

ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA

JOB DESCRIPTION: JUNIOR LEGAL ADVISOR

	NAME	DESIGNATION	SIGNATURE	DATE
DEVELOPED BY	PwC Namibia			15 July 2022
APPROVED BY				
INCUMBENT				

It is hereby acknowledged that this job description is a broad indication of the work the job holder is required to do. 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.

JOB DESCRIPTION

<p>COMPANY NAME: Environmental Investment Fund of Namibia on behalf of the Namibia Green Hydrogen Programme</p> <p>TITLE OF POSITION: Junior Legal Advisor</p> <p>NAME OF CURRENT INCUMBENT:</p> <p>DIVISION: Legal</p>	<p>NAME OF SUPERVISOR:</p> <p>TITLE: Head of Legal</p> <p>NUMBER OF DIRECT SUBORDINATES: 0</p> <p>NUMBER OF INDIRECT SUBORDINATES: 0</p>	<p>DUTY STATION: Windhoek</p> <p>TYPE OF POSITION: Legal</p>
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PURPOSE AND FUNCTIONS OF THE DEPARTMENT	PRIMARY PURPOSE OF THE POSITION (why does the position exist – to achieve what?)
<p>The primary purpose of this department is to provide fully functional Legal Support Services to the Namibia Green Hydrogen Programme's (NGH2P), on a strategic as well as operational level, through offering legal solutions which are aligned with and support the achievement of the NGH2P business strategies.</p> <p>The Legal Unit will be the primary lead on legal affairs pertaining to the program's activities through the provision of legal advice and services to GH2 Namibia and its key stakeholders. The unit will ensure the program's compliance with all relevant legislation and regulation including national and international frameworks and best practice. The unit will play a critical role in the establishment of the program and related projects through the assessment of contractual implications and development of legal documents and standards.</p> <p>In addition, the unit will represent GH2 Namibia in all matters pertaining to its legal affairs, handle regulatory matters with due diligence and ensure the protection of the organisation's interests.</p>	<p>This position is part of Legal Business Unit of the NGH2P and is responsible for assisting the Head of Legal in carrying out the Legal Support Function. This will include legal research and drafting of legal advice on request of NGH2P business units and Head of Legal; perusal of and advice on contracts, memoranda of understanding and other non-binding instruments; interpretation of internal policy and laws; keeping abreast with changes in regulatory environment and assessing potential implication on green hydrogen and derivatives; keeping abreast with changes in the global legal environment and lessons that may be learned from such changes; drafting, implementing and monitoring of compliance and legal risk internal policies; taking of minutes at stakeholder engagements and compiling list of actions required from NGH2P; attending meetings with or on request of the Head of Legal.</p>

JOB SPECIFICATIONS

TYPICAL ACADEMIC QUALIFICATIONS	TYPICAL EXPERIENCE BACKGROUND	TYPICAL SKILLS, KNOWLEDGE AND ATTRIBUTES / ATTITUDES AREAS REQUIRED
<p>Bachelor's Degree in Law (LLB) and admission as a Legal Practitioner of the High Court of Namibia as per legal Practitioner Act No 15, 1995 and member of the Law Society of Namibia as added advantage.</p>	<p>At least 3 years' experience in legal advisory, compliance, governance, drafting of legal opinion and drafting of commercial contracts.</p>	<p>Skills: Ability to deal with complex instructions; Problem solver and Highly analytical; Excellent command of English language; Decision making; Computer literacy; Excellent interpersonal skills, ability to work in a multidisciplinary teams as well as to function efficiently individually; Prioritising and organising; Communication and Presentation skills.</p> <p>Knowledge: Energy (including renewable energy) law and policy; Corporate governance; Procurement principles; Asset management and MS Office (Word, Excel, PowerPoint).</p> <p>Attributes / Attitudes: Integrity; Tenacity; Reliability; Professionalism; Approachable and people orientated; Emotional and Cultural Intelligence; High stress tolerance; High energy levels; Methodical; Organized; Service oriented; Ability to lead and inspire; Assertiveness and Independent thinker.</p>

GENERAL		
AUTONOMY	FEEDBACK STRUCTURE	WORK PRESSURE
High <u>Moderate</u> Low	Daily <u>Weekly</u> Monthly	<u>High</u> Moderate Low

KEY FOCUS AREAS / OUTPUTS	KEY PERFORMANCE AREAS	KEY PERFORMANCE INDICATORS	WHY
Quality Legal Support Services	Provision of Legal Support Services	<ul style="list-style-type: none"> Conducting in-depth legal research on legal issues assigned Drafting quality legal advice Adequate interpretation of laws and court judgements 	<ul style="list-style-type: none"> To ensure that quality legal advice is delivered to internal stakeholders. To ensure that timely legal advice is provided to internal stakeholders.
Pre-emptive Legal Support	Keeping abreast with changing legal environment	<ul style="list-style-type: none"> Monitoring of changes in legislation that may impact NGH2P and the green hydrogen industry. Monitoring changes in regional, continental and global legal environment. Monitoring draft regulatory measures introduced and court case decisions that may impact the green hydrogen industry. Compiling guidance notes regarding changes in legal environment for approval of the Head: Legal. 	<ul style="list-style-type: none"> To ensure that the NGH2P is kept abreast of changes in the legal environment.
Policy and Legal Compliance activities	Organisational legal compliance	<ul style="list-style-type: none"> Assist Head: Legal in drafting all compliance related internal policies. Assist Head: Legal in compiling policy and legislative compliance universe. Monitor/Track organisational policy and legislative compliance in accordance with tracking/monitoring mechanism. Compile relevant reports on organisational policy and legislative compliance for submission to the Head: Legal. Ensure effective management of corporate services, administration and staff to ensure effective corporate service delivery. Oversee the management of all internal departmental projects as related to corporate services. 	<ul style="list-style-type: none"> Contribute to compliance culture. To support implementation of the corporate strategic goals and objectives. Ensure that there is adequate policy and legal compliance. Policy and Legal compliance services function

Legal Advisory Services	Perform any other duties as reasonably requested by the Head of Legal from time to time.	<ul style="list-style-type: none">• Research and draft legal advice to internal stakeholders.• Serve on internal and external committees when and if so required by the Head: Legal.	<ul style="list-style-type: none">• Ensure a continuous relationship interaction as per set standards.
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COMPETENCIES REQUIRED TO OPERATE AT THIS LEVEL

Scoring defined as

5 = Essential	4 = Important	3 = Useful	2 = Unimportant	1 = Unnecessary
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COMPETENCY	COMPETENCY DEFINED	SCORING
WRITTEN COMMUNICATION	Conveying written instructions, guidance notes and any other relevant information in an accurate, concrete, clear, concise, and understandable way to maximise comprehension of the message.	5
MENTAL ALERTNESS	The competency to understand and appreciate new and often complex issues and concepts clearly.	5
INTEGRITY	The capacity to show consideration and concern; to be honest; to earn the respect of others; to adhere to broad ethical rules and guidelines by showing fairness, impartiality, and congruence in all respects; to reflect and apply moral decency; to be trustworthy, responsible, and reliable; to be committed to basic principles of decency.	5
TIME MANAGEMENT	The competency to organise / plan / manage time and to adequately allocate to and divide time between various tasks / aspects of the work.	5
INTERPERSONAL SKILLS	The Competency to be accepted / to mix/socialise/associate with and to appreciate individuals / groups and their views/needs/ideas	5
EXCELLENCE ORIENTATION	Displaying pride in and deriving personal satisfaction for achieving results, commitment to uncompromising standards of excellence and continuous improvement and determination or self-discipline in completing what has been started.	5
CUSTOMER ORIENTATION	Focusing on and relating quality standards to customer requirements and directing all activities to meet these.	5
CONCEPTUAL UNDERSTANDING	The potential or capacity to reason in spatial terms; to see the relationship between parts; to `complete' the picture; to envisage the whole or end-result; to anticipate the outcome	5
FEEDBACK	The competency to provide frequent feedback in a positive, helpful, and productive manner to reinforce or improve a team or member's approach or contribution.	5