



# VACANCY NOTICE

## 3 x Executive Vacancies

The National Heritage Council (NHC) is established under Act No 27 of 2004, to identify, conserve, protect and manage Namibian heritage resources.

Elite Employment has been tasked with managing the full recruitment process for the following 3 newly established executive level positions for the NHC.

**Nature of employment:** 5-year fixed term contract, for all 3 positions.  
**Reporting structure:** NHC Director, for all 3 positions.  
**Location:** Windhoek, for all 3 positions.  
**Salary: All 3 positions - at Tier 1:** Range is from N\$495,000 to N\$786,000 Annual Cost to Company

### Executive: Finance and Administration

The Executive: Finance and Administration reports directly to the Director of the National Heritage Council. He/she has the direct responsibility of managing the financial administration and budgetary affairs, human resources administration and the provision of various support and auxiliary services to the Secretariat of the National Heritage Council efficiently and effectively.

#### Qualification & Experience required:

- Bachelors' Degree Honours (NQF Level 8) in Accounting, Finance or Business Administration
- An additional Post Grad qualification/s in one or more of the following fields, Accountancy, Management Accounting, Financial Accounting, Human Resources, Administration or Procurement field at (NQF Level 8) or (NQF Level 9), will be an added advantage.
- At least 9 years relevant experience with at least 5 years being at mid-management level.

### Executive: Legal Advice & Company Secretary

The Executive: Legal Advice & Company Secretary reports directly to the Director of the National Heritage Council. He/she has the direct responsibility of providing professional company secretarial services and credible legal advice to all levels within the institution and to ensure that legal problems are avoided, and risks associated with initiatives and operations are mitigated.

#### Qualification & Experience required:

- An LLB. Honours (NQF Level 8) and admission to the high court, as a legal practitioner in terms of the Legal Practitioners Act of 1995
- An additional Post Grad qualification/s in corporate or environmental law at (NQF Level 8) or (NQF Level 9), will be an added advantage.
- At least 9 years relevant experience with at least 5 years being at mid-management level.

### Executive: Heritage Conservation Management

The Executive: Heritage Conservation Management reports directly to the Director. He/she has the direct responsibility for ensuring the implementation and enforcement of the National Heritage Act and managing the heritage protection and conservation processes, regulate the development and sustainable utilisation of heritage resources in the quest for development and upliftment of the living standards of Namibians. In addition, the incumbent has the responsibility for ensuring management of heritage resources and provide for miscellaneous matters.

#### Qualification & Experience required:

- A Bachelors' Degree Honours (NQF Level 8) in one or more of the following fields, Heritage Conservation, Heritage Management, Archaeology, Anthropology, Palaeontology or History.
- An additional Post Grad qualification/s in a relevant field at (NQF Level 8) or (NQF Level 9), will be an added advantage.
- At least 9 years relevant experience with at least 5 years being at mid-management level.

This recruitment is managed by Elite Employment.

Please apply by visiting the following website [www.eliteemployment.com.na](http://www.eliteemployment.com.na) OR <https://nieis.namibiaatwork.gov.na/> and uploading your application to the position.

**CLOSING DATE:**  
**Friday, 21 February 2025**

**For any question or enquiries, please contact:**  
**Antoinette Druker (Executive Recruitment Consultant)**  
**Email address:** [antoinette@eliteemployment.com.na](mailto:antoinette@eliteemployment.com.na)  
**Direct number for Antoinette:** 083 723 4152  
**Only shortlisted candidates will be contacted.**

