



LEGAL ASSISTANCE CENTRE
fighting for human rights in Namibia since 1988

Vacancy

Manager:

Personnel and Administration (Half Day Position)

The **Legal Assistance Centre (LAC)** invites applications for the abovementioned position graded at peromnes 6, to commence employment as soon as possible. The LAC is a public-interest law centre based in Windhoek and was established in 1988 to provide legal services to indigent individuals and communities.

The successful candidate will be responsible for coordinating the personnel, financial and administrative functions of the Centre. Please contact thancox@lac.org.na for a detailed job description or call (061) 223356 during office hours.

MINIMUM-EDUCATIONAL REQUIREMENTS AND PRACTICAL EXPERIENCE

Post matric qualification in social/management sciences

Experience in working with NGOs

At least 5 years of management experience

Fluency in English with fluency in other Namibian languages an added advantage

REQUIRED SKILLS

Good management and organizational skills, computer literate, excellent & open communication

PERSONALITY TRAITS REQUIRED

Emotionally mature; high stress tolerance; firm in decision making

OTHER REQUIREMENTS

Drivers licence (Code 08)

The LAC is offering a competitive salary commensurate with experience and benefits include pension fund, membership of a medical aid scheme and generous annual leave.

In terms of its affirmative action policy the LAC will give preference to suitably qualified women, persons from disadvantaged backgrounds and persons with disabilities.

Applications accompanied by a covering letter detailing the suitability for the requirements of the job, a detailed curriculum vitae, certified copies of academic qualifications and contact details of three references should be addressed to **Toni Hancox** at Legal Assistance Centre, P O Box 604, Windhoek, Namibia or e-mail to thancox@lac.org.na.

The closing date for applications 10 March 2017 at 15h00
Kindly take note that only the shortlisted candidates will be contacted