

SOS Children's Villages Namibia
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CALL FOR EXPRESSION OF INTEREST (EOI)

BOARD SECRETARIAL SERVICES (on a retainer basis)

1. Background

SOS Children's Villages Namibia is member association of SOS Children's Villages International, one of the world's leading international children's charities. We are a global federation working in more than 136 countries and territories, including Namibia. We work aligned to a common vision: ***Every child belongs to a family and grows with love, respect and security***. We ensure children can realize their rights to a family, education, protection, and health care, and that their voices are heard. Uniquely, we provide family-like care for children who have lost parental care (alternative care service), and we work with vulnerable families and communities to help strengthen them and prevent child rights violations and abandonment (family strengthening service). In Namibia, SOS CV Namibia operates in three locations namely: Windhoek, Tsumeb and Ondangwa to deliver the above mentioned services, with our National Office in Windhoek.

2. The Service

The Association seeks a consultant to provide **board secretarial services** to SOS CV Namibia, as detailed in the full Terms of Reference (ToR) – available on request.

3. The Consultant

SOS CV Namibia seeks to retain a consultant, a firm and/or an individual (hereinafter also referred to as "the Consultant") to work closely with the Association's National Director (ND) and the Board to assist in the provision of board secretarial services.

4. Requirements

- Competently qualified (LLB; admission in high court will be an added advantage);
- Prior related work carried out, with minimum of three (3) contactable references;
- Knowledgeable about board secretarial services;
- Knowledgeable of the environment civil society organization operate in;
- Excellent knowledge of workings and operations of membership based organizations;
- Availability of a sample report on previous and/or similar work;
- Good knowledge of corporate governance requirements in Namibia;
- Registration with any appropriate body (ies) is an added advantage.
- Competency assessment will be carried out.

TO APPLY, REQUEST THE FULL TERMS OF REFERENCE FROM:

Ms Magret Kamati,
Human Resources Practitioner
recruitment.hr@sos-namibia.org

CLOSING DATE: FRIDAY, 17 JUNE 2022