

# **nbc** Vacancy

The NBC is a national public service broadcaster which is undergoing exciting and promising changes. An employment opportunity, therefore, exists at operational level of the Corporation for a seasoned professional to occupy the following position:

**DEPARTMENT** : Office of the Director General  
**JOB TITLE** : Legal Officer/Assistant Company Secretary  
**ONE (1) POST** : Windhoek,  
**JOB PURPOSE** : Reporting to the Head: Legal Services and Company Secretary, the incumbent is responsible for provision of support function of Company Secretarial/Legal Advisory professional services and ensures that all strategic objectives of the Division are implemented.

#### **Key Performance Areas:**

- Provision of Legal Advice.
- To provide support (governance and administrative) in respect of all Board related matters.
- Coordinates regulatory, statutory compliance matters.
- Contracts Management.
- Performs any other professional duties as assigned by the Head: Legal Services and Company Secretary.

#### **Minimum Education and Experience:**

- A 4 year Bachelor's Degree in Law with majors in Company Law or equivalent.
- 2 years post qualification experience in a Legal and Company Secretarial environment.
- Excellent verbal and written communication skills.
- Computer Literacy and Code 08 driver's license is essential.

**ENQUIRIES** : Mr Steven Yarukeekuro Ndorokaze  
**HEAD** : Legal Services and Company Secretary  
**TEL NO.** : 061 - 291 3114

**Closing date** : **05 August 2016 at 13:00 pm**

**Note: Only short-listed candidates will be contacted and no documents will be returned.**

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