

# VACANCY

Agribank specialize in financing the entire value chain from land acquisition, production inputs, harvesting, transporting, processing and marketing of the products at competitive interest rates.

Interested candidates with relevant qualifications and experience are hereby invited to apply for the following position.

Position: **Manager: Legal Services** | Department: **Legal**

Duty Station: **Head Office - Windhoek** | Contract: **Permanent**

#### **Purpose of the Position**

To provide leadership to the legal services division of the Bank. To effectively manage and minimise legal exposure to the Bank. Role includes the provision of legal advisory services; management of legal collections processes; management of administration of deceased estate and liquidation processes; management of contracts and agreements entered into between the Bank and other parties.

#### **Key Performance Areas**

- Manage the Legal Division
- Establish appropriate legal framework, procedures and guidelines
- Develop legal documentation database and systems

- Draft and maintain company contracts and agreements
- Provide legal solutions/advice to the business
- Handle litigation matters
- Deal with legal projects and research
- Manage legal debt recovery processes

#### **Minimum Educational Qualification and Experience Requirements**

- LLB and admission as a Legal Practitioner of the High Court of Namibia
- 8 years' commercial experience post qualification/admission
- Experience in management or supervision of a legal function in a commercial business environment, inclusive of legal collections and corporate litigation

**Agribank will offer the successful candidate a competitive remuneration package. Qualified people from previously disadvantaged groups and people with disability are encouraged to apply**

**Applications should be accompanied by a detailed CV, certified copies of identity document and qualifications and should be addressed to:**

**Human Resources Department  
Private Bag 13208 – Windhoek  
10 Post street Mall – Windhoek**

**NB: No emailed or faxed applications will be accepted**

**Closing date for applications:**

**2 APRIL 2020**

#### **Vision**

To be the catalyst in transforming the agricultural sector where every Namibian enjoys a quality life.

#### **Mission**

To provide affordable and sustainable innovative financial solutions towards socio-economic development in Namibia.

#### **Core Values**

- Customer Service
- Accountability
- Professionalism
- Fairness
- Integrity
- Transparency

#### **Windhoek Head Office**

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