

## EXTERNAL VACANCY

The Road Fund Administration (RFA) is a statutory organisation, established under Act 18 of 1999 to manage the Namibian Road User Charging System (RUCS) with a view to secure funding required to achieve a safe and efficient road network in Namibia. In its quest to fulfill its fiduciary responsibility towards the road network, the RFA herewith invites applications from suitably qualified and experienced professionals for the following position:

---

### COMPLIANCE AND CONTRACT OFFICER

#### PATERSON JOB GRADE – C3

##### Primary Purpose of the Job

To prepare corporate documents on governance, compliance and contract management issues, be proactive and able to identify legal risks and potential liabilities to report these to the Principal Officer: Compliance, Legal and Company Secretary. To provide legal support in terms of contract, compliance and legal work required in the division.

##### Key performance areas:

#### 1. Compliance

- Continuously update the register of all Statutes and Laws in Namibia and determine the compliance components which the RFA should adhere to (that effect the Road Fund Administration whether directly or indirectly).
- Manage and coordinate amongst business units the legal implication of directives and statutes
- Draft Compliance Reports and Submission to the Board

#### 2. Contract Management

- Manage the risk of contracts and monitor renewal timeframes and termination of contracts.
- Liaise with divisions with regards to expiry or extension of their respective contracts.

#### 3. Governance

- Compile quarterly governance report for Board submission.
- Monitor trends in the market and advise on new governance trends for implementation

#### 4. Advising the Administration, management, and staff on legal matters and other ancillary matters referred to by line divisions

- Render legal advice on the laws administered by the Administration and others which may have a bearing on the functions of the fund.

- Review and give advice on relevant documents drafted by the Administration for legal risk.

**Qualification Requirements:**

- A LLB Degree or equivalent qualification.
- Namibia Qualification Framework (NQF) Level 7.

**Experience requirements:**

- 3 years' working experience in a legal environment or corporate work environment, with at least 2 years working experience with contracts management and compliance management.
- Valid Driver's License
- Knowledge of corporate governance and compliance will be an added advantage.

**Knowledge:**

- Report / contract writing
- Relevant laws and legislations
- Company Policies and Procedures
- Stakeholder engagement
- ICT Literacy
- Broader governance & legal related compliance
- Legal advice

**Skills / Competence:**

- Excellent written & communication skills
- Interpersonal skills
- Administrative skills
- Methodical and Accurate
- Communication skills
- Time management skills
- Planning skills
- Problem solving skills

**Enquiries: Ms. Lydia Mpinge on 061- 433 3038**

**Closing Date for applications: Tuesday, 3 September 2024 at 17h00**

All applications should be addressed to the Manager: Human Capital, Road Fund Administration, Private Bag 13372, Windhoek, by the date and time shown above and accompanied by a cover letter, detailed Curriculum Vitae, employment reference, and particulars of the applicant's current/previous employment. Please take note that only short-listed candidates will be notified. Please submit the application via [recruitment@rfanam.com.na](mailto:recruitment@rfanam.com.na) Faxed applications will **not** be considered.