



The Law Society of Namibia (LSN) is a self-regulating body. It was created in terms of the Legal Practitioners' Act (1995), which serves the profession and the public, by promoting justice, protecting the independence of the judiciary, and upholding the Rule of Law.

**VACANCY
COMPLIANCE OFFICER
RISK AND COMPLIANCE DEPARTMENT**

Purpose of the Position:

To use internal and external resources to provide administrative and technical support to the LSN Director, Manager: Risk and Compliance, and all practicing members of the LSN. To ensure the inspections of practicing legal practitioners trust account records are done on an annual basis. To assist with the review of compliance of practicing legal practitioners with the Legal Practitioners Act, the LSN rules and basic accounting principles. To assist with the review of Fidelity Fund Certificate (FFC) and exemption from holding an FFC applications on an annual basis.

The successful applicant should substantially meet the following requirements:

- The applicant must be a Namibian citizen.
- An honours degree, preferably in Accounting, Auditing, or related subjects.
- Four (4) years of experience in an audit/ risk/ compliance function.
- The applicant must be in possession of a valid driver's license and willing to travel outside of Windhoek (advantage).
- Excellent communication skills in English (oral and written).
- Fully computer literate (MS Office and excel).
- Excellent organisation and planning skills, with strong attention to detail.
- Able to adhere and meet deadlines.
- Conversant with accounting software (MS Office, Excel, and Pastel or equivalent).
- Ability to handle highly confidential information in a strictly professional manner and a high understanding of the importance of non-disclosure.
- Trustworthy, reliable and accurate – with a high level of attention to detail.
- Able to maintain a professional demeanour under pressure, with high values in teamwork and client service.
- Completed Articles in Auditing will be an added advantage.

Market-related salary will be offered.

Interested individuals should address their application and CV to:

The Manager of Human Resources

The Law Society of Namibia
1st Floor, Namlex Chambers
333 Independence Avenue
Windhoek

Applications are to be emailed to jcloete@lawsocietynamibia.org.

Closing Date: Friday, **26th June 2026**

Please Note: All applications will be dealt with in confidence. Only short-listed candidates will be contacted for interviews. The LSN reserves the right to confirm and verify all information submitted.

The LSN reserves the right not to make an appointment.

No documents will be returned.