

CENTRAL PROCUREMENT BOARD OF NAMIBIA

Terms of reference

Job title: Assistant Legal Advisor

Duty Station: Central Procurement Board, Windhoek

Commencement date: as soon as possible

Expected duration: Permanent (after six months probationary period)

Level: TBA

About the Central Procurement Board

Central Procurement Board of Namibia (CPBN) in terms of Public Procurement Act, 2015 (Act 15 of 2015) is a juristic person with the principal objects to conduct the bidding process on behalf of public entities for the award of contracts for procurement or disposal of assets that exceed the threshold prescribed for public entities; to enter into contracts for procurement or disposal of assets on its own behalf or on behalf of public entities awarded by the Board; and to direct and supervise accounting officers in managing the implementation of procurement contracts awarded by the Board.

Roles and responsibilities

The purpose of this position is to be focussed on legal advice, contract reviews and management and interpretation of Acts and procedures in the organisation. The position should further assist the Board in reviewing legal challenges and liaise with the Secretary to the Review Panel to respond within the pre-set timeframes. Assist the Legal advisor in preparing affidavits and support records for review cases. Assist the Legal Advisor in Researching cases and prepare written opinions.

Specific duties:

He or she will have the following responsibilities and functions:

- Give accurate and timely counsel to executives in a variety of legal topics
- Collaborate with management to devise efficient defence strategies
- Research and evaluate different risk factors regarding business decisions and operations
- Apply effective risk management techniques and offer proactive advice on possible legal issues
- Communicate and negotiate with external parties (regulators, external counsel, public entities etc.), creating relations of trust

- Draft and solidify agreements, contracts and other legal documents to ensure the CPBN's full legal rights
- Deal with complex matters with multiple stakeholders and forces
- Provide clarification on legal language or specifications to everyone in the organization
- Conduct work with integrity and responsibility
- Regularly inform the Board and management of changes in legislation that affects the operations and decisions of the organisation.
- Maintain current knowledge of alterations in legislation

Qualifications, Skills and Competencies

- Bachelor's Degree in Law
- LLB will be an added advantage
- Five (5) years as a legal counsel in a business environment
- Excellent knowledge and understanding of corporate law and procedures
- Full comprehension of the influences of the external environment of the CPBN
- Demonstrated ability to create legal defensive or proactive strategies
- High degree of professional ethics and integrity
- Sound judgement and ability to analyse situations and information
- Outstanding communication and written skills
- Accurate and precise attention to detail
- Be able to work under pressure and meet tight deadlines
- Conversant with the Public Procurement procedures

CLOSING DATE: 31 MAY 2019

ENQUIRIES: HR MANAGER EMAIL: hr@cpb.org.na

**SUBMIT A CV WITH MAXIMUM FIVE (5) PAGES WITH CERTIFIED QUALIFICATIONS; ALL FOREIGN QUALIFICATIONS MUST BE VERIFIED BY NQA
ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED
NO E-MAIL APPLICATIONS WILL BE ACCEPTED**

ADDRESS FOR SUBMISSION:

HAND DELIVERY:
MANDUME PARK
1 TEINERT STREET
WINDHOEK

POSTAL ADDRESS:
PO BOX 23650
WINDHOEK

ALL POSITIONS ARE SUBJECTED TO VETTING/SECURITY CLEARANCE

