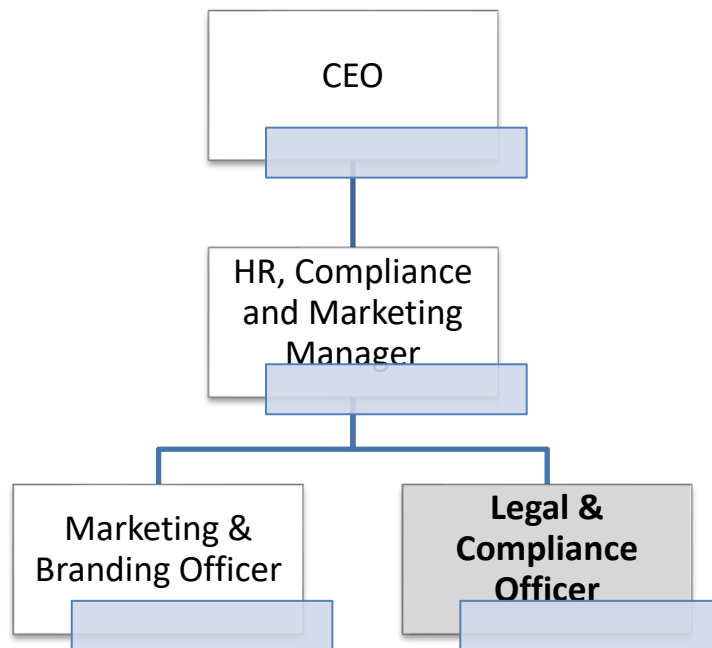


# Hangala Foods

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Legal &amp; Compliance Officer</b>
<b>REPORTING TO:</b>	<b>HR, Compliance and Marketing Manager</b>
<b>DEPARTMENT:</b>	<b>Legal &amp; Compliance</b>
<b>SUBORDINATE:</b>	<b>None</b>
<b>DATE:</b>	<b>July 2025</b>
<b>DUTY STATION:</b>	<b>Otavi, NAMIBIA</b>

### POSITION IN THE ORGANISATION



### Purpose of the Position

#### **This Position:**

The Legal & Compliance Officer is responsible to provide operational support to the legal and compliance function by gathering and presenting information that helps the development of policies, frameworks, programmes, plans and budgets. Also responsible to interface and collaborate with internal and external stakeholders in terms of Hangala Food's Contract Management Framework to coordinate, review and administer company, partner, contractor, vendor and other corporate agreements. In this regard, the position holder constantly works with respective staff, the auditing team as well as external auditors at various stages of the legal, risk management and compliance monitoring process.

Core of Job		
Key Performance Areas	Responsibilities / Focal Areas & Requirements	Performance Indicators
<b>1. Development and implementation of Hangala Food's Policies and Procedures Framework.</b>	<ul style="list-style-type: none"> <li>Provides support to the Manager related contracts administration, including managing, drafting, redlining and finalizing company agreements.</li> <li>Acts as liaison between internal and external customers to efficiently drive the contract review and approval process to conclusion.</li> <li>Analyzes and validates incoming non-disclosure, partner, contractor and other company agreements, applying general contract, commercial and intellectual property principles knowledge to independently address a variety of contract issues and submit such contract for review and vetting to the Manager Legal and Compliance.</li> <li>Conducts initial review of incoming contract requests and correspondence to identify any terms that vary from corporate standards to ensure accuracy and compliance, recommend appropriate modifications to the Manager Legal and Compliance, engage and collaborate with internal stakeholders in the sales, professional services, legal and other internal organizations as may be required.</li> <li>Manages and maintains the Contract Management Database as amended from time to time.</li> <li>Ensures Company compliance with Namibian Laws, Labour Act, Company Act, Environmental Act and Food and Hygiene Act.</li> <li>Assist the Manager with the development and maintenance of a manual/electronic record of all Hangala Foods's approved policies and related procedures ensuring that the latest version are well coded for easy of reference and communicated to the respective departments.</li> <li>In liaison with respective functional teams gathers, compiles and analyses data that will guide the review of existing policies or the development of new policies taking cognizance of respective statutory rules and regulations.</li> <li>Assists the Manager in checking and ensuring that the policies presented by Departmental Heads for approval by the Board meet the standard criteria (Which include such aspects as format, language, alignment to other policies, statutory regulations).</li> <li>Assists the Manager in ensuring that an appropriate fraud Policy is in place and report evidence of possible attempts to defraud the Business with recommendations for further investigations,</li> </ul>	<ul style="list-style-type: none"> <li>i) Catalogue of policies on uploaded on intranet.</li> <li>ii) The extent to which policies meet agreed standard.</li> </ul>
<b>2. Developing and Implementing Hangala Foods's Legal and Compliance Plans and Programmes</b>	<ul style="list-style-type: none"> <li>Assists the Manager with the development of Hangala Foods's annual Legal and Compliance Plan by timeously collecting and presenting relevant information from departmental managers.</li> <li>Coordinates the implementation of approved annual Legal and Compliance Plan as guided by the Manager.</li> <li>Constantly monitors the regulatory environment in order to identify any changes that the Manager and Executive needs to analyse and bring to the attention of Exco and the Board.</li> <li>Works closely with Manager in developing an integrated system of identifying areas of risk exposure and non-compliance.</li> <li>Coordinates meetings with Manager on a monthly basis to discuss possible corrective action plans of any identified deviations or operational deficiencies found.</li> </ul>	<ul style="list-style-type: none"> <li>i) Accurate information timeously presented to assist Executive with drafting of the Legal and Compliance Programme.</li> <li>ii) Appropriate inputs to the annual budget provided on time.</li> <li>iii) Minutes of monthly meetings with management.</li> </ul>

	<ul style="list-style-type: none"> <li>Constantly monitors the implementation of the agreed corrective measures, identifying and reporting challenges to the Manager.</li> </ul>	iv) Compliance Audit Rating (%)
<b>3. Legal and Compliance Awareness and Advisory Support Services.</b>	<ul style="list-style-type: none"> <li>Guided by the Manager, coordinate the legal, risk management in the organization.</li> <li>Guided by the Manager monitor compliance with Policies, procedures and guidelines and report incidences and deviations.</li> <li>Guided by the Manager, acts as the first level of an independent internal risk and compliance review and evaluation office that evaluates, investigates and reports Hangala Foods's risk exposure and issues concerning compliance to the Manager.</li> <li>In collaboration with the Communication and Public Relations Office drafts inputs risk and compliance awareness materials which are distributed as part of Hangala Foods's regular awareness campaigns.</li> <li>Assist the Manager in the maintenance of an effective compliance communication program, which includes heightened awareness of Hangala Foods's standards of conduct, understanding of new and existing risk and compliance issues and related policies and procedures.</li> <li>Coordinates the process of identifying, evaluating and assessing any legal and compliance issues affecting the business arising from existing or proposed delivery systems or operations and advise on remedial actions to accomplish desired risk management goals.</li> <li>Schedules meetings in consultation with the Manager and the Executive as necessary to provide line management with information on risk management and compliances related changes that affect them.</li> </ul>	i) Legal and Compliance regular reports. ii) Risk and Compliance Awareness materials distributed to staff. iii) Risk and Compliance Awareness Survey rating (%) iv) Customer satisfaction survey rating (%) v) # of meetings held with managers and supervisors.
<b>4. Conducting Risk and Compliance Assessments, Audits including Reporting.</b>	<ul style="list-style-type: none"> <li>Guided by the risk management framework collaborates with line managers to conduct regular risk exposure evaluations.</li> <li>Coordinates the implementation of Hangala Foods's risk-based audit schedule ensuring that those areas with greatest potential risk receive priority.</li> <li>Identifies potential areas of compliance vulnerability and risk that will guide the Executive in the development of corrective action plans/programmes for resolution of problematic issues.</li> <li>Collaborates with departments/functional units such as Finance, ITC, Internal Audit and Human Resources to direct risk and compliance issues to appropriate existing channels for investigation and resolution.</li> <li>Escalates difficult legal compliance issues to the level of the Manager who may either resolve the issues or seek external legal help where necessary.</li> <li>Monitors compliance implementation activities within Hangala Foods to remain abreast of status and be able to identify trends that guide proactive action by management.</li> <li>Drafts monthly, quarterly and annual risk management and compliance reports for the Manager's review</li> <li>Develops and constantly maintains a proper record of risk and compliance activities and corrective measures undertaken from auditors' recommendations.</li> </ul>	i) # of Risk exposure evaluations undertaken per given period. ii) Compliance Audit rating (%) iii) # of appropriate recommendations provided. iv) # of regular useful and timeously produced reports provided. v) Well maintained and updated risk and compliance records.

## MINIMUM EDUCATIONAL QUALIFICATION

### **Qualifications & Subjects**

1. LLB or Bachelor of Commerce (NQF Level 7) from an accredited institution.
2. A post-graduate Risk Management and Compliance certificate would be a distinct advantage

## MINIMUM YEARS OF EXPERIENCE REQUIRED

### **Type of Experience:**

1. At least 5 years' experience in a risk management and compliance related environment.
2. Experience in FMGC would be an added advantage.
3. Knowledge of risk management and compliance principles, tools and practices
4. Knowledge and understanding of external legislation and relevant standards
5. Strong analytical, critical thinking and problem solving skills
6. Ability to maintain confidentiality in all aspects of the job
7. Ability to be assertive and communicate effectively with a variety of employee levels
8. Ability to manage multiple tasks with frequent interruptions
9. Progressive risk/compliance/audit experience
10. Very Detail orientated and analytical
11. Working knowledge of policy review, contracts law and contract enforcement tools.
12. Understanding of Hangala Foods's regulatory environment

## KEY PERFORMANCE AREAS

1. Contracts Management
2. Risk Management
3. Advice and Support
4. Training
5. Legal Compliance
6. Reporting

<b>JOB SPECIFICATIONS</b>	
<b>Minimum Educational Qualification</b>	LLB or Bachelor of Commerce (NQF Level 7). A post-graduate Risk Management and Compliance certificate would be a distinct advantage.
<b>Minimum Experience Required:</b>	At least 5 years' experience in a risk management and compliance related environment. Experience in FMGC would be an added advantage.
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge of risk management and compliance principles, tools and practices</li> <li>• Knowledge and understanding of external legislation and relevant standards</li> <li>• Strong analytical, critical thinking and problem solving skills</li> <li>• Ability to maintain confidentiality in all aspects of the job</li> <li>• Ability to be assertive and communicate effectively with a variety of employee levels</li> <li>• Ability to manage multiple tasks with frequent interruptions</li> <li>• Progressive risk/compliance/audit experience</li> <li>• Very good planning, organising and time management skills.</li> <li>• Good interpersonal skills including listening skills.</li> <li>• Ability to foster collaboration and work in a team.</li> <li>• Detail orientated and analytical</li> <li>• Working knowledge of policy review, contracts law and contract enforcement tools.</li> <li>• Understanding of Hangala Foods's regulatory environment</li> <li>• Knowledge of key business functions and operations)</li> </ul>

**APPROVAL (SIGNATURES REQUIRED):**

**INCUMBENT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGERS NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMPILED BY EASY-HR CONSULTANCY:** \_\_\_\_\_ **DATE: 8 JULY 2025**

*The above statements are intended to describe the general nature and level of work being performed by the incumbent in this job. The responsibilities and activities required of position. It should not be seen as precluding future changes of this job.*