

VACANCY: **LEGAL AND COMPLIANCE: INTERN**
DUTY STATION: **OTJIWARONGO**
DURATION: **FIXED CONTRACT: SIX (6) MONTHS**

PURPOSE:

The incumbent will be required to assist in ensuring that the organisation operates in compliance with applicable laws, regulations, internal policies, and industry standards. The role will assist the Legal Compliance Officer in monitoring regulatory developments, implementing compliance frameworks, conducting compliance reviews, and administrative assistance to the office.

KEY PERFORMANCE AREAS, AMONGST OTHERS:

- Deals with telephonic calls/queries and visitors by screening and routing them to the Legal Compliance Officer / Company Secretary or alternate relevant source of assistance where the incumbent cannot address the issue presented.
- Makes photocopies/ binds documents for meetings and ensure correction of documents.
- Maintain the general office appearance and equipment.
- Assist in assessing and advising effectively to minimize and control risks to the company and ensure that the systems, contents and processes are appropriate and relevant.
- Assist the Legal Compliance Officer to compile and submit periodic reports to the CEO.
- Assist the Legal Compliance Officer in keeping record of all statistics and submitting it on a regular basis to management and do filing where applicable.
- Create purchase requisitions.
- Prepare, file and maintain register of all contracts, service level agreements and other important agreements entered between CENORED and third parties.
- Maintain records and reminders of important dates and events and reminds the immediate superior accordingly and/or takes specific steps regarding such dates/events.
- Assist with preparation and typing correspondence, documents and reports including - schedules, letters, memoranda, reports, monthly reports, presentations, contracts etc.
- Attend to any other duties as per instructions from Superior.

MINIMUM REQUIREMENTS:

- Final year in Para Legal Studies, Office Administration, Secretarial Diploma or equivalent qualifications.
- Overall average of 60% and above academic performance (**attach full academic record**).

SKILLS AND ABILITIES:

- Keen interest in business and economy.
- Effective Communication skills.
- Efficient organizational ability and time management.
- Strict attention to detail.
- High levels of literacy and numeracy.
- Well-developed integrity.

Company Registration no: 2003/0153

Directors: K. P. Iyambo (Chairperson), A. Howoseb (Deputy Chairperson), F. Mbango (Chief Executive Officer)
A. Barlow, V. Gabriel, T. Lungameni, W Haulofu, F. K. Kamati, A. Tjitombo, G. U Hoko
B-O Mapoha (Legal Compliance Officer/Company Secretary)

Shareholders: Tsumeb Municipality, Grootfontein Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower, Okahandja Municipality



- Ability to absorb technical knowledge and translate into practice.
- Computer Literacy

APPLICATION INSTRUCTIONS:

Interested and qualified candidates should submit:

- Cover letter/motivation
- A detailed CV
- Latest Certified copy of an ID
- Latest Certified copies of qualifications, testimonials and academic transcripts

CENORED is an equal opportunity Employer, and previously disadvantaged people are encouraged to apply.

Interested and qualified applicants are required to submit their applications to:

Human Capital Section

P. O. Box 560

Otjiwarongo

Or Email: hr@cenored.com.na Or Hand Deliver their applications accordingly

Closing Date: Friday, 12 December 2025 @ 16h30