

EXTERNAL ADVERT

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.

Values

*Customer Service
Accountability
Professionalism
Fairness
Integrity
Transparency*



Agribank specializes 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 : Legal Administrator
Department : Governance: Legal
Duty Station : Head Office
Contract : Permanent
Job Grade : C3

Purpose of the Position

The incumbent will collect monies for the Agricultural Bank of Namibia, dealing independently with both internal and external stakeholders, adhering to standards, regulations and identifying incorrect information that could put the bank at risk.

Key Performance Areas

- Investigate and build legal cases
- Gather internal and external information and build the cases
- Maintain the dedicated records of the department
- Liaise with external legal service providers to action case decisions
- Liaise with debtors
- Perform various follow ups with all departments

Minimum Educational Qualification and Experience Requirements

- Diploma in Para Legal or Business Administration and relevant or equivalent qualification
- 3 years' experience in Debt Collecting or Legal Department Administration of Contracts and liaising with legal service providers.
- The processes and regulations around corporate legal procedures is a critical part of the job
- Debt and Estate Administration experience will be an advantage.

Agribank will offer the successful candidates a competitive remuneration package.

Interested candidates can apply online by visiting www.agribank.com.na

NB: No emailed, hand delivered, or faxed applications will be accepted.

Qualified people from previously disadvantaged groups and people with disabilities are encouraged to apply.

Closing date for applications: **24 March 2023**

