



Swakop Uranium, a Namibian world class uranium mining company, invites people who are self-motivated, energetic and wish to work in a High Performance Culture environment, to apply for the following role.

Senior Officer Legal Advising

Location: Husab Site

Reports to the Company Legal Advisor

MAIN PURPOSE OF JOB

To assist the Company Legal Advisor in providing internal legal advice on matters such as legislation, governance, commercial contracts, litigations, employee relations, dispute resolution. Also assists the Company Secretary with a wide range of Company secretarial, corporate governance- and administrative duties and ensuring that the Company complies with relevant legislation.

Key Performance Areas:

- Assists the Company Legal Advisor providing legal advice to management and staff on matters related to Corporate Governance and business ethics.
- Obtains and ensures implementation of legislations, including assisting the Company Legal Advisor in managing complex legislative interaction with other agencies.
- Performs a range of sundry legal matters and administrative responsibilities which facilitates and supports the achievement of Swakop Uranium goals such as vetting agreements, correspondence and liaison with other attorneys, scrutinizing Government Gazettes for change in legislation and keeping abreast of all major political, operational, capital governance and marketing developments affecting the Company's interests.
- Ensures that the Company complies with its Memorandum and Articles of Association during meetings and that statutory records are kept in terms of the Companies Act.
- Aids the Company Legal Advisor to provide guidelines for tenders, ensures that tenders are opened and properly recorded and reviews commercial contracts to ensure the Company's interests are safeguarded.
- Reviews significant contracts before they are signed off as requested by the Company Legal Advisor.
- Supports the Company Legal Advisor with legal advice on dispute resolutions and labour/employee relation matters and the interpretation of Collective Employment Agreements, policies and any other related agreements.
- Analyzes legal issues and monitors current and emerging trends in labour/employment relations.
- Undertakes employment investigations as assigned by the Company Legal Advisor.
- Assists the Company Secretary with secretarial services involving statutory administration and preparation for Board and the Audit and Risk Committee meetings when necessary.
- Conducts Legal Compliance Audit and subsequent follow up audit.
- Reviews Company top policies and procedures as requested by the Company Legal Advisor.
- Develops and maintains effective working relationships with internal and external stakeholders.
- Adheres to all laid down SHERQ standards, practices, policies, procedures, rules and regulations.

Requirements and experience:

- LLB Degree specializing in corporate law or related business law.
- Membership with the Namibian Legal Council
- Experience in corporate Administration / Governance, preferably 5 years, gained in a large multi-national corporate environment.
- Excellent command of English
- Proven track record of drafting, reviewing and editing agreements and contracts
- Familiar with local and international laws and regulations, especially Company laws
- Valid Code B Drivers' License

Through its commitment to its people, the company offers a competitive remuneration package and the opportunity to work alongside some of the most experienced and dedicated people in the industry.

Send your cv's and other relevant documents to recruitment@cgnpc.com.cn by **29 December 2017**.

Previously disadvantaged Namibians are encouraged to apply.

Clearly indicate the position you are applying for as well as your name and surname in the subject line of your application email.

Applications received that do not meet the criteria will not be considered.

Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.