

Senior Company Secretary & Compliance Officer x 1

Ensures a company adheres to legal, regulatory, and corporate governance standards. This combined role involves advising the board, managing corporate secretarial functions like maintaining registers and filing documents, overseeing compliance programs, and ensuring ethical operations to protect the company from legal and financial risks.

Key Responsibilities

- **Corporate Governance Advisory:** Providing guidance on corporate governance best practices and advising the board of directors on their duties and responsibilities.
- **Regulatory Compliance:** Ensuring the company complies with all relevant laws, regulations, and statutory requirements.
- **Secretarial Functions:** Managing statutory registers, organizing and preparing for board meetings, and taking minutes.
- **Board and Stakeholder Communication:** Facilitating communication between the board of directors, shareholders, and other stakeholders.
- **Compliance Programs:** Developing, implementing, and refining policies and procedures to ensure effective compliance with regulations.
- **Reporting:** Preparing and filing necessary documents with regulatory authorities.
- **Risk Management:** Acting as a key advisor in preventing non-compliance and mitigating legal and financial risks.
- **Supervising:** Supervision of all staff within the Company Secretarial & Compliance Department

Importance of the Role

- **Legal Soundness:** Ensures the company and its secretarial clients operates within legal frameworks and remains legally sound.
- **Good Governance:** Promotes ethical and responsible conduct, which enhances transparency and trust.
- **Risk Mitigation:** Helps protect the company from significant financial and reputational damage associated with non-compliance.
- **Efficiency:** Streamlines operations by ensuring proper administration and adherence to procedures.

In essence, the Company Secretary & Compliance Officer is a critical advisor and administrator who serves as a chief compliance officer, bridging the gap between governance, legal obligations, and business operations to maintain the integrity and legality of the company.

Minimum requirements

- Bachelor's of Law (LLB), Bachelor of Commerce (B.Com Law) or equivalent (NQA Level 7 or higher)
- Minimum of 5 years experience in the field of company secretarial compliance related work
- Membership to Chartered Governance Institute of Southern Africa [CGISA] as either a Chartered Secretary (CS) or Chartered Governance Professional (CGP) or similar certification from other professional bodies
- Proof of experience using company secretarial software/tools (Greatsoft eSec; InfoDocs; BoardMaps; FirstOrder Secretarial; Diligent, etc)

DCS value diversity, hence we encourage interested people from all walks of life who meet the Education & Experience requirements to apply.



How to Apply:

- Email your CV and supporting documentation to vacancies@dcs.com.na
- Closing date 31 October 2025.