

CLOSING DATE:  
26 April 2024  
at 17H00

(Only short-listed candidates  
will be contacted)

# VACANCY



**CRAN**  
Communications Regulatory Authority of Namibia

## GOVERNANCE OFFICER (D2)

### Primary purpose of the position:

Reporting to the Executive: Governance, Risk & Compliance Management, the Governance Officer will be responsible to provide company secretarial services to the management sub committees and the Board and ensure compliance with the governance framework.

### Key Performance Areas:

#### Company Secretarial Services

- Administers and coordinates the board and committee meetings, including the accurate compilation and timely circulations of board packs/papers;
- Reviews and ensures the completeness of Board packs in terms of the governance policy;
- Prepares the board and committee meeting agendas in consultation with the supervisor and as relevant in consultation with the committee chairpersons and department heads;
- Takes minutes at committee meetings and Executive Management meetings as delegated;
- Distributes minutes in a timely manner to all relevant parties and obtain and consolidate input;
- Summarises and share committee, management and Board meeting resolutions for the timely implementation of such resolutions and produce status update report;
- Facilitates and manages the circulation of round robin resolutions and ensure signing by all Board members;
- Assesses the performance of sub-management committees and report to supervisor;
- Facilitates and administers the training needs identification for directors and implement approved director's development programme;
- Facilitates the annual review of the Delegations of Authority Framework and ensure alignment to regulatory provisions;
- Coordinates and administers the Board annual performance evaluations;
- Facilitates the review of internal organisation wide policies in accordance with the policy development guidelines; and
- Adheres to the NamCode and King reports on Corporate Governance and best practices.

#### General Administration and Coordination

- Ensures that all records and documents are on file and easily retrievable;
- Drafts correspondence on behalf of the Board, committees and management and prepares for relevant signature; and
- Ensures that records and documentation are safe and that there is adequate security that mitigates against loss or damage of such records.

#### Education, Experience and Skill Requirements:

- A Bachelor's degree in law or an LLB, a relevant Bachelors degree in Internal Audit or Accounting or Risk Management with in-depth knowledge of the principles of company law, Board meeting procedures as well as the fiduciary responsibilities of directors and officers;
- Three (3) to Five (5) years of relevant working experience in the legal, governance, company secretarial, internal audit, risk management, accounting and / or compliance environments;
- Diplomatic Sensitivity;
- Effective Communication;
- Think and Act Strategically;
- Decision Making and Problem Solving;
- Teamwork and Collaboration; and
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

**CRAN IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

To apply, please register at Direct Hire by clicking on the following link,

<https://cran.mcidirecthire.com/External/CurrentOpportunities>

#### REMUNERATION PACKAGE:

CRAN offers a competitive market-related cost to company remuneration package commensurate to relevant experience and qualifications.