



VACANCY

POSITION: COMPANY SECRETARY

Report to: Managing Director/Board Chairperson

Department: Office of the Managing Director

Paterson Job grade: D4

Duty station: Windhoek

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. Provide professional support and advice to the Corporation's Executive Management to ensure efficient administration, regarding compliance with corporate governance principles, statutory and regulatory requirements.

Key Responsibilities

1. Secretarial service:

- Prepare, compile, and adjust submissions for the Board of Directors.
- Compile feedback reports for Board committees.
- Administer board meetings to ensure adherence to meeting procedures.
- Review and verify documents.
- Draft correspondence for and on behalf of the Board, complete statutory returns, and ensure the company's legal and operational continuity.

2. Legal Services:

- Monitor changes in legislation and regulations.
- Ensure compliance with codes and legal requirements.
- Handle legal responsibilities for employee health and safety.
- Drafts and reviews insurance documents and contracts and provides legal advice to matters.
- Provide legal support and advice, analyses legal implications, offer guidance to the Board and Executive Committee on legal issues, and support smooth functioning of the company.

3. Administrative services:

- Manage important dates for the company.
- Maintain and organise Board records and documents, track meeting attendance, and handle confidential and legal documents securely.
- Update company policies, drafting Board charters, and fulfill any tasks delegated by the Board, Managing Director, or General Managers of the Corporation.



4. Liaison services:

- Communicate important Board resolutions to the Board members and Executive Management.
- Act as a liaison between the Board and the Managing Director
- Liaise with external stakeholders such regulators, advisors, and other legal experts on legal related matters.

Job Requirements and Experience

- Bachelor of Law (LLB) or any other equivalent qualification.
- A minimum of 5 years practical working experience in law, Corporate Governance, and company secretarial practice.
- An admitted Legal Practitioner of the Namibian High Court as well as a certificate in compliance.
- CIS qualification will be an added advantage.
- Knowledge and/or experience of sale of shares and public listing will be an added advantage.
- Minimum of 5 years' experience at Senior Management level.

Competencies

The core competences required for the position are:

Working knowledge and understanding of the corporate secretarial functions, writing skills, understanding the company's business; knowledge of Insurance Law will be an added advantage.

All applications should be addressed to the General Manager: Corporate Affairs and Strategy, NamibRe, PO Box 716, Windhoek, via email to recruitment@namibre.com. The applications should be accompanied by the following documents:

- A detailed application letter expressing interest in the position.
- A detailed and updated Curriculum Vitae.
- Certified copies of educational qualifications as well as Identity Documents.

NB: Qualifications obtained from non-Namibian institutions must be accompanied by NQA evaluation.

Note: Only short-listed candidates will be contacted.

Only applications submitted via email will be considered.

Enquiries: Enquiries should be addressed to Ms Alina Primus at 061 422 800/alina.primus@namibre.com

Closing date: 5th July 2024