

VACANCY

The Road Fund Administration (RFA) is a statutory organization, established under Act 18 of 1999 to manage the Road User Charging System (RUCS) with a view to secure funding required to achieve a safe and efficient road network in Namibia. In its quest to fulfil its fiduciary responsibilities towards the road network, the RFA invites applications from suitably qualified, experienced and professional persons for the following position:

PARALEGAL PATTERSON JOB GRADE – C2

DUTY STATION: Windhoek

Purpose of the position:

Responsible for execution of administrative Board secretarial, paralegal and general secretarial duties for the Compliance, Legal and Company Secretary Division. Liaise with Divisions on various matters related to the division. This is carried out by exercising judgment, displaying own initiative and effective communications internally and externally.

Key performance areas:

- General Secretarial & Administrative as well Board Support Function
- Travel Administration
- Meeting Administration
- Record Management
- Basic Legal Research
- Monitors the legislative landscape for changes in legislation that has an impact on the Administration / Government Gazette's
- Proactively manage compliance requirements to the Road Fund Administration Act, Regulations, and the Public Enterprises Governance Act
- Responsible for all Procurement related requirements of the Division
- Administration of Contract Management
- Ad-hoc duties

Experience and special knowledge requirements:

- A minimum of five (5) years demonstrated working experience in a legal environment of which two (2) years should be in a corporate environment.
- Experience in Board Secretarial Function or Compliance or Contract Management will be an advantage.
- Code B Driver's License
- Knowledge of online legal research platforms i.e. JUTA

Qualification Requirements:

- B. Juris Degree or a relevant qualification. NQF Level 7.

All applications should be addressed to the Manager: Human Capital, P/Bag 13372, Windhoek, via email to recruitment@rfanam.com.na or hand delivered to the RFA Head Office at 21 Feld Street, Windhoek, by the date and time shown below:

Enquiries: Ms. Lydia Mpinge on 061- 433 3038
Closing Date for applications: Friday, 16 April 2021 at 17h00