

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 telecommunication, we invite applications for the following position:

POSITION:	LEGAL ADVISOR
REPORTING TO:	HEAD: LEGAL SERVICES AND REGULATORY AFFAIRS
DUTY STATION:	WINDHOEK
DIVISION:	LEGAL DEPARTMENT
GRADE:	D2

KEY PURPOSE:

The Legal Advisor plays a pivotal role in ensuring, Telecom Namibia's legal, regulatory, and compliance integrity across the business. Operating within the highly regulated and fast-evolving ICT sector, the incumbent advises on complex legal matters spanning commercial contracts, litigation, regulatory submissions, and statutory compliance. The role support key governance functions, such as serving as in-house counsel to the internal Procurement Committee and directly contributes to risk management and strategic alignment with applicable laws and regulations. Functions at a middle-management level, the Legal Advisor is expected to independently manage a portfolio of high-risk legal matters, providing actionable legal advice that informs operational and strategic decisions across the organisation. The position requires a high degree of accountability, independent legal analysis, and sound judgement in time sensitive situations, initiative, ownership of legal outcomes, and confident engagement with senior stakeholders. The Legal Advisor ensures that legal risks are identified and mitigated proactively and that the organisation remains compliant with regulatory requirements, thus preventing costly infractions or legal disputes. The complexity, independence, and level of influence underscore the strategic importance of the role and the significance responsibilities it carries.

KEY PERFORMANCE AREAS WILL, AMONGST OTHERS, INCLUDE THE FOLLOWING:

- Legal strategy implementation
- Consumer Complaints and Dispute Adjudication
- Regulatory & general compliance reporting
- Contract Review and Negotiation
- Legal assurance on key strategic projects & Ad Hoc Committees
- Ensure and provide necessary support to ensure that all regulatory and legislative requirements are implemented by TN staff and provide training to staff as required.
- Legal Cases/litigation (Delegated)
- Legal Collections
- Legal advice services
- Legal Services Administration System & Services
- Legal & Preparatory Research
- External Legal Liaison/ Monitoring Services
- Legal Problem-Solving Services/ customer dispute handling

- General Legal Support and Ad Hoc Legal Services
- Procurement Governance and Legal Assurance

EDUCATIONAL QUALIFICATIONS & EXPERIENCE REQUIRED:

The holder of this position should have an LLB or equivalent qualification in the legal field. Admission as a Legal Practitioner of the High Court of Namibia is required. A postgraduate qualification in ICT, telecommunications, data protection, and compliance will be an advantage. Work experience after being admitted as a legal practitioner (post admission) is 5 Years. Work experience of 3 - 4 years, in a law firm, commercial or corporate environment is required. Minimum work experience is 5 – 10 years. Work experience gained in another telecommunications operator, an ISP, communications or related regulatory body will be an advantage.

KEY KNOWLEDGE REQUIRED (TECHNICAL, FUNCTIONAL & BEHAVIOURAL):

- ICT and Telecommunications Law
- Corporate Governance and Compliance Regulations
- Procurement Law and Contract Management
- Risk Management and Legal Assurance
- Dispute Resolution and Litigation

NOTES TO APPLICANTS:

Applicants requiring further information about these jobs should direct their inquiries to the following persons:

The Acting: Human Resources Business Partner: Corporate & Marketing Divisions via the following email address: shirley.harases@telecom.na

Please note that, full-time employees, contract workers and qualifying Interns are eligible to apply.

Only short-listed candidates will be communicated with, and no personal documents will be returned.

Suitably qualified applicants from designated groups defined in the Affirmative Action Act (1998) are encouraged to apply.

CLOSING DATE: 31 OCTOBER 2025