

**AGRO-MARKETING AND TRADE AGENCY
RE-ADVERTISEMENT**

**1 x LEGAL ADVISOR & COMPANY SECRETARY GRADE D2,
DUTY STATION: WINDHOEK**

Qualifications, Experience & personal competencies:

- Bachelor of Law (LLB).
- Admission as a Legal Practitioner of the High Court of Namibia (mandatory).
- At least three (3) years' experience in understanding and drafting of legal instruments, implementation of laws and other regulatory instruments.
- Sound knowledge and experience in Commercial and/or Administrative Law
- Sound knowledge and experience of corporate governance principles and the implementation thereof.
- At least three (3) years' experience as a Legal Officer and/or Company Secretary.
- Experience in management or supervision of a legal function in a corporate environment, inclusive of corporate litigation.
- Good knowledge of laws and regulations as applicable to AMTA as a commercial public entity.
- Excellent presentation and written skills so that concise and persuasive advice/reports can be produced as necessary in the discharge of this role.
- Experience of minuting Board meetings and ensuring effective implementation of Board resolutions and follow up of actions emerging from these meetings.
- Certification as a Chartered Secretary or equivalent will be an added advantage;
- Valid driver's licence

Interested persons from the designated groups in terms of Affirmative Action Act, Act 29 of 1998, are encouraged to apply. All foreign qualifications must be evaluated by the Namibia Qualifications Authority and proof of evaluation of qualification should be attached.

NB: Integrity – All applicants must submit a valid Certificate of Conduct from the Namibian Police, not older than six (6) months.

Application accompanied by an updated curriculum vitae, giving full details of work experience and proof of certified academic qualifications, certified copies of identity documents and all other supporting documents should be hand delivered or courier to:

**Ms. Mickal T Ngaisiue at Human Resource Division
Agro-Marketing and Trade Agency (AMTA), Erf 209 Industrial Road, Lafrenz
Industrial Area, P.O Box 350, Windhoek, Namibia, for enquiries (+264) 61 202
3300, a detailed job description can be accessed on our Website:**

www.amta.na

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

APPLICATION CLOSING DATE: 13 SEPTEMBER 2024 AT 16:30

NO E-MAILED OR FAXED APPLICATIONS WILL BE CONSIDERED