



# Re-advertisement VACANCY

[www.powercom.na](http://www.powercom.na)



## **POSITION TITLE:** COMPANY SECRETARY

### **PURPOSE:**

Provide company secretarial services and legal advice to the Board of Directors and ensures that decisions of the Board of Directors are implemented and communicated, as applicable. Provide professional support and advice to the Corporation's Executive Management to ensure efficient administration, with regard to ensuring compliance with corporate governance principles, statutory and regulatory requirements.

### **QUALIFICATIONS & EXPERIENCE:**

- Bachelor of Law (LLB) or equivalent qualification
- Certification as a chartered secretary is an added advantage
- A minimum of 3-5 years practical work experience in corporate environment
- Sound knowledge and understanding of company's business and corporate governance
- Knowledge of statutory and regulatory requirements.
- Knowledge of Contractual Law will be an added advantage

### **CONTACT DETAILS:**

Preference will be given to suitably qualified Namibian Citizens and designated categories as prescribed by the Namibian Affirmative Action (Employment) Act; disabled persons are encouraged to apply. To apply visit: [https://jobopportunities.net/jobs\\_search.aspx](https://jobopportunities.net/jobs_search.aspx)  
For assistance on the portal, please contact the Tara Nawa team at **+264 (0)64 402403**.

**CLOSING DATE:** 21 April 2023

**Only short-listed candidates will be contacted, and No CV's and documentation will be returned.**