



VACANCY

The Namibia Financial Institutions Supervisory Authority (“NAMFISA; the Authority”) is an independent institution established by virtue of Act No. 3 of 2001 to regulate and supervise financial institutions in Namibia as mandated by various acts of Parliament.

NAMFISA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

HEAD: LEGAL SERVICES

Legal Services Division
Paterson Job Grade E1

THE POSITION REPORTS TO THE ASSISTANT CEO: SUPPORT FUNCTIONS

JOB PURPOSE:

The purpose of this job is to lead, manage and supervise the Legal Services Division which is responsible for the provision of legal advice and related legal services to all departments within NAMFISA, for the management of litigation by and against NAMFISA and for the drafting of legislation and subordinate legislation. The incumbent is responsible for the strategy of the Legal Service Division and is a member of EXCO.

KEY ACCOUNTABILITIES:

- Advise the Authority, management and staff on legal matters and on any other ancillary matters.
- Advise the Authority on administrative decisions and actions.
- Draft and/or review legislation and subordinate legislation.
- Draft and/or review contracts and other documents of a legal nature.
- Draft and/or review documents for both civil and criminal courts.
- Provide legal representation for Authority at judicial tribunals and other forums.
- Draft and/or review communications for consumer education, circulars, directives or press releases.
- Advise on debt collection and manage litigation which might arise from debt collection
- Monitor the legislative landscape for changes in legislation that have an impact on the Authority and advise the Authority thereon.
- Assist with consumer education bulletins, inspections, public consultations and forums.
- Manage legal risk and advise the Authority on matters that increase legal risk when they arise.
- Draft and improve legal policies and procedures.
- Give strategic input as required of an EXCO member and serve as a member on various forums and committees including the Licensing and Litigation Committee and the Procurement Committee.
- Manage the activities of the division, including supervision of staff (Legal Advisors & Support Staff).

QUALIFICATIONS AND EXPERIENCE:

- LLM in commercial law, financial law or financial services regulation
- Admission as a Legal Practitioner in terms of the Legal Practitioners Act, 1995
- 10 years' relevant experience as an admitted legal practitioner with 5 years in middle management

KNOWLEDGE AND UNDERSTANDING OF:

- NAMFISA's vision, mission and objectives;
- Relevant acts and regulations related to financial services law and other applicable laws
- Advanced corporate and commercial law
- Administrative law
- Legislative drafting
- Interpretation of statutes
- Financial services industries
- Financial products
- Leadership
- Accounting
- Business processes
- Performance Management
- Project management
- Risk management
- Litigation (criminal and civil)
- Analysis of financial statements
- Specialised legal software

SKILLS:

- Problem solving skills
- Interpersonal skills
- Mentoring and coaching skills
- Computer literacy skills
- Management skills
- Financial skills
- Judgement ability
- Planning & Prioritising skills
- Drafting skills
- Listening skills
- Negotiation skills
- Leadership skills
- Research & Writing skills
- Articulate & Analytical skills
- Strategic thinking
- Risk analysis

REMUNERATION:

NAMFISA offers a market-related total cost to company package based on work experience and qualifications. The package includes retirement and medical aid benefits.

We encourage energetic, dynamic and results-driven team players to forward their applications to:

**Vacancies
Human Resources Manager
P. O. Box 21250, Windhoek**

OR

**Hand deliver to:
1st Floor Sanlam Centre, Independence Avenue**

OR

E-mail to: hr@namfisa.com.na

Deadline for applications: Friday, 3 November 2017

**As per Affirmative Action (Employment) Act, Act 29 of 1998,
Namibian Citizens from disadvantaged groups will enjoy preferential treatment and persons
living with disabilities are encouraged to apply.**

**Please note that certified copies of qualifications and identification documents should be
attached to your application.**

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

No faxed applications will be accepted.

NAMFISA reserves the right not to make an appointment in this position.