

As a leading ICT player and equal-opportunity employer, Telecom Namibia is committed to innovation and service excellence. We are at the forefront of cutting-edge technologies, driving 5G expansion, cloud transformation, and managed cybersecurity services to enhance connectivity across Namibia. Our competitive remuneration and investment in human capital empower our employees to thrive in a rapidly evolving digital economy.

If you are a forward-thinking professional eager to shape the future of telecommunications, we invite applications for the following Executive positions based in Windhoek:

POSITION: HEAD LEGAL AND COMPLIANCE
REPORTING TO: CHIEF EXECUTIVE OFFICER
JOB GRADE: E-1

KEY PURPOSE:

The position is part of Telecom Namibia's Executive Committee of Management (EXCO) and is responsible to effectively deal & comply with the legal environment in which TN has to operate and ensure that legal risk is minimized, and legal advantages /opportunities are optimized. Develop a comprehensive compliance management strategy and oversee the implementation through the formulation of the internal compliance procedures and guidelines. Guide, ensure and enforce TN adherence to a legal framework of e.g. employment contracts, commercial contracts, etc. and ensure the development & enforcement of appropriate documentation, legal guidelines and preconditions and that processes satisfy all regulatory requirements, applicable laws and standards. Review Reports, Assess Compliance Risks, identify legal irregularities and address various gaps. Advises EXCO and the Board of Directors on all matters that have serious legal implications and effectively deal with all litigations and legal actions that the company faces, coordinate various external service providers in this process. Actively part-take in EXCO decision making and following through on Board/EXCO assigned projects.

KEY RESULT AREAS WILL INTER ALIA INCLUDE:

- Provides guidance on Legal strategies, Tactics, Practices and Legal Risk Management to Telecom Management, statutory Board and the Board Committees.
- Develop the Compliance Strategy and Oversees the implementation within Telecom Namibia.
- Provides Legal advice, makes recommendations, share Information and reports on legal and regulatory related matters.
- Develop, maintain and review Telecom Legal Policies, Procedures, Guidelines whilst building legal capacity
- Assesses Telecom Standard Legal Documentation, Forms, Records and Related Services.
- Handles and monitors Litigation
- Draft, standardize and ensure enforcement of Contracts both (External) (e.g. with suppliers, business relationships, business rights, etc.) and (internal) Employment & Services Contracts matters.
- Manages Legal Projects, research and investigations related cases and issues.
- Build and maintain relationships with Institutions affecting the Legal Environment and compliance (e.g. NCC, CRAN)

- Manages TN legal function and department allocated Human Resources, Financial Resources whilst Provides Legal Support System, including Outsourced Services.

KEY QUALIFICATIONS AND EXPERIENCE REQUIRED:

The ideal candidate should hold an LLB or equivalent qualification in the legal field. Admission as a Legal Practitioner of the High Court of Namibia with ten (10) years after being Admitted as a Legal Practitioner (post admission) in a law firm, commercial or corporate environment. A Postgraduate qualification in ICT, telecommunications, data protection and compliance will be an advantage. Legal or other related work experience gained in another telecommunications operator, an ISP, communications or related regulatory body must be 3 – 5 years.

KEY KNOWLEDGE REQUIRED:

In depth knowledge and understanding of the Legal Environment, International controls in Telecom e.g contracts, authorities, procedures), Microsoft Office, Company Law, Corporate Governance (King 4 and Namcode), Law of Contracts, Litigations, Telecommunication Act and Acts impacting Telecom, Legal Strategies, Law of Employment and Competition Legislation.

KEY CHARACTERISTICS:

Conceptual thinker with an ability to see the interrelatedness of legal matters within TN's business environment. Assertive in argument, definite and supportive in approach. Ability to get across ideas and concepts to others clearly and succinctly. Be open to ideas, inputs and opinions with a quick grasp and think on his/her feet. Confident and able to take pressure well. Perseveres in the face of adversity and maintains broad strategic direction. Attentive to detail, analytical and accurate. Organised and good planning abilities.

APPLICATION PROCESS:

- This recruitment for these vacancies will be managed exclusively by Elite Employment. Kindly apply by visiting www.eliteemployment.com.na and upload your detailed CV to the specific job posting.
- All applications must be received via this website address only.
- Applications submitted to Telecom Namibia directly, or by hand / Post will not be considered.

ADDITIONAL INFORMATION:

- Suitably qualified applicants from designated groups defined in the Affirmative Action Act (1998) are encouraged to apply.
- Only shortlisted candidates will be contacted.

Queries please contact: Antoinette Druker

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CLOSING DATE: 31 OCTOBER 2025

