

RE-ADVERTISEMENT EXTERNAL VACANCY

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

ASSISTANT COMPANY SECRETARY AND LEGAL ADVISOR

PATERSON JOB GRADE – D2

DUTY STATION: HEAD OFFICE

Applicants are advised not to reapply if they have submitted an application for the same position in the past.

Purpose of the positions:

To provide an efficient, professional, company secretarial and legal advice service to the RFA through the Principal Officer: Compliance, Legal, and Company Secretary. Conduct professional legal work and assist the Principal Officer: Compliance, Legal and Company Secretary on legal, regulatory, and Governance matters. Acts on behalf of the Principal Officer: Compliance, Legal and Company Secretary when out of office or unavailable at various forums and meetings.

Key performance areas:

1. Provide Administrative Function.
2. Provides Company Secretarial Duties.
3. Record Keeping Function.
4. External Legal Instructions.
5. Advising the Administration, management, and staff on legal matters and other ancillary matters referred to by line divisions.
6. Recommend, draft, and review legislation and regulations.
7. Draft, Review Contracts and documents of legal nature.
8. Draft and /or review documents of legal nature.
9. Ensure enforcement and compliance with the provisions of relevant statutes.
10. Monitor the legislative landscape and identify laws that impact the Administration.
11. Ad Hoc duties

Experience and special knowledge requirements:

- Five (5) years of relevant working experience, of which at least three (3) years should be in a corporate legal environment.

- Admission as a Legal Practitioner will be an added advantage.
- Relevant Company Policies and Procedures
- ICT Literacy
- Methodical and Accurate
- Must have good communication and interpersonal skills and be able to manage people.
- Honesty, integrity. Trustworthy, detailed oriented, assertive, and emotionally mature.

Qualification Requirements:

- An LLB Degree or equivalent (NQF Level 7)
- Code 08 Driver's License

Candidates Enquiries: Mr. Tuhafeni Nekongo on 061- 433 3011
Closing Date for applications: Wednesday, 13 December 2023 at 17h00

All applications should be addressed to the Manager: Human Capital, Road Fund Administration, Private Bag 13372, Windhoek, via email to recruitment@rfanam.com.na or hand-delivered to the RFA Head Office at 21 Feld Street, by the date and time shown above and accompanied by a cover letter, detailed Curriculum Vitae, employment reference, and particulars of the applicant's current/previous employment. Please take note that only short-listed candidates will be notified. Faxed applications will **not** be considered.