CRAN
Communications Regulatory Authority of Namibia

VACANCY

LEGAL ADVISOR: CORPORATE ADVICE [D2]

CLOSING DATE | MONDAY, 15 SEPTEMBER 2025 AT 17H00

Reporting to the Manager: Corporate Advice and Legislative Drafting

Primary purpose of the position:

The Legal Advisor: Corporate Advice is responsible to provide corporate legal advice, which includes but is not limited to the review of standard legal documents, litigation liaison and legal compliance based on sound legal research and case law.

Key Performance Areas will include:

1. Corporate Legal Advice

- Renders legal advice and support to all line departments;
- Advises the Authority on statutory and constitutional requirements to ensure that business is conducted in a proper and effective manner;
- Drafts and reviews legal documents on various matters affecting the Authority, in conjunction with the Manager: Corporate Advice and Legislative Drafting;
- Provides legal advice and ensure that legal risks have been identified and mitigated;
- Informs and educates all stakeholders to a legal agreement of their rights and duties;
- Provides legal advice and guidance on matters that requires legal interpretation, implementation and application of the Communications Act and relevant legal instruments;
- Reviews internal and external regulatory environment and advise management on legal implications;
- Conducts legal research on current trends, matters of case law and make relevant recommendations;
- Monitors legal and regulatory changes that might have a bearing on CRAN and make recommendations; and
- Conducts studies and make recommendations to the legal and regulatory interventions to ensure that the regulatory framework stays up to date.

2. Corporate Contract Management

- Manages debt collection for long outstanding debts within set timeframes;
- Reviews and confirms handover of long outstanding debtors to debt collectors;
- Reviews weekly account write-offs and corrections for approval by the Supervisor in line with the Delegation of Authority;
- Reviews selection for collection and advise on long outstanding debtors; and
- Acts pro-actively to correct and minimise legal errors in the contracts and thereby prevent public liability, contractual or delict claims.

3. Litigation

- Coordinates and facilitates the litigation process including the briefing of counsel;
- Prepares all necessary reports of litigated matters and ensure availability and accessibility to supervisor and Management;
- Assists with the administration of litigation matters, including the administration of settlement agreements;
- Prepares and ensures accuracy of the litigation files for instructions to external legal counsel;
- Identifies and advises on litigious matters and liaise with external legal counsel;

- Informs the determinations of law on general and specific issues regarding CRAN's operations, activities and interests;
- Represent CRAN during dispute resolution, mediation and arbitration; and
- Researches and analyses legal principles prior to the hearings or case meetings.

Education, Experience and Skill Requirements:

- A LLB degree or equivalent;
- Three (3) to Four (4) years' experience in corporate legal advice;
- Admitted as a Legal Practitioner;
- Conversant with relevant legislation and regulations;
- Ability to identify and resolve legal challenges;
- Knowledge of current and envisaged laws and regulations; and
- Shortlisted candidates will be required to submit proof of Namibian Police clearance.

To receive consideration:

Applicants meeting the criteria should register their applications including motivation letter, CV, and relevant qualifications 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.

Only short-listed candidates will be contacted. CRAN reserves the right to withdraw this advert should circumstances change.

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