



Career Opportunities

Namib Desert Diamonds (Pty) Ltd (NAMDIA) markets and sells ethically sourced Namibian diamonds for the benefit of Namibia and her people. After more than seven years of existence and with this goal in mind, the company begins a new era of business refinement and expansion.

We are presently seeking:

Position	Manager: Legal and Company Secretarial Services (Permanent) D3
Duty Station	Windhoek
Primary Purpose	<p>Develop, implement, manage and continuously refine and appropriately adapt the systems, processes and capacity (internally and externally) to provide for effective Governance, Legal & Company Secretarial services to NAMDIA, and advise and guide both EXCO and Board.</p> <p>Develop and implement a comprehensive compliance framework, operationalise through the risk & compliance officer, monitor, evaluate and ensure implementation through EXCO, with effective remedies to non-compliance management.</p> <p>Ensure effective auditing and audit report findings implementation follow-through via EXCO.</p> <p>Establish and define legal services (LS) needs from contracts to statutory and regulatory implementation and; Services, to legal case management to litigations, minimising adverse image and cost implications.</p> <p>Facilitate, advise and support processes and procedural compliance in Board/EXCO roles and division of and commitment to company's act and statutory roles.</p> <p>Provide company secretarial services (CS) ensuring the effective deployment and use of AGM, Board meetings, and board committees and the progressive steps of board decision making.</p>
Minimum Qualifications and Experience	<ul style="list-style-type: none"> - B. Com Law, LLB. Degree or any related field - NQF Level 8 - Ten (10) years appropriate experience in this area of expertise of which 2 years should be at a supervisory level.
Special Requirements/Licenses	<ul style="list-style-type: none"> - Driver's License Code B
Key Responsibilities	<ul style="list-style-type: none"> - NAMDIA governance framework effectiveness - LS and CS Strategy Advice and Planning Effectiveness - Risk Management Framework Development and Implementation Coordination Services - Auditing Services and follow through resolution coordination - Annual Board Committee Meeting and Board/EXCO engagement plan Coordination and Support. - Company Secretarial and related Advisory Services - Contracting and management of interface legal risk mitigation effectiveness - Legal Services and Legal Issue resolution effectiveness - LS and CS issues and Problems Resolution Effectiveness
Competencies/Skills	<ul style="list-style-type: none"> - Effective communication skills and interpersonal abilities - Organising and coordination - Conceptual Reasoning and analysis - Time Management - Legal case/litigations management - Interpretation of NAMDIA relevant legislation - Company Secretarial Services Management - Corporate Governance Implementation & Monitoring - Compliance Management

- The deadline for applications is **15 September 2023 at 17h00 local time.**
- Non-Namibian qualifications must be accompanied by a Namibia Qualifications Authority evaluation.
- Submissions must be made electronically and submitted via email to: recruitment@namdia.na

No hand-delivered applications will be accepted.
 Only shortlisted candidates will be contacted and will be required to undergo a robust selection process.
 NAMDIA is an equal opportunity employer and operate in line with affirmative action guidelines.