

JOB DESCRIPTION

Job Title:	Fund Governance Secretary	Department:	Office of the Principal Officer
Employee Name:		Immediate Supervisor:	Principal Officer
Travel Required:	Low	Position Type:	Permanent
Location:	Windhoek	Subordinates:	None
Job Purpose:			
The overall duty of the incumbent is to help facilitate the proper functioning of the Namibia Health Plan (NHP) Board of Trustees. The incumbent will perform all secretarial, administrative and compliance functions relating to the Fund, the Board of Trustees and its Committees in conjunction with the Principal Officer.			
Role and Responsibilities:			
<ul style="list-style-type: none"> • Manage and facilitate all aspects of board and committee meetings, including preparation of agendas, meeting packs, scheduling of meetings, drafting of minutes, and compilation of the annual board meetings calendar. • Ensure that all minutes are accurately captured and timeously finalised in line with Fund Rules and corporate governance principles, including maintenance of the online board repository. • Coordinate board and committee meeting schedules, venues and the maintenance of Fund records. • Follow-up on tasks and deliverables from board meetings with both internal and external stakeholders. • Assist the Fund Manager in the preparation, review, and submission of Fund Rules to NAMFISA. • Ensure Fund related compliance changes are appropriately documented, version controlled, and stored centrally. • Draft the authorised signatories register as and when required and ensure maintenance thereof. • Coordinate the effective onboarding of newly appointed Trustees and oversee the identifying and organising of relevant training for Trustees. • Maintain a Trustee training log and ensure that all Trustees' training needs are appropriately addressed. • Ensure compliance with all relevant regulations and legislation, including the Medical Aid Funds Act, Corporate Governance codes and other relevant legislation. • Oversee the Fund's corporate governance policies and procedures and ensure adherence thereto. • Ensure Fund policies, procedures and charters are kept up to date and that a register is maintained. • Assist with the evaluation process of the Board and its Committees. • Facilitate all logistical arrangements and coordinate functions and processes related to the Annual General Meeting of the Fund. • Facilitate and coordinate the Trustee election process, in line with the Fund Rules. • Any other duties and responsibilities as assigned by the Principal Officer. 			
Qualifications and Education Requirements		Required competencies	
<ul style="list-style-type: none"> • Bachelor's Degree (NQF Level 7) in Compliance, Law (LLB) or a related qualification • At least three (3) years' experience within a similar role, preferably in a medical aid funding environment • Strong understanding of regulatory requirements related to corporate governance • Professional compliance certification would be an added advantage 		<ul style="list-style-type: none"> • Excellent writing and minute taking skills • Excellent time-management and problem solving skills • Excellent English verbal and written communication skills • High levels of flexibility and adaptability • Strong interpersonal skills and the ability to build relationships with stakeholders at all levels • Strong organizational and administrative skills that reflect ability to perform and prioritize 	

	<p>multiple tasks seamlessly, with excellent attention to detail</p> <ul style="list-style-type: none"> • Ability to work independently and maintain a high level of confidentiality at all times • Computer literate and proficient in advanced Microsoft Office applications • Board software knowledge would be an added advantage
<p>Further Requirements</p> <ul style="list-style-type: none"> • Namibian Citizen • Code 08 Driver's license • Ability and flexibility to work outside standard business hours 	