



IUM
— THE INTERNATIONAL —
UNIVERSITY OF MANAGEMENT

VACANCIES 2024

IUM invites applications for the following positions:

www.ium.edu.na

2 X LEGAL OFFICER OFFICE OF THE CHIEF GROUP LEGAL OFFICER DORADO CAMPUS

DUTIES AND RESPONSIBILITIES

The Legal Officers will be vested with the overall mandate of providing assistance to the Group Chief Legal Officer

THE SPECIFIC RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Assist in the driving the implementation of Legal Services planned activities and projects as per the annual performance plan and the operational plan targets.
- Assist with the provision of written and verbal legal opinions and representations;
- Provide assistance with the development and reviewing of legal documents;
- Analysing and reviewing legal agreements, regulations, rules, and documents for Council;
- Assist with managing litigation by educating University personnel in order to reduce the risks of litigation and liability;
- Providing advice on intellectual property law and rights and commercialisation of university intellectual property;
- Assisting in managing the University's portfolio of trademarks and designs, and the preparation and submission of trademark and design applications; and
- Assisting in establishing training programmes to ensure that all employees are aware of the legal protocols related to their duties.

APPOINTMENT REQUIREMENTS

- LLB degree qualification at NQF level 8;
- Admission as an Attorney of the High Court;
- A minimum of 5-6 years' overall experience providing legal services;
- 1 years post admission experience in Corporate Governance, Contract Law, Corporate Law, Labour Law, Law of Property and Litigation in court and tribunal cases;
- Must have high sense of confidentiality;
- Must have Legal research and drafting skills; and
- Must be Computer Literate.

REMUNERATION PACKAGE

The Institution offers a competitive remuneration package commensurate with the incumbent's qualifications including a Pension Scheme and Medical Aid. Preference will be given to suitably qualified Namibian Citizens and to designated categories as prescribed by the Namibian Affirmative Action (Employment) Act especially people living with disabilities. Please forward your CV, copies of qualifications, transcripts and application documents including the NQA evaluation for foreign qualifications to:

The Director: Human Resources, Private Bag 14005, Bachbrecht, Windhoek or e-mail to recruitment@ium.edu.na

Only short listed candidates will be notified and no CV's and documentation will be returned.

CLOSING DATE: 16 FEBRUARY 2024



A Namibian University Dedicated to its People's Future