



## VACANCY ADVERTISEMENT

Applications are invited from suitably qualified candidates for the position of

### LEGAL OFFICER PATERSON GRADE D2

The role is responsible for providing legal services, including opinions, legislative review, contract drafting and workouts and collections support in all assigned areas of business in order to minimize regulatory, reputation and compliance risk, and to avert potential litigations/penalties.

#### KEY PERFORMANCE AREAS

- Prepare and review all DBN agreements and agreements for companies with DBN material interest, collaborating with outsourced legal service providers when necessary.
- Support the bank, by structuring transactions, conducting legal due diligence, and reviewing term sheets for non-standard transactions.
- Review, draft, and recommend changes to legal contracts and agreements, referring to specialist legal providers when warranted.
- Drafting, updating, and implementing the Legal Compliance Manual, Legal Due Diligence Manual, and associated checklists to ensure compliance with DBN's legal environment.
- Review internal policies to ensure alignment with current legislation and recommend necessary updates to manuals and processes.
- Conduct legal due diligence on appraisals, ensuring adherence to checklists, and recommend for approval while incorporating robust review and sign-off processes.
- Assist with governance, statutory, and regulatory compliance for DBN and its subsidiaries or associated entities, including adherence to NAMFISA (where applicable) and company law requirements.
- Monitoring of litigation matters and preparing the necessary information required.
- Review, prepare and attend arbitration and/or mediation cases.

#### EDUCATION, EXPERIENCE AND SKILLS

- Relevant Law Degree (NQF Level 8). A postgraduate qualification in Compliance Management would be an added advantage.
- 5 years' relevant work experience.
- Admission as a Legal Practitioner of the High Court of Namibia.
- Excellent verbal and written communications skills.
- Excellent customer orientation/focus.
- A high-level of confidentiality.
- Interpersonal sensitivity and the ability to build strong work-related relationships.
- A keen attention to detail.
- Excellent organizing skills.

Applications will only be accepted from Namibian citizens.

**The closing date for applications is Wednesday, 5 February 2025.**

The DBN offers market related remuneration packages commensurate with experience and qualifications. Applications will be treated in strictest confidence.

Interested candidates should forward their resumes, which should include three contactable references and certified supporting documents to: **The Manager: Human Capital and Organisational Development, Development Bank of Namibia, 12 Daniel Munamava Street, P. O. Box 235, Windhoek.** E-mail: [recruitment@dbn.com.na](mailto:recruitment@dbn.com.na).

Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourably

