

JOB DESCRIPTION

A. ORGANIZATIONAL INFORMATION	
Job Title	Senior Legal Officer
Reporting to	Company Secretary
Department	Office of the Managing Director
Paterson Grade	C5
Date of Review	2024

B. PRIMARY PURPOSE OF THIS POSITION
To provide overall legal expertise and support on legal issues relating to the functions, structures and activities of the organization and support management on issues pertaining to legal and regulatory framework and monitor compliance with legal and regulatory corporate governance requirements. To oversee the overall Risk and Compliance of the Corporation.

C. KEY PERFORMANCE AREAS
1. Compliance and Regulatory
2. Advisory (Legal)
3. Administrative Support Service
4. Risk

D. JOB SPECIFICATION	
Minimum educational requirements:	LL.B. or any related qualification
Minimum working experience:	Relevant experience in the field of law, compliance and regulatory environment
Training required to achieve proficiency:	Relevant workshop and Seminars
Knowledge requirement	Civil Law, law of contract , company law , domestic legal framework applicable to NamibRe, Risk and Compliance frameworks, Corporate Governance, Sustainability, Corporate Governance
Required competencies:	Knowledge of legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process

E. ORGANIZATIONAL STRUCTURE	
Incumbent's Superior (2 Levels)	
Incumbent's Superior (1 Level)	Managing Director
Incumbent's Job Title	Senior Legal Officer
Incumbent's Subordinates (Level 1)	None
Incumbent's Subordinates (Level 2)	None

F. GENERAL	
Working Conditions:	20% Client Engagement; 80% Office Bound
Degree of Supervision Required:	Low - Expected to work independently and to take own initiative.
Work Pressure:	Moderate
Forward Planning Required:	Ad Hoc with twelve (12) month budget, and input to one (1) to (5) year strategic and operational planning.

G. DESIRED COMPETENCIES	Not Important	Important	Very Important
Integrity			X
Resilience			X
Energy & Drive			X
Interpersonal Skills		X	
Persuasiveness	X		
Planning & Organising			X
Quality Orientation			X
Creativity	X		
Logical & Analytical		X	

H. DESCRIPTION OF KEY PERFORMANCE AREAS (KPA)	
Key Performance Area 1	Key Performance Indicators
Compliance and Regulatory	<p>1.1 In conjunction with Heads of Departments and the Company Secretary, develop, review and roll-out compliance policies and standards.</p> <p>1.2 Objectives of the Corporation is in harmonization of legislation in the region.</p> <p>1.3 Monitor changes to legislation in jurisdictions in the SADC region to ensure that the stated.</p> <p>1.4 Ensure that the Corporation stays abreast of any legislative changes that might have an impact on the Corporation;</p> <p>1.5 Evaluate new laws and regulations and stay abreast of all legislative and regulatory development both locally and globally.</p> <p>1.6 Do research, provide position papers to the Company Secretary to assist the board to comply with applicable regulatory compliance, (statutory, regulatory, and supervisory) requirements</p> <p>1.7 Act as liaison between the Corporation and the Regulator.</p> <p>1.8 Communicate compliance requirements to staff and management</p>
Guidelines and resources used	Relevant Policies; Procedures, Legislation, Directives from MD; Stakeholders; Business Indexes; Budget; Systems; Internal and External Stakeholders.
Decisions to be made	Most appropriate advice to give to Senior Management team. Best way to guide NamibRe through industry trends. Most appropriate recommendations.

Key Performance Area 2	Key Performance Indicators
Advisory (Legal)	<p>2.1 Review draft legislation to minimize ambiguity and legal incorrectness and to advise the Board accordingly;</p> <p>2.2 Advise the corporation on legal matters and on other ancillary matters referred by the line departments</p>
Guidelines and resources used	Relevant Policies; Procedures, Legislation, Directives from MD; Stakeholders; Business Indexes; Budget; Systems; Internal and External Stakeholders.
Decisions to be made	Most appropriate advice to give to senior management team. Best way to guide

Key Performance Area 3	Key Performance Indicators
Company Secretarial Support Services	<p>3.1 Assist Company Secretary with director induction and training programmes</p> <p>3.2 Assist the Company Secretary to draft minutes of the board and board committees.</p> <p>3.3 Draft and review Company Policies, Terms of Reference and Company Guidelines in conjunction with the Company Secretary and Heads of Departments.</p> <p>3.4 Assist the Company Secretary with the preparation and circulation of board and board committee processes including scheduling board meetings, and preparing board packs, and drafting of minutes.</p>

	<p>3.5 Draft and Review communications as and when necessary.</p> <p>3.6 Assist company secretary in scheduling annual work plans and meetings.</p> <p>3.7 Providing support to the company's compliance and governance function, including maintaining compliance with internal policies and procedures.</p>
Key Performance Area 4	Key Performance Indicators
Risk	<p>4.1 Develop and implement risk policies and procedures</p> <p>4.2 Monitor compliance with laws and regulations</p> <p>4.3 Monitor and report on the effectiveness of risk management strategies</p> <p>4.4 Developing and implementing strategies to mitigate or manage identified risks</p> <p>4.5 Assist in the development and implementation of remedial risk plans</p> <p>4.6 Coordinate with other departments and functions to ensure compliance with laws and regulations</p> <p>4.7 Keep abreast of changes in laws and regulations that may impact the Corporation's risk compliance</p> <p>4.8 Keep up-to-date with industry developments and regulations related to risk management.</p>
Guidelines and resources used	Relevant Policies; Procedures, Legislation, Directives from MD; Stakeholders; Business Indexes; Budget; Systems; Internal and External Stakeholders.
Decisions to be made	Most appropriate advice to give to senior management team. Best way to guide

I. DECLARATION	It is hereby acknowledged that his job description is a broad indication of the work the jobholder is required to do. The jobholder may be required to undertake other duties that can be reasonably expected from him/her, particularly when others are absent from work. No job title or job description can be regarded as a precise specification duties but should be seen as a guide to main responsibilities.
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Job Incumbent:	
Date:	
Signature:	