice to the Board and EXCO regarding matters of ethics and governance including compliance to relevant statutory provisions.
- Provides support to the Board members by ensuring the smooth and effective operation of the Company.

- **Administration Services**

- Maintains and monitors a calendar of important dates for the Company.
- Disposes old documents as approved by the Board.
- Ensures the accuracy of all Board records and keeps an up-to-date filing system.
- Keeps an attendance register for the Board and Committee meetings.
- Compiles and submits information pertaining to Board members to the Managing Director or other parties (when required).
- Maintains the safe custody of all records of confidential documents including delivering them to relevant authorities when required.
- Maintains custody of legal documents.
- Maintains up to date records of all company policies by:
  - receiving and verifying approved policies against existing ones;

- allocating policy numbers and distributing them to the Executive management;
- updating the policy record.
- Drafts and reviews the Board Charters and Board Committee Terms of Reference.
- Undertakes any other task assigned by the Board, Managing Director and General Managers of the Corporation.
- **Liaison Services**
  - Communicates important Board resolutions to all Board members and Executive management.
  - Acts as a liaising person between the Board and the Managing Director.
  - Liaise with regulators and advisors, such as lawyers and auditors on legal matters.

### **Job Requirements:**

#### **Qualifications**

Bachelor of Law (LLB) or any other equivalent qualification

#### **Experience**

- A minimum of five (5) years practical working experience in Law and Corporate Governance;
- Working knowledge and understanding of company's business;
- Knowledge of statutory and regulatory requirements;
- Knowledge of Insurance Law will be an added advantage.

#### **Competencies**

The core competences required for the position are:

- (i) Legal drafting skills
- (ii) Writing skills
- (iii) Organizational skills
- (iv) Research skills
- (v) Listening skills
- (vi) Planning skills
- (vii) Knowledge of relevant Legislations; and
- (viii) Ability to meet deadlines

Your application should accompany the following:

- a) A short cover letter expressing interest in the position;
- b) A detailed and updated Curriculum Vitae;
- c) Certified copies of your degree(s), Diploma(s) and Certificate(s);

Only Namibian Citizen who meet the above requirements will be contacted/invited for the interview.

**If you are result oriented and possess the required competencies, submit your application to:** [Georgia.Kauapirura@namibre.com](mailto:Georgia.Kauapirura@namibre.com) or hand deliver at: Human Resources, NamibRe Building, cnr Feld & Lazarett Street No 39, Ausspannplatz Windhoek Namibia.

**Closing Date: 15th February 2019**