



JOB DESCRIPTION

| A. POSITION INFORMATION | |
|---------------------------------|---|
| Job Title | Legal, Governance and Compliance Officer |
| Department | Office of the Managing Director |
| Division | Legal, Governance and Compliance Unit |
| Duty Station | Windhoek |
| Reports to Position | Manager: Legal, Governance and Compliance |
| Number of Direct Reports | None |
| PATERSON GRADING OUTCOME | C5 |

| B. PRIMARY PURPOSE OF THE POSITION |
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| <p>To assist in providing legal, governance and compliance-related services and advice to the Managing Director, Board of Directors, and overall institution. Additionally, to plan, develop and implement compliance and governance frameworks and systems to ensure that the company complies with the legal statutes, rules, policies, and procedures.</p> |

| C. ORGANISATIONAL STRUCTURE | |
|---|---|
| Incumbent's Superior (1 Level) | Manager: Legal, Governance and Compliance |
| Incumbent's Job title | Legal, Governance and Compliance Officer |
| Incumbent's Subordinates (Level 1) [Title/-s and Number/-s per Position] | N/A |

| D. JOB SPECIFICATIONS | |
|---|---|
| Minimum Academic Qualification | LLB Honours Degree (prerequisite) LLM or advanced qualification in Commercial Law, Financial Law, or Financial Services Regulation will serve as an advantage. |
| NQF Level (1-10) | NQF Level 8. |
| Minimum Experience Required | Five (5) years of experience as an admitted legal practitioner with experience in a commercial or regulatory environment. |
| Legal / Professional Requirements / Licenses | Admitted in terms of the Legal Practitioners Act of 1995. |

JOB DESCRIPTION

| E. CORE COMPETENCIES | | |
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| <i>Knowledge</i> | <i>Skills</i> | <i>Behaviour</i> |
| Risk management methodologies, principles, and procedures. | Problem-solving and interpersonal. | Self-motivated, flexible, and agile. |
| Stakeholder Engagement methodologies and principles. | Planning, prioritising, and judgement. | Ability to multitask and pay attention to detail. |
| Insurance Regulations; NAMFISA and other insurance related regulations, directives, and practice notes. | Communication, listening, and relationship building. | Persuasive and influential. |
| Insurance and reinsurance industry and NASRIA's role. | Organisational, time management, and financial skills. | Ability to work under pressure, independently and within a team. |
| NASRIA Act, regulations, policies, and procedures. | Computer literacy. | Professionalism, honesty, and integrity. |

| F. Key Performance Areas | Critical Tasks |
|--|---|
| 1. Strategic Legal Governance and Compliance Management | <p>1.1 Manage strategic alignment of legal governance and compliance across NASRIA.</p> <p>1.2 Enhance, promote, and maintain regulatory compliance by NASRIA and its affiliates in line with various regulatory requirements.</p> <p>1.3 Develop, implement, and maintain a comprehensive compliance program that aligns with industry best practices and regulatory requirements.</p> <p>1.4 Conduct regular compliance risk assessments to identify potential areas of concern.</p> <p>1.5 Develop and deliver effective compliance training programs for all employees.</p> <p>1.6 Monitor compliance activities and investigate potential violations.</p> <p>1.7 Maintain and update compliance policies and procedures.</p> <p>1.8 Report on compliance activities to senior management and the Board of Directors.</p> |
| 2. Stakeholder Relations | |

JOB DESCRIPTION

| F. Key Performance Areas | Critical Tasks |
|---|--|
| | <p>2.1 Assist in providing legal advice to the Board and Management and overall legal support to ensure that legal risks are identified and mitigated.</p> <p>2.2 Assist in providing the Board with detailed guidance as to the execution of their fiduciary responsibilities and proper discharge of the functions in the best interest of NASRIA and in accordance with good corporate governance.</p> <p>2.3 Prepare and upload Board and sub-committee packs on the platform for Board meetings.</p> <p>2.4 Provide legal technical support on litigation proceedings or any legal matter that requires interpretation and advise and safe keeping of records/documents.</p> <p>2.5 Maintain strong relationships with internal and external stakeholders.</p> <p>2.6 Participate in relevant stakeholder forums.</p> <p>2.7 Collaborate with all relevant industry, national, regional, and international stakeholders as required and disseminate relevant information.</p> |
| <p>3. Financial Management</p> | <p>3.1 Support the company through legal, governance and compliance to achieve financial targets.</p> <p>3.2 Compile and motivate the annual budget and submit it for approval to the Managing Director.</p> <p>3.3 Manage the execution of the budget in line with the delegations of authority framework.</p> <p>3.4 Provide inputs to the departmental head regarding additional funds required, funding proposals, and budget variances.</p> <p>3.5 Report on the status of the budget at required intervals.</p> |
| <p>4. Operational Management</p> | <p>4.1 Oversee compliance with board charters and regulatory requirements, providing support to management, the board, and sub-committees.</p> <p>4.2 Manage the drafting, reviewing, and amending of contracts and service level agreements.</p> <p>4.3 Annual review, adoption, and implementation of all revised legal governance and compliance policies, ensuring fit for purpose implementation.</p> <p>4.4 Oversee Board level alignment with various legal Governance and Compliance Frameworks.</p> |



JOB DESCRIPTION

| F. Key Performance Areas | Critical Tasks |
|----------------------------------|---|
| | <p>4.5 Manage governance process mapping, oversee scoping discussions to final reporting and manage actions and on time resolution.</p> <p>4.6 Take Board meeting minutes, handle elicited responses and provide feedback to the Board and Board sub-committee (at meetings).</p> <p>4.7 Keep abreast with evolving regulatory matters and advise Management and the Board on emerging current corporate governance practices.</p> |
| <p>5. Risk Management</p> | <p>5.1 Develop and/or regularly review corporate governance policies, systems, and procedures.</p> <p>5.2 Embed/Integrate effective risk management by identifying, measuring, and managing response plans, and monitoring and reporting on them.</p> <p>5.3 Create awareness of and implement risk management methodologies.</p> <p>5.4 Perform legal governance and compliance oversight to ensure effective risk management.</p> |

Declaration:

It is hereby acknowledged that this job description is a broad indication of the work with the focus on broad role outputs that the jobholder is accountable and/or responsible for. The jobholder may be required to undertake other duties that can be reasonably expected from him/her, particularly when others are absent from work. No job title or job description can be regarded as a precise specification of duties but should be seen as a guide to main responsibilities.

It is herewith declared that this job description is a true reflection of the actual duties/responsibilities required in this job.

Incumbent:

Employee Name

Signature

Date: _____

Direct Supervisor

Signature

Date: _____



JOB DESCRIPTION

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|--------------|-----------|
| _____ | _____ |
| Head of Unit | Signature |
| Date: _____ | |