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Physical address:

Agricultural Boards' Building
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PO Box 5096
 Ausspannplatz
 Windhoek
 Namibia



Enquiries: Josephat Nghihlekwa, Human Resource Officer

12 November 2021

Dear Applicant

POSITION: MANAGER – GOVERNANCE, LEGAL & RISK MANAGEMENT

Thank you for having shown an interest in this position. Attached, please find a detailed job description for the Manager: Governance, Legal and Risk Management and the details of the position is underlined in the Job Description.

VERY IMPORTANT: NO FAX OR EMAIL APPLICATION WILL BE ACCEPTED.

In addition, please note the practical guidelines regarding your application:

Relevant to Interview

1. Please enclose not more than 1 (one) page **a motivation, as a cover letter** specifically highlighting core duties that you think need your experience and reasons why you think you are the excellent candidate for this position.
2. Enclose **a comprehensive CV**. Also attach certified supporting documents and no documents shall be returned. If you are short listed the **original** documentation must be available at the interview.
3. Within your CV, please provide three relevant and traceable references **and their telephone numbers**.
4. Please do attach a copy of your driver's licence. Applications without a copy thereof will **NOT** be considered.
5. Please indicate your present annual remuneration package **(total cost to company)**:
 - Basic salary (monthly x 12 = annual salary)
 - Annual bonus
 - Employers' contribution to pension fund per year
 - Employers' contribution to medical aid fund per year
 - Employers' contribution to social security per year
 - Any other to be considered as part of your total annual cost to company package.
6. If you are short listed, your latest pay slip and proof of the above **must** be available at the interview.
7. Applications must reach the offices of the Namibian Agronomic Board not later than **Tuesday, 30 November 2021 at 17h00**. No late application will be accepted or will be disqualified.
8. If you are short listed, you will be notified at the latest on **Wednesday, 19 January 2022** to be interviewed.
9. If you have not heard from us by **Thursday, 20 January 2022** we regret that you have not been short listed.

Our Vision: "A world class regulator of a vibrant, diversified & sustainable crop industry"

Board of Directors:

Mr. Michael Iyambo (Chairperson)
 Dr. Marina Muller (Vice-Chairperson)
 Mr. Jason Emvula (Member)
 Ms. Elina Kalundu (Member)

Mr. Tarcisius Shingundu (Member)
 Mr. Hubertus Hamm (Member)
 Ms. Wilhelmina Handunge (Member)

Ms. Ferdina Inkono (Member)
 Mr. Ludie Kolver (Member)
 Mr. Lukas Mbangu (Member)

Mr. Leon Nel (Member)
 Ms. Josephine Fugre (Member)
 Ms. Joyceline kangotue (Member)

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10. Short-listed candidates will be required to make a 10-minute presentation and 5 minutes questions on the presentation. Short-listed candidates will receive the topic for the presentation, 1 hour before the interview. Therefore, you are required to make arrangements for adequate time for the preparation of the presentation **and** interview if short-listed.
11. Short-listed candidates will also be subjected to a psychometric test.
12. After the interview, latest by **Friday, 28 January 2022** if you have not heard from us, we regret that you were not successful.

APPLICATIONS THAT ARE NOT SUBMITTED AS STIPULATED WILL NOT BE CONSIDERED OR WILL BE DISQUALIFIED.

If you require any further information, please do not hesitate to contact Mr Josephat Nghihlekwa at (061) 379544 or josephat.nghihlekwa@nab.com.na

Wishing you all the best with your application.

Yours faithfully


Dr. Fidelis N. Mwazi (PhD)
CHIEF EXECUTIVE OFFICER

NAMIBIAN AGRONOMIC BOARD OFFICE OF THE CEO
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NAMIBIAN
AGRONOMIC BOARD



**NAMIBIAN
AGRONOMIC BOARD**

Constituted by Act 20 of 1992

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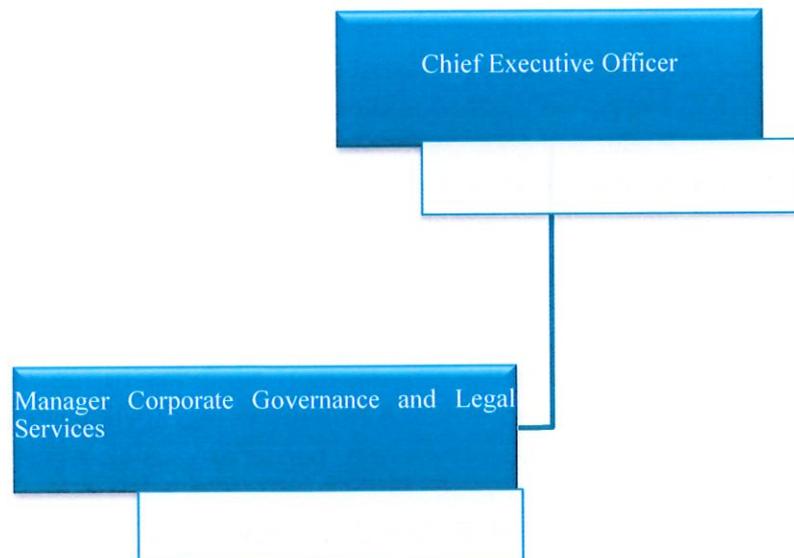
PO Box 5096
Ausspannplatz
Windhoek
Namibia

Creating a marketing environment that is conducive to growing and processing crops in Namibia

JOB DESCRIPTION

Job title	<i>Manager: Governance, Legal and Risk Management</i>
Reports to	<i>CEO (Administratively) and functionally to the Board through the Chairperson</i>
Division	<i>Office of the CEO / Governance, Legal and Risk Management</i>
Job Location	<i>Windhoek, Namibia</i>
Employment Type	<i>Full time (Subject to Probation)</i>
Job Grade	<i>D4</i>
Direct Reports	<i>None</i>

ORGANIZATIONAL STRUCTURE



JOB PURPOSE

The primary responsibility of this position is to serve as the NAB's Company Secretary, Legal, Risk and Governance expert and oversees the implementation of good governance policies and practices. This position provides support to the CEO and the Board of Directors in the execution of their fiduciary duties and ensures that corporate policies, procedures, relevant legislation and statutory requirements are

complied with. The Manager shall report to the CEO on the executive or administrative duties or the CEO's delegated executive. However, the Manager shall fulfil the duties of company secretary and be accountable to the NAB Board through the Chairperson. The manager should maintain an arms' length relationship with the CEO, Senior management and NAB Board

PERSON PROFILE

Focuses on high levels of team and individual performance and productivity. Demonstrate an attitude of positive and proactive approaches in identifying business challenges, create solutions and leading teams through collaboration. Demonstrates personal qualities of integrity, credibility, and commitment to the company. Flexible and able to multitask; can work within an ambiguous, fast-moving environment, while being resourceful in tasks execution. Is constructive and has an energetic style, guided by the values of the company. Well presented, businesslike and flexible to travel.

DUTIES AND RESPONSIBILITIES

Key Performance Area	Duties
1. Managing Corporate Governance	<p>1.1 Assist the CEO to manage the induction, orientation, training and capacity building of the directors, including assessing their specific training needs in respect of discharging fiduciary duties</p> <p>1.2 Provide a central source of guidance to the board of directors on matters of good governance and compliance to governing laws</p> <p>1.3 Monitor and assess national and international developments on corporate governance and make recommendations</p> <p>1.4 Provide guidance to the NAB board with regard to their governance duties, responsibilities and powers and create awareness about all relevant laws, regulations and ethics of good governance</p> <p>1.5 Ensure that the Organisation conforms to the highest standards of corporate governance framework by developing policies, processes and systems which are consistent and aligned to best practice corporate governance</p> <p>1.6 Assist the NAB board in conducting annual board performance evaluations of the chairperson, individual directors, board committees and the board as a collective</p> <p>1.7 Develop an annual workplan of the NAB board of directors and its advisory committees</p> <p>1.8 Ensure that the NAB board and advisory committee charters and terms of reference are kept up to date</p> <p>1.9 Prepares any returns and records required by statute to ensure that the organisation conducts its business in a legal and proper manner</p> <p>1.10 Coordinates and Prepares the annual report of the organisation in accordance with legal and constitutional requirements</p>



	<p>1.11 Briefs the CEO and Chairman on any issues that may arise and on procedure and approach that needs to be followed</p> <p>1.12 Monitor the director's payroll function to ensure compliance to the SOE's Board of Directors remuneration guidelines.</p> <p>1.13 Serve as the gatekeeper of good Corporate Governance principles.</p>
<p>2. Company Secretarial Services</p>	<p>2.1 Administer and coordinate the NAB board meetings and ensure proper compilation and timely circulations of board packs/papers as determined annually in advance by the board.</p> <p>2.2 Ensure that the NAB board meeting agenda is prepared in consultation with the CEO and board chairperson and as relevant in consultation with the advisory committee chairpersons and divisional heads.</p> <p>2.3 Assist the NAB Board and advisory Committee's with drafting their annual work plans.</p> <p>2.4 Assist the CEO to develop a twelve (12) month meeting planner, scheduling key matters for consideration or decision by the board as per the Annual Workplan.</p> <p>2.5 Matters proposed for the NAB Board agenda will take into account:</p> <ul style="list-style-type: none"> a. Strategic objectives of NAB as per Agronomic Industry Act, strategic plan and annual business and financial plan b. The NAB board's and advisory committees' annual agenda planner; c. Emerging issues raised by the NAB board or management; d. Matters raised in the course of time preceding the next relevant meetings; e. Matters directly relevant to the NAB board's defined authority <p>2.6 Takes minutes at all NAB Board and advisory committee meetings and ensures that the minutes are distributed timely to all relevant parties.</p> <p>2.7 Assist to monitor and ensure that the NAB Board decisions and resolutions are implemented timeously.</p> <p>2.8 Identify training requirements for less experienced directors and implements an ongoing director's development programme.</p> <p>2.9 Ensure the continuous review and or amendment and approval of the Delegations of Authority Framework in consultation with EXCO.</p> <p>2.10 Ensure that the Strategic review session is arranged and caused to take place prior to the conclusion of every financial year in consultation with the CEO.</p> <p>2.11 Ensure that NAB Board and Advisory Committee Meetings are correctly varied, deferred or adjourned, in consultation with the NAB Board Chairperson and Advisory Committee chairpersons</p>
<p>3. Legal Services: Advice, Policies, Documentation and Research</p>	<p>3.1 Continuously scans and assesses the organisation's operational environment and identifies areas that requires legal intervention.</p> <p>3.2 Develops the standard legal documentation, policies, procedures and ensures the correct usage and implementation.</p>

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	<p>3.3 Assess the legal environment and identifies issues that might bring the organisation into disrepute and takes the required remedial action.</p> <p>3.4 Understands the legal situations that requires external legal interventions and make recommendations to appoint such external legal experts.</p> <p>3.5 Monitors and oversees the deliverables of the external legal experts and provides regular feedback to the CEO, senior management and the Board.</p> <p>3.6 Develops all legal contracts and agreements and ensure that these contracts comply with the legal requirements.</p> <p>3.7 Ensure that all contracts that have been entered into or being proposed are legally sound and that the organisation's position is not compromised.</p> <p>3.8 Identifies requirements for legal research and conducts or commission such research to be conducted.</p> <p>3.9 Researches specific complex and otherwise confidential issues as requested by the CEO or NAB Board.</p> <p>3.10 Represents the organisation at legal forums and discussion platforms.</p>
<p>4. Risk Management</p>	<p>4.1 Establish risks management strategies, policies and internal protocols including effective risk communication frameworks</p> <p>4.2 Develop, implement and maintain an enterprise risk management (ERM) framework.</p> <p>4.3 Maintain and ensure adherence to Risk Management practices, policies and procedures</p> <p>4.4 Develop and maintain a Risk framework and ensure it is reviewed regularly by the executive management and the Board.</p> <p>4.5 Coordinate the compilation of operational risk registers and risk response strategies and mitigation plans.</p> <p>4.6 Conduct risk assessments to ensure that business risks are identified and mitigated</p> <p>4.7 Identify and assess actual and potential risks against set parameters</p> <p>4.8 Facilitate the compilation of strategic and operational risk registers</p> <p>4.9 Coordinate the activities of the Risk Management Committee and perform the administrative support functions.</p> <p>4.10 Monitor and follow up with risk owners and ensure that remedial actions are implemented.</p> <p>4.11 Implement and support relevant and fit for purpose quality assurance and risks monitoring systems</p> <p>4.12 Ensure that employees and all stakeholders understand the risk policies and procedures and are provided with the required assistance</p>



	<p>4.13 Embed and institutionalize the Risk management practices in the organisation.</p> <p>4.14 Report quarterly to the CEO on progress made regarding the indentified and reported risks.</p>
<p>5. Compliance and Business Continuity</p>	<p>5.1 Keep abreast of the current and upcoming regulatory obligations and support the relevant departments to adopt and comply</p> <p>5.2 Monitor and ensure that the required compliance changes have been done as necessary</p> <p>5.3 Assess the business systems and processes to identify any compliance issues and support departments in designing solutions to compliance issues</p> <p>5.4 Ensure that the organisation meets all statutory and regulatory requirements in accordance with requirements</p> <p>5.5 Ensure that all employees are aware of their responsibilities and accountabilities related to statutory and regulatory requirements</p> <p>5.6 Assist the training facilitators to incorporate training modules on the required regulatory and compliance requirements</p> <p>5.7 Develops and maintains business continuity and recovery plan and procedure</p> <p>5.8 Review and expand the existing plans and protocols</p> <p>5.9 Collaborates with the IT subdivision to ensure the protection and restoration of data and systems in the event of natural disasters, viruses, and hackers</p> <p>5.10 Identify and implement recovery operations to allow partial or limited business operations in the event business interruptions</p> <p>5.11 Creates and facilitate practice drills</p> <p>5.12 Facilitate employee training on compliance, risks and disaster recovery</p> <p>5.13 Collaborate with national and government institutions to align the emergency management plan with established best practices and standards</p> <p>5.14 Develop, implement, audit, test and maintain Business Continuity plans</p>
<p>6. Corporate Reporting</p>	<p>6.1 Ensures that the organisation complies with all relevant statutory and regulatory requirements in specific the reporting guidelines of the Public Enterprises Act, No. 1 of 2019 and Agronomic Industry Act, No. 20 of 1992</p> <p>6.2 Leads the process of the preparation of the annual report and ensure that all relevant parties are aware of their contribution to this process</p> <p>6.3 Ensures that the annual financial statements are certified in line with the relevant statutory requirements</p> <p>6.4 Ensure that all letterheads, official stationery and publications display the</p>

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	<p>correct organisation name, addresses and names of the directors</p> <p>6.5 Ensures that the annual financial statements are shared with relevant stakeholders within the stipulated period of time</p>
7. Human resource management and administration	<p>7.1 Compiles the annual budget for the subdivision and submits budget for approval to the CEO</p> <p>7.2 Monitors monthly subdivision expenditure and clarifies variances for spending deviations</p> <p>7.3 Plans the subdivision activities based on the organisation's strategic objectives</p> <p>7.4 Sets goals for direct reports and determines the required performance standards</p> <p>7.5 Align job descriptions and recommend changes in job duties as required</p> <p>7.6 Monitors and evaluates the execution of performance targets against prior agreed standards and work priorities</p> <p>7.7 Participates in management initiatives of recruitment, coaching and mentoring.</p> <p>7.8 Ensures that the necessary disciplinary action is taken to respond to disciplinary issues, grievances and under performance.</p> <p>7.9 Performs any other related duties as delegated by the CEO and NAB Board through the CEO</p>
8. Any other Duty	<p>8.1. Perform any other related duty as assigned to by the supervisor</p> <p>8.2. Report quarterly/Annually to the CEO on progress on the implementation of the annual workplan as per NAB Annual Business and Financial Plan.</p>

QUALIFICATIONS AND WORK EXPERIENCE

- A Four (4)-year LLB Degree
- An admitted Legal Practitioner with post-graduate training in corporate governance or related field
- 5 Years relevant experience of which 2 years should be in a senior or related professional role.
- A valid driver's license is a must have.

KNOWLEDGE, SKILLS AND ABILITIES

- a. Conversant with the legislation, regulations and principles in the acronomy, horticulture and agriculture industry
- b. Good understanding of the The Namibian Agronomic Board Act, 20 of 1992, PEGA and other relevant Acts and statutes.
- c. Good understanding of compliance responsibilities and duties of directors and management



- d. Ability to identify and resolve legal, compliance and governance challenges
- e. Highly knowledgeable about the current and envisaged regulations, laws and governance directives
- f. A good understanding of legal matters and an ability to analyse legal contracts and agreements
- g. Analytical, decisive and problem-solving ability
- h. Excellent communication, interpersonal and networking skills with people at all levels
- i. Highly organized with a strong emphasis on planning and time management
- j. High level of emotional intelligence
- k. Highly organized with a strong emphasis on planning and time management
- l. Ethical conduct, sound reputation and high integrity and discretion when dealing with confidential matters
- m. Extensive knowledge of Corporate Governance;
- n. Understand board dynamics EXCO/CEO vis-à-vis the Chairperson;
- o. Exposure to corporate specialists (i.e. external auditors; legal advisers, and financial experts).

WORKING CONDITIONS

- Mainly in Windhoek in office; frequent meetings outside office in Windhoek.
- Occasional travelling within Namibia, attend outside Windhoek Board meetings and stakeholder engagements.
- Occasional travel at regional (SADC) and international when applicable.
- 60 % office bound, 40 % on attendance of forums, meetings outside and court attendance on cases.
- Limited degree of supervision, incumbent is expected to provide legal services without much overview from supervisor and to take initiative, however, will escalate matters where reputation or legal risk is very high.

WORK PRESSURE

- Work pressure is High and will at times be intense depending on amount of urgent matters and competing interests. The job requires detailed planning and organising of the key responsibilities.

Approved by:	Dr. FN. MWAZI, CEO. 
Date approved:	
Date Reviewed:	12/11/2021

