

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

An exciting and challenging opportunity is available for a **Company Secretary** 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

The Company Secretary delivers strategic secretarial, governance, and administrative support to the Board of Directors and Executive Management across all entities in the organisation. You'll make sure we stay on the right side of corporate governance principles, statutory and regulatory requirements, and help our board and committees run smoothly. Think of this role as the key link between the Board, Executive Management, and external stakeholders when it comes to governance and compliance.

KEY RESPONSIBILITIES

Board and Governance Administration

You'll take the lead on organising, preparing, and running all Board and Executive Management admin functions. This means putting together thorough board packs (agendas, supporting docs, financial reports), coordinating meeting schedules, drafting and circulating minutes that accurately capture decisions and action items, and keeping secure records of all proceedings. You'll make sure every Board meeting is in line with our governance policies and the statutory procedures set out in the Companies Act of Namibia and the relevant entity constitutions.

You'll serve as secretary during all Board meetings, Executive Committee meetings, risk and compliance committees, and other governance forums as needed. This involves taking detailed minutes, preparing follow-up communications on board resolutions, and tracking how board decisions are being implemented across the organisation. You'll also handle board member remuneration, allowances, and the logistics around board operations.

Risk Management Framework and Oversight

You'll develop, roll out, and oversee the organisation's enterprise risk management framework. This includes identifying, assessing, and documenting risks across all operational areas and entities. You'll set up risk assessment methods and run regular risk identification workshops with Executive Management and operational teams — covering the full range of our operations in tourism, hospitality, construction, wine, and conservation.

You'll maintain a comprehensive risk register documenting all identified risks, their potential impact and likelihood, current mitigation strategies, who's responsible, and monitoring timelines. The register gets regularly

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updated and presented to Executive Management for strategic oversight. You'll analyse risk trends, flag emerging risks, and quickly escalate anything significant to Executive Management and the Board.

You'll advise Executive Management on risk management best practices, mitigation strategies, and governance frameworks. The goal is to make sure risk management is woven into organisational decision-making, so that major business decisions always factor in identified risks and appropriate mitigation measures.

Compliance Management and Regulatory Framework

You'll build, implement, and maintain the organisation's compliance management framework, aligned with all relevant Namibian regulatory and legal requirements. This means designing compliance policies, procedures, and controls so the organisation operates within legal boundaries across all applicable frameworks.

You'll keep tabs on compliance obligations from the various regulatory regimes that apply to our operations — including tourism and hospitality regulations, construction regulations, wine sector regulations, conservation rules, corporate governance requirements, environmental obligations, tax and financial reporting requirements, and general Namibian administrative law. Staying current with all applicable legislation and proactively spotting regulatory changes that could affect us is a key part of the role.

You'll conduct compliance assessments and audits to evaluate how well the organisation adheres to applicable regulations and internal policies. When gaps are found, you'll recommend corrective actions and track remediation efforts. Regular compliance reports go to Executive Management, covering compliance status, flagged issues, and progress on fixes.

You'll make sure statutory filings, regulatory reports, and compliance documents are completed accurately and submitted on time. This includes managing compliance calendars and tracking all regulatory deadlines across the organisation's entities.

Compliance Culture and Training

You'll play a leadership role in building and sustaining a strong compliance culture across the organisation. This means developing compliance awareness materials and communications, running training sessions for staff at all levels, and reinforcing why legal and regulatory compliance matters. You'll ensure everyone understands their compliance obligations and the consequences of falling short.

You'll also coordinate onboarding programs for new staff that cover compliance and regulatory obligations, making sure new team members understand our compliance framework and their own responsibilities from day one.

Corporate Governance and Policy Framework

You'll advise the Board and Executive Management on corporate governance best practices, regulatory developments, and compliance obligations relevant to Namibia's tourism, hospitality, construction, and wine conservation sectors. This includes staying on top of changes in legislation and regulations, making sure we meet all statutory reporting requirements, and keeping your knowledge of governance standards, industry-specific rules, and Namibian law up to date.

You'll develop and maintain governance frameworks, policies, and procedures so the organisation operates within legal and regulatory parameters. This involves drafting Board Charters, committee terms of reference, governance and compliance policies, risk management policies, codes of conduct, and procedural documentation. You'll also make sure board and executive committees are properly set up, and manage corporate governance disclosures and statutory filings.

Administrative Support and Records Management

You'll maintain thorough records of all Board, Executive Management, and committee activities — agendas, minutes, resolutions, and supporting documents. Important dates, statutory deadlines, compliance timelines, and risk review schedules will be tracked and managed by you. You'll also maintain the organisation's statutory books and registers as required by law, manage confidential board information with proper security protocols, and make sure all governance, risk, and compliance documentation is properly archived and easy to retrieve.

You'll also keep organisational policies up to date, manage board charters and governance documentation, and handle administrative tasks delegated by the Board, Commercial Director, or Executive Management. Risk and compliance registers, compliance calendars, and audit tracking systems are yours to maintain and update.

Stakeholder Liaison and Communication

You'll act as the main point of contact between the Board and Executive Management, making sure board resolutions, risk assessments, and compliance matters are communicated effectively to Executive Management and staff. You'll also handle external liaison — coordinating with regulatory authorities, professional advisors, auditors, and other external stakeholders on governance, risk, and compliance matters.

Where appropriate, you'll represent the organisation on governance and compliance matters and manage external communications related to corporate governance, risk management, and statutory compliance. You may also coordinate responses to regulatory inquiries or compliance-related issues raised by external authorities.

Internal Controls and Audit Coordination

You'll support the development and upkeep of effective internal control systems and work closely with internal and external auditors. This means coordinating audit activities, managing audit timelines, and tracking the implementation of audit recommendations. You'll ensure management responds appropriately to audit findings and implements corrective actions within agreed timeframes.

QUALIFICATIONS AND REQUIREMENTS

Educational Requirements

A Bachelor of Laws degree (LLB) or equivalent legal qualification recognised in Namibia. A Certificate in Compliance or equivalent governance certification is required. A postgraduate qualification in compliance, risk management, or corporate governance is a plus.

Professional Requirements

Professional membership in a recognised governance or compliance body is required. Admission as a Legal Practitioner of the High Court of Namibia is a bonus.

Experience Requirements

At least five years of progressively responsible experience in company secretarial functions, corporate governance, risk management, or compliance roles. You'll need solid, demonstrated experience managing organisational risk frameworks and compliance programs. Experience in Namibian corporate and regulatory environments is essential. Experience with multiple entities or complex organisational structures is a definite advantage.

You should have a good working knowledge of Namibian legislation relevant to corporate governance, risk management, and compliance. Familiarity with tourism, hospitality, construction, wine, and conservation sector regulations is valuable. Experience developing and implementing compliance frameworks and risk management systems matters here.

SKILLS AND COMPETENCIES

Cultural Fit

The ideal candidate will have a genuine love for Namibia — its people, its diversity, and its environment. You'll value conserving Namibia for future generations and be driven by making a positive impact on the broader Namibian community.

Professional Knowledge and Technical Expertise

Strong grasp of company secretarial functions, corporate governance, risk management, and compliance. Solid knowledge of the Companies Act and relevant Namibian legislation. Experience developing risk management systems and compliance frameworks. Familiarity with tourism, hospitality, construction, wine, and conservation regulations is a plus, as is knowledge of international governance standards.

Risk and Compliance Acumen

Expert-level skill in risk identification, assessment, and mitigation across diverse operations. Strong compliance management capabilities, including awareness of Namibian regulatory requirements. You're proactive about identifying emerging risks and regulatory changes, and you can translate complex requirements into practical, actionable business guidance.

WORKING CONDITIONS

This role is based in Windhoek, with occasional travel to other organisational sites. You'll typically work standard office hours, but some flexibility may be needed during board meeting periods, compliance audits, regulatory engagement, or when significant risk issues need urgent attention. You'll work in a professional office environment with standard computer systems and document management tools.

WHAT WE OFFER

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- 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 - Company Secretary – 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.