



JOB ADVERT: LEGAL ADVISOR / COMPANY SECRETARY

Purpose of the role

The incumbent provides legal advice and ensures that the organisation complies with the relevant legislation and regulations. Furthermore the incumbent will be the Gondwana group's Company Secretary and will be responsible to fulfill all legal and liaison duties associated with the role of Company Secretary. The incumbent will also be responsible for all risk and compliance aspects of the company.

Generic Requirements

- Respectful and mindful communication
- Full support of the Gondwana Philosophy: balancing financial, social and environmental company commitments.
- Act as an ambassador of Gondwana Collection and Namibia as a tourist destination

Competencies required

- Must be self-motivated and a self-starter
- Must be trustworthy and dependable
- Must be a team player
- Is required to have proven managerial skills;
- Must be customer, quality and detail orientated
- Must be able to manage time well; have the ability to plan properly; and to manage people effectively in order to sustain the highest level of productivity
- Must have excellent interpersonal skills and the ability to build lasting relationships with both clients and colleagues
- Must possess legal and corporate governance qualifications and experience
- Must have proven Computer skills in Microsoft Office package (Word, Excel, Power point etc.)
- Excellent written and verbal communication skills in English will be required
- Ability to work flexible and extended hours from time to time
- Ability to visit lodges from time to time.

Generic Responsibilities

- Ensuring the legal compliance of the Gondwana Collection (Pty) Ltd such as:
 - NTB Compliance
 - OHS Compliance
 - Company licenses
- Consult on all legal matters
- Consult, advise and draft contracts
- Risk management
- Company Secretary responsibilities

Requisite qualification

- Admitted legal practitioner or relevant corporate experience
- Company Secretarial courses will be beneficial
- Risk and Compliance courses will be beneficial
- Relevant experience
- Sound understanding of:
 - King IV Report
 - Companies Act 28 of 2004