

## VACANCY ANNOUNCEMENT

The Electricity Control Board (ECB) is the statutory electricity regulator established by the Electricity Act, 2000 (Act No. 2 of 2000) which Act was repealed by Act 2007 (Act. No. 4 of 2007). The ECB has the core responsibility of exercising control over the electricity supply industry (ESI) and regulation of generation, transmission, distribution, supply, use, import and export of electricity in Namibia. It is also responsible for the regulation of electricity tariffs and quality of supply and service.

### LEGAL OFFICER (C4)

#### REPORTS TO THE MANAGER: CORPORATE COMMUNICATIONS AND LEGAL SERVICES

#### PURPOSE OF THE JOB

To provide legal advice and conduct research on legal issues related to the Electricity Supply Industry as well as all other legal and administrative work falling under the legal office.

The Legal Officer will assist the Manager in ensuring that the highest standards of administrative processes and corporate governance principles and practices relevant to the Electricity Act, Public Enterprises Governance Act, NamCode on Corporate Governance, etc. are promoted and maintained, so that the Board and Management operate efficiently and in accordance with all legal provisions and principles of good corporate governance.

#### DUTIES AND RESPONSIBILITIES

- Company secretariat services
- Legal Advice
- Licencing
- Compliance
- Policy development
- Stakeholder engagement
- Complaints / Dispute resolution
- General legal assistance

#### REQUIREMENTS

- **Bachelor's Degree in law (LLB)** or equivalent qualification from a recognized university – preferably at least 4-year law degree.
- Three (3) years' work experience in the field of **electricity law, commercial law, compliance** or any other relevant field, with experience in a regulated environment an added advantage

#### PERSONAL ATTRIBUTES

- Fluent written and spoken English
- Excellent communication and report writing skills
- Knowledge and experience in corporate governance practices and company law as well as functioning of SOEs

- Understanding and experience in business practices in Namibia, commercial, labour, energy and/or administrative law
- Good knowledge of law and regulation as they affect the ECB/NERA
- Good project management skills
- Good research and analytical skills
- Computer literacy
- High degree of ethical conduct
- Good negotiation skills
- Time management and organisational skills
- Good work ethics
- Initiative and insightful
- Dependable

### **APPLICATION PROCEDURE**

Individuals meeting the above-mentioned requirements should submit their application documents comprising a comprehensive CV, certified copies of academic qualifications, references and other relevant supporting documents to:

#### **Manager: Human Resources & Administration**

Electricity Control Board  
P.O. Box 2923  
Windhoek

Or hand delivered to **ECB House, 35 Dr. Theo-Ben Gurirab Street**, Windhoek  
Tel: +264 61 374 300

**Note: No documents will be returned. Only short-listed candidates will be contacted. Any form of misrepresentation by an applicant will result in an automatic disqualification.**

**CLOSING DATE: 27 March 2020**




#### **ENQUIRIES:**

Mrs. Veronica Ethingo

www.jobdesignstudio.com

 No 35 Dr. Theo-Ben Gurirab Street, Klein Windhoek.

Business Hours: Weekdays from 07:30 - 16:30

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