

A BRIGHTER
OPPORTUNITY
FOR YOUR
TOMORROW

VACANCIES

Namdeb's alluvial mining operations offer unique challenges to professionals who wish to be part of an exciting future of a world-class operation. With established open-cast, coastal and dredge mining operations as well as a variety of new technology-driven projects, Namdeb offers developmental opportunities unmatched at most other mining operations. We are thus challenging individuals who can think outside the box to join our dynamic team in contributing towards the development and implementation of new generation mining technology to 2050 and beyond.

Applications are invited for the following position:

LEGAL ADVISOR AND ASSISTANT COMPANY SECRETARY (WINDHOEK - HEAD OFFICE)

Closing Date: 14 September 2021

The Challenge:

The Legal Advisor plays a key role in mitigating legal risk and provides legal services to the Namdeb Group and coordinates legal affairs focusing on delivering value. This includes advising the Company on legal matters, negotiating, scrutinising and drafting contracts, making value adding recommendations to the content of such contracts.

The Legal Advisor has to keep abreast with legislative changes whilst monitoring the effect these changes might have on the Company and its subsidiaries. The incumbent will also be required to regularly interact with practising attorneys/legal practitioners in relation to legal matters affecting the Company.

Reporting to the Group Company Secretary, the incumbent will also assist in providing governance and secretarial services to the Board of Directors when delegated to do so.

The Ideal Applicant:

- LLB or equivalent recognised qualification in the field of law.
- Admitted as a Legal Practitioner of the High Court of Namibia.
- Six (6) years , post admission, experience in a similar position within a corporate environment.
- Working knowledge of the various pieces of legislation applicable to companies and the mining industry in particular.
- Post-Graduate Qualification in Business Administration such as MBA, MBL or MDP would be an added advantage.

Job Specific Competencies include:

- Strong Analytical skills with good Problem-solving ability;
- Attention to detail and efficient time management skills;
- Good decision-making skills with a good sense of judgement;
- Strong Networking, facilitation & presentation skills;
- Display excellent communication skills;
- High level of integrity;
- Thorough knowledge of Legal principles and ability to work independently;
- High level of emotional intelligence;
- Strong Commercial Awareness with the ability to Negotiate;
- Strong ability to do research to ensure best practices are applied.

Comprehensive packages are negotiable and preference will be given to applicants from designated groups in terms of the Namibian Affirmative Action Act. Persons with disabilities meeting requirements are encouraged to apply.

Forward your curriculum vitae with supporting documents to: **E-mail: hr.recruitment@namdeb.com**
Applicants not contacted within two weeks after the closing date, should consider their applications unsuccessful.