

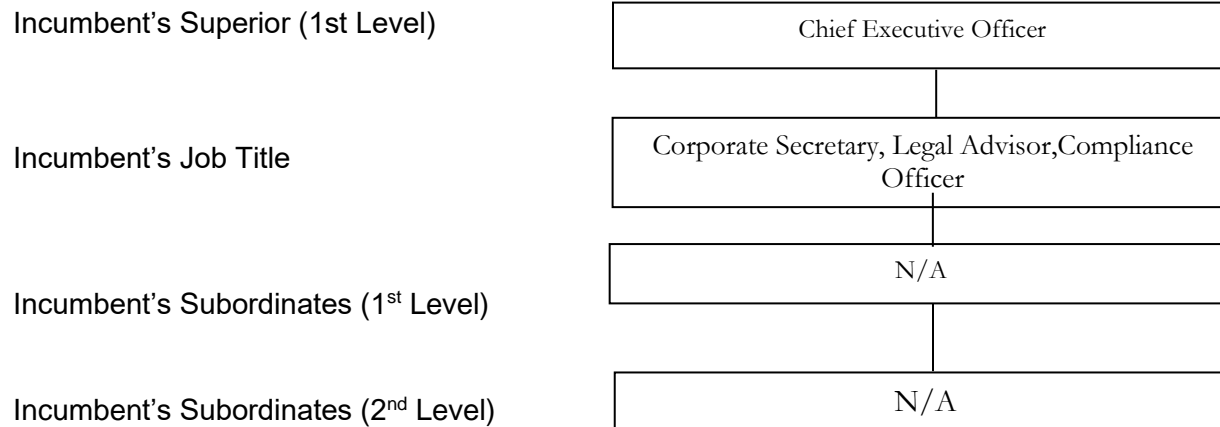


**Environmental Investment Fund
of Namibia** | ensuring sustainability

Job Description

Job Title:	Corporate Secretary, Legal Advisor, Compliance Officer	Department:	Office of the CEO
Name of Incumbent:		Division:	Office of the CEO
Title of Supervisor:	Chief Executive Officer	Duty Station:	EIF Head Office Windhoek
Name of Supervisor:	Mr Benedict Libanda	Number of direct reports:	
Job Analyst:		Number of Indirect reports:	Cross functional support to the organisation
Job Grade:		Date of JD analysed	

ORGANIZATIONAL STRUCTURE:



Internal Stakeholders: EIF staff

External Stakeholders: Executive Management, Sub-Committee, Board and staff.

JOB SPECIFICATIONS

Primary purpose of the position:

The primary purpose of this position is to provide legal direction and leadership towards the achievement of the Environmental Investment Fund's philosophy, values, vision, mission and strategy. To provide comprehensive governance and administrative support to the CEO's Office, Sub-Committee, Board and administration. In addition, the position advises the Executive Team, Sub-Committees, Board and Office of the CEO and overall members and ensure compliance with legislation

To assist the CEO, Sub-Committee, Board and administrators to oversee governance systems, procedure and processes by which Environmental Investment Fund is governed to ensure a high standard of good corporate governance. Attend to governance administration and serve as secretary during Executive Meetings, Sub-Committee, Board and other key meetings in the Office of the Chief Executive Officer.

Academic Qualifications:

- A recognized university Bachelor's Degree in Law(LLB) with at least 5 years of appropriate experience and admitted as Legal Practitioner of Namibia High Court as well as a Certificate in Compliance. CIS qualification will be an added advantage.

Minimum years of experience:

- A minimum of (5) five years of progressively responsible experience in company secretarial experience in related environment.
- Good knowledge of relevant acts
- Knowledge of functioning of Public Sector in Namibia
- Corporate Governance

GENERAL

Autonomy:

High

Moderate

Low

Feedback structure:

Daily
Weekly
Monthly

Work Pressure:

High
Moderate
Low

Type of Decision Required to be taken in the Job (Select one):

Supervises others whose decision-making is largely procedures but requires training & experience to be able to make the decisions not covered by procedures

KEY PERFORMANCE AREAS

Skills relevant to the job including education and/or experience & specialised training required by the incumbent to be able to do the job competently.

Specific responsibilities/KPS's

- **Strategic Planning and Management**
- Directs the preparation and the management of the annual budget and business plan in order to ensure the needs of the department are met and risks mitigated.
- Designs, develops and oversees the implementation of the department plan as aligned to the strategic plan, annual plan and action plan for the Governance Sector
- Benchmarks best practices and latest tendencies related to the Department's functional fields
- **Governance of the Board, sub Committees, Executive Management**
- Manages Executive Management, Sub-committees and Board processes which include-circulation of agendas, board packs to facilitate decision - making, minutes and proposal and recommendations.
- Board meetings are properly called and conducted
- Ensures that the records of Executive Management, Sub-Committees and Board meetings are kept in compliance with Environmental Investment Fund Act and other relevant laws.
- Advises the Executive Management, Sub-Committees and Board on good practice in corporate governance, e.g. giving guidance on the legal implications on the Fund's decision-making processes.

- Advises Executive Management, Sub-Committees and Board on standards and ethical behaviour
- Provides legal advice to Executive Management, Sub-Committees and Board.
- Reviews all corporate governance developments and ensure that the Executive Management, Sub-Committees and Board is fully briefed and has regard to them when taking decisions.
- **Coordination and organisation**
- Prepares and compiles Executive Management, Sub-Committee and Board packs for meetings
- Takes minutes of Executive Management , Sub-Committee and Board and Exco meetings and documents feedback on actions taken
- Manage information requirements of the board and board committee meetings efficiently and reliably
- Defines, administers and deals with all matters relating to Sub-Committees and Board members' remuneration.
- **Legal advice**
- Develops, implements and refines the framework and related policies and procedures for regulation and compliance
- Acts as advisor on the technical and procedural aspects of good governance and company secretarial requirements to the Executive Management, Sub-Committees and Board.
- Deals with all problems fast and within the legal and governance parameters
- Manages shareholder interests within the context of the statutory and specific requirements
- Implements and monitors corporate governance requirements and application thereof
- Develops and implements reporting and recording requirements to ensure compliance with legislation
- Shares and distributes company secretarial communication as required
- **Legal administration**
- Acts as investigation officer in disciplinarys
- Drafts disciplinary letters, litigation letters, contracts and documents related to specific projects
- Scrutinizes all contracts and agreements proposed by external parties
- Provides legal advice and input on submission of reports for projects and EIF business
- Liaises with Financial Accountant on deeds of sales and deeds of transfers as related to the asset register
- Oversees litigation matters as required and relevant, providing preliminary advice to management
- Conducts legal research and keeps abreast with changes and updates in legislation
- Formulate Terms of Reference (Charters) for the Executive Management , Sub-Committee and Board.
- Ensure that the Executive Management , Sub-Committee and Board is properly constituted.
- Evaluates and advises on the Executive Management , Sub-Committee and Board's effectiveness with regards to legal and corporate governance matters
- Interprets Executive Management , Sub-Committee and Board resolutions for effective implementation by management.
- Ensure that Executive Management , Sub-Committee and Board Member's attendant induction and training.
- Provides professional advice and guidance to the Executive Management , Sub-Committee and Board on matters of governance, legality, risk, and compliance, ethical conduct, manage and reconcile conflicting views in relation to governance issues.
- **Compliance Management and Legal Services**
- Develops the compliance management policy and ensure alignment to the relevant regulatory and legal governance framework for Environmental Investment Fund
- Drafts and review contracts, MoU's, agreements for signed by Environmental Investment Fund and ensure compliance
- Ensures that service providers meet the contractual obligations as stipulated in the agreements
- Represents and manages litigations, labour matters and tribunals.

- Provides advice on legal projects, research and networking.
- Assesses and examines the developments and implications of all laws and policies to Environmental Investment Fund and make appropriate recommendations as needed.

Competencies required to operate at this level

Scoring defined as;
 5 = Essential
 4 = Important
 3 = Useful
 2 = Unimportant
 1 = Unnecessary

Competency	Competency defined	Scoring
Professionalism	Extensive knowledge of and ability to display compliance with statutes, stakeholder relationships, administrative and executive support, authority framework, corporate governance and legal advice and guidance. Strong analytical skills and good knowledge matters of compliance, legislature and corporate secretarial field. Discretion and sound judgment in applying technical expertise to resolve complex and/or sensitive issues. Strategic Leadership, Interpersonal Relations and Conflict Management. Strong display of emotional intelligence and Ethical Conduct & Integrity	5
Communication	Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.	5
Accountability	Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; adherence to Namibian procurement laws; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.	5

DECLARATION

It is herewith declared that the above description is a true reflection of the actual job

Developed by: _____
Name Designation Signature/ Date

Approved by: _____
Name Designation Signature/ Date

Incumbent: _____
Name Designation Signature/ Date