



NAMCLEAR is the Namibian Automated Clearing House (ACH), licensed as a Payment System Operator and the designated Financial Markets Infrastructure (FMI) for the Namibian payment industry.

COMPANY SECRETARY AND LEGAL ADVISOR (D2)

To provide effective Governance, Legal & Company Secretarial services to ensure on-going compliance with Statutory and Regulatory requirements in line with Corporate Governance rules.

Main Responsibilities:

- Company Secretarial Services
- Assist the business in the implementation of policies to comply with legal and regulatory requirements and business processes
- Drafting and reviewing legal documents, such as contracts and agreements, and managing contract negotiations
- Provide business with advice, guidance, and support related to a range of legal matters and perform legal research and analysis
- Board of Directors & Committee Inductions and Guidance
- Board, Committees & AGM Meeting and Document Maintenance
- Board & Committees planning, Evaluation & Training
- Stakeholder Engagement

Minimum Academic and Professional Qualifications:

- LLB Qualification
- Admitted attorney will be an added advantage.
- Qualification as Chartered Secretary will be a distinct advantage

Minimum experience Required:

- At least 3 to 5 years related experience post admission, with a preference for financial services experience;
- A broad understanding of the financial services industry;
- In-depth knowledge and understanding of relevant Legislation;
- Specialist industry expertise;
- Knowledge on principles of Corporate Governance, NamCode and Companies Act requirements;
- Professional Registration: Chartered Governance Institute of Southern Africa (GGISA), an added advantage

In return for your skills, as an equal opportunity employer offers a generous remuneration package and attractive fringe benefits in keeping with the position and the company's calibre. Follow the link for the NAMCLEAR Employee Value Proposition - <https://www.namclear.com.na/what-we-offer-our-employees/>

Preference will be given to Namibian citizens and designated persons as prescribed by the Namibian Affirmative Action Act. Interested applicants complying with the requirements mentioned above must forward a detailed CV and motivational letter as one PDF document not bigger than 5MB to hr@namclear.com.na or upload your CV on the NIEIS portal - nieis.namibiaatwork.gov.na

Only shortlisted candidates will be contacted.

CLOSING DATE: 24 April 2024