

# COMPANY SECRETARY (GRADE D4)



NAMIBIA TRAINING  
AUTHORITY

**Duty Station:** Head Office

**Reporting to:** Chief Executive Officer and Board Chairperson

**Purpose:** To oversee the implementation of compliance, governance policies and procedures; to provide legal advisory services and to provide secretarial services to the Board.

## Key Performance Areas

- Company Secretarial and Legal Functions
- Board and Committee Meetings
- Corporate Governance and Compliance

## Basic Requirements

- A Bachelor of Laws (LLB) Honours or equivalent qualification from a recognised institution (NQF Level 8).
- Seven (7) years relevant experience of which three (3) years are on supervisory level (corporate governance, secretarial, legal and/or compliance).
- Admission as a legal practitioner of the High Court of Namibia
- Driver's Licence

## Required Competencies

- Critical thinking and problem-solving skills
- Monitoring and evaluation skills
- Interpersonal communication, especially listening skills
- Analytical, Deductive reasoning skills
- Computer and systems literacy skills
- Organising and planning skills

## Closing Date: 30 September 2025

Applications should be couriered or hand-delivered at NTA Village, Rand Street, Khomasdal (former Rössing Foundation). P. O. Box 70407 Khomasdal. Tel +264 61 2078 550.

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 will be contacted. Only certified documents will be accepted. **All applicants with foreign qualifications must submit their application(s) by attaching their Namibia Qualifications Authority (NQA) evaluation results/records.**

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