NAMPA NAMIBIA PRESS AGENCY
Telling the Namibian Story

VACANCY

Namibia Press Agency (NAMPA)

Namibia Press Agency (NAMPA) is looking for Company secretary/Legal Officer who will be reporting to the Chief Executive Officer.

Manager: Company secretary/Legal Officer
Job Grade: Grade D1
Duty Station: Windhoek I **One year Contract**

Primary purpose of position

To provide professional company secretarial and legal services by ensuring effective corporate governance practices

Key Responsibilities

- Ensure the company complies with all applicable laws and regulations
- Draft, review, and update legal documents and contracts
- Monitor changes in laws and regulations that may affect the company
- Coordinate and arrange board meetings and other general meetings
- Maintain corporate records and ensure statutory filings are accurate and up to date
- Help develop and implement corporate governance policies and practices
- Draft, review, and negotiate contracts and agreements
- Ensure all contracts are legally sound and meet the Agency's interests
- Maintain a contract database and monitor contract performance
- Identify legal risks and provide guidance on risk mitigation strategies.
- Assist in managing corporate secretarial functions, including filing statutory documents and resolutions
- Manage and coordinate legal actions or disputes involving the company
- Maintain and organize legal and corporate records in a systematic and accessible manner

Competency Requirements

- Exceptional analytical skills: Proficiency in dissecting complex legal and statutory issues, evaluating their implications, and formulating effective solutions
- Proficient report writing skills: The ability to articulate and communicate legal matters clearly and concisely through well-structured, comprehensive, and persuasive reports
- Strong problem-solving abilities and strategic planning: Adept at identifying and resolving legal challenges with innovative solutions while also being skilled in long-term planning to ensure legal and regulatory compliance aligns with the company's objectives
- Good computer skills
- Self-Starter
- Computer literacy (Excel, Words, PowerPoint)

Education and Experience Requirements

- A 4-year bachelor's degree in law
- Candidate Legal Practitioner will be added as advantage.
- 3 years of post-qualification experience in a legal and company secretarial environment

Closing Date: Monday, 19 October 2026 at 17h00 (No late applications will be accepted).

Interested candidates should forward their comprehensive CV to **hr@nampa.org**

Or hand deliver at Corner of Keller and Eugene Marais Street, (opposite National library/achieve), Windhoek.
Only short-listed candidates will be contacted. No documents will be returned.