



NAMIBIA TRAINING AUTHORITY

Assistant Company Secretary (Grade D1)

Duty Station: Head Office

Reporting to: Company Secretary

Purpose: To assist the Company Secretary in overseeing the implementation of compliance, governance policies and procedures, and to assist the Company Secretary with legal advisory and Board secretarial functions.

Key Performance Areas

To assist the Company Secretary with:

- Advising the Board of legal, governance, accounting, risk and tax implications of proposed policies;
- Monitoring changes in relevant legislation and the regulatory environment and ensuring adherence thereto by the Board;
- Liaising with external regulators and advisors;
- Organising and attending Board and Board Sub-committee meetings (including preparation and issuing of notices of meetings, formulating meeting agendas, collecting, organising and distributing Board and Board Sub-committee meeting packs and recording and drafting meeting minutes);
- Induction of Board Members into their roles;
- Advising management with respect to their duties and responsibilities, specifically regarding compliance with legislation;
- Keeping under review all legal and regulatory developments that may affect NTA operations.

Qualifications

- Bachelor of Laws (LLB) Degree or equivalent Law qualification;
- Admission as a legal Practitioner of the High Court of Namibia would serve as an advantage.

Experience

- 3 years' relevant experience in corporate governance and legal drafting;
- A Certificate in Compliance Risk Management would serve as an advantage.

Knowledge and skills:

- Knowledge of governance, compliance and risk management;
- Strong analytical, problem solving and decision-making skills;
- Strong interpersonal and communication skills (verbal and written);
- Excellent report writing skills;
- Excellent organisational skills;
- Computer literate;
- Minute taking and typing skills; and
- Good listening skills.

Closing Date: 04 September 2017

Applications should be emailed to: hr@nta.com.na or sowosoas@nta.com.na , or couriered, mailed or hand delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 279 550. No faxed applications will be accepted.

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates may be contacted.

The NTA reserves the right not to make any appointment in this position.