

The Road Fund Administration (RFA) is a young and dynamic statutory organization under the auspices of the Minister of Finance, established to professionally manage the Namibian road user charging system (RUC) with a view to securing the funding required to achieve a safe and efficient road sector in Namibia. In its quest to fulfil its fiduciary responsibility towards the road network, the Road Fund Administration herewith invites applications from suitably qualified, experienced and professional persons for the following position.

## Company Secretary – 5 Year Contract (Patterson: D3)

### Minimum Requirements:

- LLB (5 Years) or Bachelor of Commerce Degree in Law.
- An ICSA recognised qualification would be preferable.
- Must be an admitted legal practitioner.

### Experience:

- Five years experience in a similar position.

### Special requirements:

- Understanding of the King Reports (I, II and III)
- Knowledge of State Owned Enterprises Act and all other relevant Legislation
- Managerial skills (planning, leading, organising, controlling)
- Report writing and minute taking skills
- Professional: excellent verbal and written communication
- Communication and networking skills at senior level
- Microsoft Office Professional (Word, Excel, PowerPoint, MS Project, etc.

### Personality/character traits:

- Have strong interpersonal and communication skills.
- Have an excellent command of the English language.
- Have outstanding organisational skills.
- Be able to work to tight deadlines and manage several projects at any one time.
- Be able to prioritise own workload.
- Be able to work with personnel from all levels.
- Be able to use their initiative and provide solutions.
- Be flexible and adaptable to situations, while firm on principles & requirements.
- Be discreet and tactful.
- Have a diplomatic approach.
- Keep up to date with changing legislation and best practice.

### Purpose of the Job

- To provide a comprehensive professional and administrative support to the board, its committees and members to facilitate their effectiveness in dealing with Board matters and requirements, and to ensure the effective implementation of Board decisions.
- To advise the board and senior management on legal, regulatory and corporate governance matters.
- To ensure the company's legal obligations to its shareholder are effectively discharged.
- To ensure corporate governance is documented and communicated, periodically reviewed and followed in practice.
- To assist in establishing and maintaining clear communication between the various stakeholders.
- To act as a sounding board for the chairman and the board.
- To communicate RFA's ethical values to management; and ensure that the board are aligned towards the values.
- To ensure that the company meets its obligations to shareholders and stakeholders, and guide the board within clear parameters of governance.

### Reporting operationally to the Board of Directors and administratively to the CEO:

### Key Performance Areas:

- **Company Secretarial & Related Legal/Statutory Policies & Procedures** (incl. company legal & statutory requirements) (To develop, implement and constantly refine the framework and related policies and procedures that will ensure a systematic, compliant and effective approach to all aspects of this function).
- **Governance Implementation & Enforcement** (incl. information disclosure) (Implements and enforces the corporate governance

requirements within the RFA, and ensures that governance is facilitated through director awareness and ensures monitoring and remedy where necessary).

- **Board Meeting Organisation & Coordination Services** (To define and constantly improve on the developed capacity mainly through outsourced services and intermediaries that will enable the provision of solutions to various business challenges or problems).
- **Board & Board Committee Minutes & Documentation** (To efficiently and reliably manage information requirements of board and board committee meetings within agreed parameters).
- **Statutory, Procedural Reports & Documentation (incl. Records)** (To develop & institutionalise the reporting and recording requirements and subsequent ability to refer and assess past events and thus have comprehensive tracking of all events in this area).
- **Company Secretarial Advice, Information & Recommendations (incl. Problem Resolution)** (To act as advisor on the technical and procedural aspects of good governance and company secretarial requirements to both the CEO and the Board, and deals with all problems fast and within the legal and governance parameters).
- **Board Member Remuneration & Related Financial Matters** (To define, administer and deal with all matters relating to board members remuneration).
- **Shareholder Interests Support** (To manage shareholder interests within the context of the statutory and specific RFA requirements).

### Enquiries may be directed to:

Corporate Services Division at 061-378 965

**Closing date for applications:** 15 April 2011 at 12h00

All applications should be addressed to the Chief Executive Officer of the Road Fund Administration by the date and time shown above, and should be accompanied by a detailed Curriculum Vitae, employment references and particulars of the applicant's current / previous employment. Please take note, only short listed candidates will be notified! Faxed or e-mailed applications will not be considered!