

EXTERNAL ADVERT

Vision

To be the catalyst in transforming the agricultural sector where every Namibian enjoys a quality life.

Mission

To provide affordable and sustainable innovative financial solutions towards socio-economic development in Namibia.

Values

*Customer Service
Accountability
Professionalism
Fairness
Integrity
Transparency*



Agribank specializes in financing the entire value chain from land acquisition, production inputs, harvesting, transporting, processing and marketing of the products at competitive interest rates.

Interested candidates with relevant qualifications and experience are hereby invited to apply for the following position:

Position : Collection Agent (Legal)
Department : Office of the Chief Executive Officer
Duty Station : Head Office
Contract : Temporal (6 Months)

Purpose of the Position

The incumbent will handle loans or clients' accounts escalated to the Legal Division for recovery of debts, dealing independently with both internal and external stakeholders, adhering to standards and regulations, and ensuring accuracy of information on the loan system.

Key Performance Areas

- Conduct investigation and build a legal collection case
- Maintain dedicated records for the Division .
- Liaise with external legal service providers to action case decisions.
- Liaise with debtors/clients or their representatives
- Perform various follow-ups with other departments.
- Submit the Bank's claims to estate executors
- Handle all stakeholders' queries
- Provide legal and administrative support
- Attend case management court proceedings
- Consult with external legal practitioners
- Identify areas of non- compliance and collect data to rectify
- Conduct legal research and draft legal advice
- Monitor/administer third-party litigations

Minimum Educational Qualification and Experience Requirements

- Para-legal diploma or business Administration diploma
- Debt collection and Estate Administration experience will be an advantage.

Qualifications obtained from institutions outside Namibia should be accompanied by NQA evaluation report.

Suitably qualified people with disabilities are encouraged to apply.

Interested candidates can apply online by visiting www.agribank.com.na

NB: No email, hand-delivered, or faxed applications will be accepted.

Closing date for applications: **24 July 2026**