

# VACANCY

**Position:** LEGAL OFFICER: COMMERCIAL & LABOUR RELATIONS  
**Job Grade:** C5  
**Location:** Head Office, Windhoek.

The incumbent will report directly to the Manager: Legal Services, Risk, Compliance & Company Secretary, he or she will handle all legal matters such as litigation and cases brought against the organisation, labour matters at the Labour Commissioner, draft well-crafted legal advice and opinions on a variety of matters, draft and review contracts and agreements, thereby protecting the Enterprise's interest, handle company secretarial functions at Board and committees' level, handle all administrative functions of the department and conduct research on a variety of legal matters, inclusive of new policy frameworks to improve governance of the NHE.

## Key Performance Areas:

- Providing recommendations and accurate legal services on a wide range of legal issues designated by the supervisor, including agreements /contractual matters, labour issues and internal and external policies.
- Handling of labour matters and Dispute Resolution at the Labour Commissioner's Office.
- Undertake legal research in relation to allocated projects/tasks.
- Conduct due diligence on organisational policies and procedures submitted for Board approval.
- Conduct legal research on various legal matters on the instruction of the supervisor and produce well-crafted legal advice and opinions on a variety of matters.
- Execute Company Secretarial function at Board committee levels.
- Oversee the administrative function of the department and submission of all payments of the office.
- Attends to any other relevant and reasonable tasks as may be required.

## Skills and knowledge Required:

- Good knowledge of legal procedures for litigation and arbitration.
- Excellent communication (oral and written), report-writing and minuting skills.

- Excellent organisation and planning skills, with strong attention to detail.
- Knowledge of legislation, regulations, Acts, agreements, policies, associated schedules and procedures relating to housing in Namibia, common sense and common knowledge of the law.
- Able to adhere and meet deadlines.
- Ability to handle multiple tasks independently.
- Basic knowledge of accounting/budgeting.
- Computer literacy skills (MS Office – Word, Excel, Outlook, PowerPoint).

## Minimum qualification and experience Requirements:

- Bachelor of Laws (LLB) or equivalent
- 5 years' relevant experience in the legal environment.
- An admitted Legal Practitioner of the High Court of Namibia would be an added advantage.
- Private practice experience would be an advantage.
- Valid driver's license

Applicants should be Namibian citizens.  
NHE is an equal opportunity employer and offers a competitive remuneration and benefits packages.  
People with disabilities meeting requirements are encouraged to apply.

Only shortlisted candidate will be contacted, and no documents will be returned.

Applications should be addresses and or hand delivered to:

**The Chief Executive Officer**  
**Attention: The Executive: Human Capital & Strategy**  
**NHE Head Office**  
**7. Gen. Murtala Muhammed Ave.**  
**PO Box 20192, Eros,**  
**Windhoek**

Only e-mailed applications will be accepted emailed to:  
[recruitment@nhe.com.na](mailto:recruitment@nhe.com.na)

**CLOSING DATE: 03 JULY 2024**