



# VACANCY

WINDHOEKER MASCHINEN FABRIK (WMF 1998) (PTY) LTD

*A subsidiary of August 26 Group of Companies*

## LEGAL AND COMPLIANCE OFFICER

**The position reports to the Managing Director**

### **JOB PURPOSE:**

The Legal Officer will be responsible for providing legal advice and support to the organization on a wide range of legal matters, including contracts, compliance, intellectual property, and regulatory issues.

### **KEY ACCOUNTABILITIES:**

#### *Legal Advice and Opinion:*

- Provide legal advice and guidance to internal stakeholders on contract interpretation, risk assessment, and compliance issues.

#### *Document Review and Drafting:*

- Draft, review, and negotiate a variety of contracts and agreements, including vendor contracts, client agreements, and partnership agreements.
- Prepare and maintain legal documentation, including corporate records, contracts, and regulatory filings.
- Conduct legal due diligence reviews for mergers, acquisitions, and other strategic transactions.

#### *Legal Research:*

- Research and analyse legal issues and regulations relevant to the organization's operations and industry.

#### *Compliance:*

- Monitor changes in laws, regulations, and legal trends that may impact the organization and provide recommendations for compliance.
- Develop and implement policies and procedures to ensure compliance with applicable laws and regulations.
- Ensure that the organization's activities and operations are conducted in compliance with applicable laws, regulations, and ethical standards.

#### *Risk Management:*

- Identify and mitigate legal risks associated with the organization's operations.
- Manage and protect the organization's intellectual property assets, including trademarks, copyrights, and patents.

#### *Litigation Support:*

- Handle legal disputes and litigation matters, including managing outside counsel and representing the organization in court or alternative dispute resolution proceedings.

#### *Corporate Governance:*

- Assist with corporate governance matters, including board meetings, resolutions, and regulatory filings.

#### *Supervision, Training & Development:*

- Supervise and oversee the work of other employees in the department.
- Provide legal training and guidance to employees on legal issues and best practices.

**DIRECTORS: COL P. ANTON, (MANAGING DIRECTOR), EXECUTIVE DIRECTOR**

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*Stakeholder engagement:*

- Respond to legal inquiries and requests from internal and external stakeholders in a timely and professional manner.
- Collaborate with cross-functional teams, including finance, operations, and human resources, to address legal issues and support business initiatives.
- Perform other legal tasks and responsibilities as assigned by senior management.

**Qualifications and Experience Requirements:**

- Bachelor's degree in Law, or equivalent legal qualification.
- Admission to the bar in the relevant jurisdiction; license to practice law required.
- Minimum of 4 years' experience practicing law, preferably in a corporate or commercial setting.

**Knowledge:**

- Strong knowledge of contract law, corporate law, and regulatory compliance.
- Excellent legal research, writing, and analytical skills.
- Ability to communicate complex legal concepts and issues clearly and effectively.
- Strong negotiation and problem-solving abilities.
- Detail-oriented with a focus on accuracy and precision.
- Ability to work independently and collaboratively in a team environment.
- Experience with intellectual property law and protection preferred.
- Knowledge of corporate governance principles and practices.
- Familiarity with litigation and dispute resolution processes.
- Proficiency in legal research tools and databases.
- Strong organizational and time management skills.
- Commitment to integrity, ethics, and professionalism in all aspects of legal practice.

**Required Skills:**

- In-depth knowledge of relevant laws and regulations.
- Analytical skills to assess legal risks and implications.
- Excellent written and verbal communication skills.
- Research abilities to gather relevant legal precedents and information.
- Attention to detail and accuracy in legal documentation.
- Negotiation and conflict resolution skills.
- Ability to provide legal advice and guidance to the organization.

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Interested persons who meet the requirements are invited to submit a Letter of application, Curriculum Vitae and certified copies of qualifications and ID to:

The Managing Director  
13 Bessemer Street  
Southern Industrial  
Windhoek

Enquiries can be directed to: [panton@wmf.com.na](mailto:panton@wmf.com.na) or [futurecompliance@gmail.com](mailto:futurecompliance@gmail.com)

**As per Affirmative Action (Employment) Act, Act 29 of 1998, Namibian Citizens from disadvantaged groups and persons with disabilities will receive preferential treatment and are encouraged to apply.**

**Only shortlisted candidates will be contacted, and no documents will be returned. No faxed applications will be accepted.**

**Late applications received after the closing date will not be considered.**

**WMF reserves the right not to make an appointment.**

**CLOSING DATE FOR APPLICATIONS: FRIDAY, 27 JUNE 2025**