



## **HEALTH PROFESSIONS COUNCIL OF NAMIBIA**

### **VACANCIES**

**Post designation: Legal Officer**

**Minimum requirements:**

- An LLB Degree and admission as a Legal Practitioner
- At least two (2) years' work experience in a litigation environment.
- Valid code 08 driving licence.

**Required knowledge and skills:**

- Sound knowledge and understanding of the civil and criminal processes.
- Understanding of the legal instruments that govern the Council.
- Ability to interpret laws, regulations and case law.
- Skills in legal writing and drafting legal opinions.
- Proficiency in drafting contracts, legal opinions, policies, minutes and other legal documents.
- Knowledge and understanding of labour laws and associated procedures.

- Strong verbal and communication skills.
- Strategic thinking to support the Council's objectives.

### **Key performance areas**

- Assist the Council and its Committees in the investigation of complaints of unprofessional conduct.
- Prepare agendas and minutes for the Preliminary Investigation Committee and draft reports to the Boards and Council.
- Act as a proforma complainant in professional conduct inquiries.
- Represent the Conduct in appeals proceedings.
- Provide legal advice to the Preliminary Investigation Committee, Disciplinary Committees, the Boards, the Council and the Registrar.
- Attend to labour matters as may be required by the Registrar.
- Manage and liaise with external legal counsel as required.
- Assist the Senior Legal Officer in budgeting and prudent execution of the budget.
- Communicate effectively with all stakeholders and the public of large.

### **Other requirements**

- The candidate must have a sense of detail.
- Candidate must aspire to high integrity.
- Friendly demeanour and ability to work effectively in a team.

**Salary Package:** Councils offer a competitive salary package, pension, medical and housing grants as well as other fringe benefits which include adequate leave and an annual bonus.

**Enquiries:** Mr. T. Haipeto, Tel: 061 – 245586: email: [thaipeto@hpcna.com.na](mailto:thaipeto@hpcna.com.na)  
Address the application to the Registrar, Health Professions Councils of Namibia

**Closing date:** Wednesday, the 9<sup>th</sup> of May 2025

**NB:**

- NB. The application form can be obtained from the HPCNA website:  
<https://www.hpcna.com/uploads/documents/HPCNA%20employment%20application%20form-170325-061503.pdf>
- Application must be submitted to Human Resources Office No. 37 Schönlein Street, Windhoek West.
- No faxed or emailed applications will be accepted.
- Only shortlisted candidates will be contacted.
- No documents will be returned to the applicants.
- Foreign qualifications should be accompanied by the Namibia Qualifications Authority's evaluation.
- Certified documents should be valid for not more than three (3) months before submission.