



EXECUTIVE VACANCY

The vacancy below is now available at Dundee Precious Metals Tsumeb.

THE POSITION: HEAD: LEGAL, COMPLIANCE AND COMPANY SECRETARY

Dundee Precious Metals Tsumeb (PTY) Limited, a subsidiary of Dundee Precious Metals based in Canada, is a dynamic and transforming organization which manages a world-class Smelter in Tsumeb, Namibia. The business is seeking to appoint a versed Legal Practitioner to oversee the Legal, Compliance and Company Secretarial Services. The successful candidate will report to the Vice President and Managing Director of Dundee Precious Metals Tsumeb. Accountabilities in the position will be carried out in coordination and alignment with the Dundee Precious Metals (DPM) legal and compliance, at the corporate office.

ROLE ACCOUNTABILITIES:

- Legal, Safety, Health and Environmental compliance as well as promoting a safety culture in the area of responsibility.
- Providing advice to the Vice President and Managing Director, Board of Directors and management team of DPM on legal matters.
- Work collaboratively with the management team to contribute to the achievement of DPM objectives and strategic goals.
- Providing advice and counsel to management and employees on the legal aspects of their work in order to enable sound decision-making and help protect company interests from a legal perspective.
- Drafting, reviewing and finalizing legal documents and as required, communicating and negotiating with regulators, public authorities, etc. to ensure the company's full legal rights.
- Developing contract templates, reviewing contracts and assisting with contracts negotiation.
- Monitoring legal developments that may affect DPM and staying abreast of proposed regulatory changes.

- Managing company litigation proceedings, retaining and managing external counsel, as required to maximize service provision and quality.
- Developing and managing the implementation (including communication, training and monitoring) of a site compliance program in alignment with the corporate compliance program and objectives of DPM.
- Developing governance policies and procedures aligned with the corporate policies and procedures.
- Participating and, as required, leading ethics and compliance investigations.
- Performing Company Secretarial duties to DPM Board of Directors, including coordinating the preparation of materials and keeping minutes.
- Leading by example through compliance with the company values, mission and vision.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- LLB Degree or equivalent qualification (NQF Level-8) from a recognized and accredited University or Institution of Higher Learning.
- A post graduate business qualification will be an advantage.
- Admitted as a Legal Practitioner of the High Court of Namibia.
- Eight (8) years post admission experience.
- Proven track record in a wide range of legal issues, including corporate, commercial, regulatory, compliance and corporate governance.
- Strong ability to influence, negotiate and promote ideas.
- Proven ability to develop and maintain excellent relationships with internal and external parties.
- High degree of professional ethics and integrity.
- Mining industry experience will be an advantage.
- Good communication skills and the ability to professionally interact with all stakeholders.

All applications meeting the **minimum requirements** must be accompanied by a non-returnable detailed curriculum vitae, certified copies of qualifications and identification documents (ID). Applications should clearly indicate the position being applied for and should be sent as **one PDF attachment**. Applications not adhering to these rules will not be considered.

Only short-listed candidates will be contacted

Please forward applications to:

Manager: Human Resources Business Partnering
 Dundee Precious Metals Tsumeb
 P.O. Box 936, Tsumeb

Or

Email: dpmrecruitment3@dundeeprecious.com

CLOSING DATE: FRIDAY, 22 JANUARY 2021

Applicants, who are not contacted within two weeks after the closing date, should consider their application unsuccessful.

Dundee Precious Metals Tsumeb is an Equal Opportunity Employer

