LADY POHAMBA
private hospital



Company Secretary / Legal Advisor

The Company Secretary / Legal Advisor provides legal, governance and compliance support to the Board, executive management and the wider organisation. The role promotes sound corporate governance, ensures that statutory and regulatory obligations are monitored, and delivers practical legal advice that protects the organisation's interests while enabling informed and ethical decision-making.

ROLE DETAILS
Job Title: Company Secretary / Legal Advisor
Department: Legal, Governance and Compliance
Reports to: Chief Executive Officer and Board Chairperson
Location: Windhoek
Employment Type: Permanent

COMPANY SECRETARIAL AND GOVERNANCE

- Advise the Board and its committees on governance requirements, fiduciary responsibilities, delegated authority and good governance practices.
- Coordinate Board, committee and shareholder meetings, including annual calendars, agendas, meeting packs, attendance records and logistical arrangements.
- Prepare accurate minutes, resolutions and action registers, and monitor completion of agreed actions.
- Maintain statutory registers, governance records, charters, terms of reference, policies and declarations of interest.
- Support the induction, development and periodic evaluation of directors and committee members.
- Manage required corporate filings and ensure that approvals and records are properly documented.

LEGAL ADVISORY

- Provide timely, practical legal advice on commercial, corporate, employment, procurement, regulatory and operational matters.
- Draft, review and negotiate contracts, memoranda of understanding, policies, notices and other legal instruments.
- Identify legal risks, recommend mitigation measures and escalate material matters appropriately.
- Coordinate external legal counsel, litigation and dispute-resolution matters, including budgets, instructions and reporting.
- Conduct legal research and communicate relevant legal and regulatory developments to stakeholders.

COMPLIANCE AND RISK

- Maintain a compliance framework and obligations register and monitor implementation across the organisation.
- Support regulatory reporting, licence or permit renewals, internal reviews and responses to information requests.
- Advise on ethics, confidentiality, conflicts of interest, records management and data-protection obligations.
- Contribute to enterprise risk management and report significant governance, legal and compliance risks to management and the Board.
- Deliver guidance and training on governance, legal and compliance requirements.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in law; a postgraduate qualification in corporate law, governance, compliance or a related field is advantageous.
- Admission or eligibility to practise as a legal practitioner in the relevant jurisdiction is preferred.
- A recognised company secretarial or governance qualification is advantageous.
- At least five years' relevant experience in legal advisory, corporate governance, company secretarial or compliance work.
- Demonstrated experience supporting Boards or senior governance structures and preparing high-quality minutes and resolutions.
- Strong experience in contract drafting, review and negotiation.
- Sound knowledge of applicable corporate, commercial, employment and regulatory frameworks.
- Experience working in hospitals, healthcare institutions or similar regulated environments would be advantageous.
- Proficiency in Microsoft Office and secure document or board-portal systems.

CORE COMPETENCIES AND ATTRIBUTES

- High integrity, discretion and professional judgement.
- Excellent legal analysis, drafting and attention to detail.
- Clear written and verbal communication with the ability to explain complex matters practically.
- Strong planning, organisation and deadline management.
- Confidence engaging with directors, executives, regulators and external advisers.
- Commercial awareness and a solutions-oriented approach.
- Independence, accountability and the ability to manage sensitive information.
- Effective stakeholder management, negotiation and conflict-resolution skills.

ADDITIONAL REQUIREMENTS

The role may require attendance at meetings outside normal working hours, occasional travel and strict adherence to confidentiality requirements. The incumbent must remain independent in professional judgement and promptly disclose any actual or potential conflict of interest.

Closing date: 27 November 2026

Please submit your CV to cv@lpph.com.na

Lady Pohamba Private Hospital · Windhoek, Namibia