



EXTERNAL VACANCY

The Namibia Statistics Agency was established in terms of Statistics Act No. 9 of 2011. The Agency is mandated, among others, to constitute the central statistical authority of the state and to collect, produce, analyse and disseminate official statistics in Namibia.

Position:	Manager: Legal Services
Reporting to:	Executive: Corporate Governance
Duty station:	Windhoek, Head Office

Job purpose:

The Manager: Legal Services position reports to the Executive: Corporate Governance and provide legal advice and draft and review contracts. The position is also responsible for ensuring that the NSA complies with corporate governance; supports the strategic and operational objectives of the NSA and ensures statutory and policy compliance.

Key responsibilities include:

- To manage the legal services capacity within the NSA to guide and advise on all legal and statutory matters.
- To manage the legal risk as it relates to all legal agreements, Memorandum of Understanding (MOU) with Governmental bodies and International Organisation and Service Level Agreements amongst others.
- To ensure that all processes that may carry legal risk are scrutinised as to legal compliance & integrity.
- Support and Assist the Executive: Corporate Governance with Company Secretarial services as it relates to Committees of the Board.
- Deal with all legal matters/documentation and litigation on behalf of the NSA.

Job Requirements:

- LLB. (Hons) or equivalent recognised degree.
- Admission as a legal practitioner of the High Court of Namibia
- 8 years' working experience within a law or legal related field of which 3 years should be at a senior / supervisory management or professional role within a law related field.
- Proven leadership and management skills with relevant experience in litigation, office administration and presentation skills among other
- Strong analytical, problem solving and conflict management and decision-making competencies

Interested candidates may submit their applications in writing, accompanied by a detailed CV and certified copies of relevant educational qualifications through the NSA online recruitment system.

Only the electronic applications will be accepted.

“As per Affirmative Action (Employment) Act, Act 29 of 1998; Namibian Citizens from previously disadvantaged groups will enjoy preferential treatment”

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

CLOSING DATE FOR APPLICATIONS: 17 OCTOBER 2024