

## Vacancy at N/a'an Ku Se Wildlife Experience – HQ

An exciting and challenging opportunity is available for a **Legal Officer** to join our team.

**Department:** Office of the Commercial Director  
**Reports To:** Commercial Director  
**Location:** Windhoek, Namibia (with travel to other sites as needed)  
**Employment Type:** Full-time, Permanent  
**Position Level:** Mid-level Professional

**Closing date:** 15 June 2026

### POSITION OVERVIEW

As our Legal Officer, you'll be the go-to legal mind across all our entities — offering hands-on legal advice with a strong focus on preventative counsel and commercial contract management. You'll advise Executive Management and operational teams on the legal implications of business decisions, manage our commercial contract portfolio, and keep us legally compliant across tourism, hospitality, construction, wine, and conservation. You'll work autonomously to spot and mitigate legal risks while helping us achieve our broader business goals.

### KEY RESPONSIBILITIES

#### **Commercial and Contract Management**

You'll draft, review, negotiate, and finalise commercial agreements across our business operations — think collaboration agreements, partnership deals, supplier contracts, construction agreements, rental agreements, barter arrangements, and other commercial deals in the tourism, hospitality, construction, and wine conservation sectors. You'll conduct thorough contract analysis to flag legal risks, implications, and obligations before anything gets signed. You'll also negotiate contract terms with external parties to protect our interests while keeping business relationships strong.

You'll maintain a centralised contract register and management system, keeping track of all major agreements, renewal dates, and key obligations. You'll make sure service providers, and third parties meet their contractual commitments and give management a heads-up when obligations aren't being met or disputes are brewing.

#### **Legal Advisory and Risk Management**

You'll serve as our preventative legal counsel — helping management make informed decisions within legal and regulatory boundaries. This means analysing the legal impact of proposed business moves, advising on compliance requirements, and recommending ways to minimise risk. You'll stay on top of legal and regulatory developments in Namibia that affect our operations and proactively flag changes that could impact the business.

You'll conduct legal research as needed and maintain strong knowledge of commercial law, corporate law, and relevant industry-specific legislation in Namibia. You'll translate complex legal concepts into clear, plain-

[www.naankuse.com](http://www.naankuse.com)

language explanations for non-legal colleagues, and help develop organisational policies and procedures where legal compliance is a factor.

### **Property Transaction Coordination and Oversight**

You'll coordinate and oversee all property sale transactions (both immovable and movable) for the organisation — managing the full lifecycle from negotiation through to final transfer and registration in line with Namibian law.

For immovable property, you'll handle title investigations, prepare and review purchase and sale agreements, manage due diligence on zoning and municipal compliance, coordinate with conveyancers and valuers as needed, and oversee Deeds Office registration. You'll identify and manage title-related risks and advise on transfer taxes and costs.

For movable property, you'll draft transfer documentation and deeds of sale, verify ownership, and manage registration where legally required. You'll also maintain a property transaction register tracking all sales and their progress, coordinate with internal and external stakeholders, and keep management in the loop on any risks or delays.

### **Litigation and Dispute Management**

While the focus here is on prevention, you'll also manage limited litigation matters and disputes. This includes assessing potential litigation risks, providing initial legal advice on contested matters, handling settlement negotiations where appropriate, and working alongside external counsel on cases that need specialised expertise or higher-level advocacy.

You may represent the organisation in informal dispute resolution forums or administrative hearings when appropriate. You'll keep management informed of litigation developments and any associated risks.

### **Legal Administration and Documentation**

Beyond contracts, you'll draft a range of legal documents — letters of demand, negotiation correspondence, legal opinions, policy docs, and procedural guidance. You'll also scrutinise contracts and agreements proposed by external parties to make sure they protect our interests and align with organisational policies.

You'll keep legal documentation and correspondence well-organised, ensure appropriate security and confidentiality of legal materials, and retain historical records for future reference and compliance.

### **Cross-Entity Support**

You'll provide legal support across all our entities (private companies and the non-profit conservation foundation), tailoring your advice to the specific legal structures and governance needs of each. You'll ensure consistency in legal approaches across the group while respecting each entity's unique obligations and requirements.

### **QUALIFICATIONS AND REQUIREMENTS**

## Educational Requirements

A Bachelor of Laws degree (LLB) or equivalent legal qualification recognised in Namibia. A postgraduate qualification in law (or a related field) is a plus.

## Professional Requirements

Admission as a Legal Practitioner of the High Court of Namibia is a strong advantage.

## Experience Requirements

At least five years of progressively responsible experience in commercial law, corporate law, or general legal practice in Namibia. Hands-on experience drafting and negotiating commercial contracts is essential. In-house legal counsel experience is a plus. Experience working with multiple legal entities or complex business structures is also valuable.

Experience in tourism, hospitality, construction, or the wine industry is a bonus but not essential — we'll provide sector-specific training to get you up to speed.

## SKILLS AND COMPETENCIES

### Cultural Fit

The ideal candidate genuinely loves Namibia — its people, its diversity, and its environment. You recognise the value of conserving Namibia for future generations and are driven by making a real, positive difference in the broader Namibian community.

### Legal Knowledge and Technical Expertise

Deep knowledge of Namibian commercial law, contract law, and corporate law. Strong grasp of negotiation principles and risk assessment. Familiarity with Namibian regulatory frameworks relevant to our operations. Excellent legal research skills. Solid understanding of legal compliance requirements in Namibia.

### Contractual and Negotiation Skills

Proven ability to draft and negotiate commercial agreements effectively. Sharp analytical skills for contract review and risk identification. Ability to explain legal concepts and contract implications clearly to non-legal colleagues. Negotiation skills that protect organisational interests while maintaining positive relationships. A knack for finding creative solutions to legal issues and contract impasses.

### Communication and Legal Writing

Excellent contract drafting skills. Strong written communication — clear, concise legal documents and correspondence are your forte. Confident verbal communication with the ability to break down complex legal matters for non-legal audiences. Comfortable engaging with diverse stakeholders including executives, operational staff, external counsel, and third parties. Active listening skills and the ability to accurately understand and respond to legal concerns.

## Judgment and Risk Assessment

Sound professional judgment when assessing legal risks and recommending the right course of action. Ability to prioritise legal issues by importance and urgency. A thoughtful, protective approach to legal matters that safeguards organisational interests. Ability to distinguish between high-risk and low-risk situations and recommend proportionate responses.

## Analytical and Problem-Solving Abilities

Strong analytical skills — you can break down complex legal issues into manageable parts. A problem-solving mindset focused on practical solutions to legal challenges. Creative thinking when developing legally compliant approaches to business objectives. Attention to detail with an eye for subtle legal implications.

## Autonomy and Initiative

You thrive working independently with minimal supervision, making legal calls and providing counsel on your own. You proactively identify legal risks and compliance issues before they become problems. You take initiative in building efficient legal processes and documentation systems. You're accountable for delivering legal advice and documents within reasonable timeframes.

## Professional Ethics and Confidentiality

An unwavering commitment to professional ethical standards and your obligations as a legal professional. Absolute maintenance of confidentiality and legal privilege. Sound judgment in managing conflicts of interest. Integrity in all professional dealings. A strong commitment to operating within legal and regulatory frameworks.

## Interpersonal and Collaborative Skills

Strong people skills — you build effective relationships with internal stakeholders and external counsel alike. A collaborative approach to problem-solving with organisational management. Diplomatic communication, particularly when delivering tough legal advice or managing disputes. Ability to manage relationships with external parties during contract negotiations and dispute resolution.

## WORKING CONDITIONS

You'll be based in Windhoek but may travel occasionally to other organisational sites or to meet with external counsel, regulatory authorities, or business parties. The role typically runs during standard office hours, but there may be times you need to flex — especially during contract negotiations, dispute management, or regulatory engagements. You'll work in a professional office environment with standard computer systems and legal research tools.

## WHAT WE OFFER

- Competitive salary package aligned with qualifications and experience
- Opportunity to represent diverse, purpose driven brands making a real difference
- Access to the N/a'an ku sê Medical Aid Group (employee contribution)
- Dynamic work environment supporting conservation and community development

- Professional growth opportunities across multiple business sectors

### **APPLICATION PROCESS**

Applications must be submitted via our online portal.

[Vacancy at N/a'an ku sê Wildlife Experience - Legal Officer – Fill out form](#)



N/a'an ku sê is eco-friendly and paperless: Hand-delivered CVs will not be accepted  
Only short-listed candidates will be contacted.