



WE ARE HIRING

Office of the Registrar

Assistant Company Secretary

Requirements

An LLB degree (LLM is an added advantage) with a minimum of 4 years relevant experience of which three (3) years are in legal drafting or in Company Secretarial Administrative work. Admitted Lawyer by the High Court of Namibia and Chartered Secretarial Qualification. Computer proficiency, including sound knowledge of Council Resolution Tracker System. Demonstrate sound knowledge of Legal, legislative, and Regulatory interpretation – King III, King IV, NamCode, Public Enterprises Governance Act, Companies Act, and Communication Act. Proven proficiency in delivering information clearly and succinctly, both written and verbal communication. Demonstrate maturity and adhere to elevated ethical and moral principles when handling privileged and confidential information. Exhibit the fiduciary disposition expected of a Council Member.

Job Responsibilities

Assist the secretary to Council in taking responsibilities for Council and its Subcommittee meetings, ensure compliance with relevant laws, rules, and regulations; analyse and synthesise complex topics of discussion and write them up in concise minutes; and coordinate activities to ensure the implementation of resolutions. Prepare documentation for the Council within specified deadlines. Provide constructive supervision to Meeting Administrators, enhancing their skills in minute-taking and meetings management. Conduct capacity-building interventions to foster ongoing improvements.

Contact: Mrs Theophila Shilongo
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EMPLOYEE VALUE PROPOSITION



Compensation



Career and Personal Growth



Work and Environment



Rewards and Recognition



Benefits

Join NUST to advance your career and shape Namibia's future in a supportive and nurturing community of learning.

Closing Date:

23 FEBRUARY 2024

The normal retirement age is 65 years.

NUST, an equal opportunity employer, invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, proof of qualifications as well as the names and full contact details (including e-mail addresses) of at least three credible work-related referees to:

Private Bag 13388, 13 Jackson Kaujeua Street, Windhoek, NAMIBIA.

Applications may be emailed to recruitment@nust.na. On e-mail applications, please enter the title of the position in the subject line. All foreign qualifications must be validated by the NQA. Only shortlisted candidates will be contacted. No documents will be returned.