

VACANCY

The Namibia Financial Institutions Supervisory Authority ("NAMFISA; the Authority") is an independent institution established by virtue of Act No. 3 of 2001 to regulate and supervise financial institutions in Namibia as mandated by various acts of Parliament.

NAMFISA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position:

FINANCIAL ANALYST

Provident Institutions

Paterson Job Grade C4

THE POSITION REPORTS TO THE SENIOR FINANCIAL ANALYST – PENSION FUNDS

JOB PURPOSE:

The purpose of this position is to assess applications and carry out detailed financial analysis, monitor compliance and conduct on-site and off-site inspections; to ensure timely and accurate collection of data from regulated institutions, and to ensure effective engagement with regulated institutions.

KEY ACCOUNTABILITIES:

- Administer the application process for new registrations (assess applications, obtain additional information, prepare assessment reports and make recommendations for approval/rejection of applications, explain compliance obligations to applicants, follow up on conditional approval granted and draft approval/rejection letters);
- Administer the de-registration process for voluntary requests to de-register (review representations made by registered entity and draft Cancellation Letter and recommend course of action and prepare Cancellation Notice);
- Maintain and verify the accuracy of all data and documentation provided by registered entities;
- Administer compliance management process (verify compliance, determine level of non-compliance, identify and recommend appropriate enforcement action, obtain expert opinion, draft and record correspondence and follow-up on corrective action/measures taken);
- Prepare and conduct On-site Inspections;
- Perform Off-site supervision activities and prepare reports (analyse and interpret financial statements and other statutory returns, interpret variances and trends and request for explanations on variances and trends;
- Maintain effective communication and engagement with the industry and all other relevant stakeholders;

- Assess/review the effectiveness of the regulatory and supervisory framework through research and recommend amendments to regulatory instruments where necessary.

QUALIFICATIONS AND EXPERIENCE:

- B degree in Accounting / Economics / Finance;
- At least two years industry related experience in financial analysis;

KNOWLEDGE:

- Knowledge and understanding of NAMFISA's vision, mission and objectives;
- Knowledge of relevant legislation;
- Understanding of financial statements and interpretation thereof;
- Up-to-date knowledge of the industry trends and legislative environment;
- Industry business knowledge and understanding;
- Risk assessment knowledge and understanding;
- Understanding of accounting and auditing practices and principles;
- Understanding of the economic environment;
- Understanding of analytical tools and methods.

SKILLS:

- Excellent Computer Skills (Word, Excel, PowerPoint);
- Good verbal and written communication;
- Good interpersonal and conflict handling skills;
- Research and analysis skills;
- Decision making and problem solving skills;
- Planning and organisational skills;
- Complaints handling skills
- Ability to work both independently and as a team member.

REMUNERATION:

NAMFISA offers a market-related total cost to company package based on work experience and qualifications. The package includes retirement and medical aid benefits.

We encourage energetic, dynamic and results-driven team players to forward their applications to:

**Vacancies
Human Resources Manager
P. O. Box 21250, Windhoek**

OR

**Hand deliver to:
1st Floor Sanlam Centre, Independence Avenue**

OR

E-mail to: hr@namfisa.com.na

Deadline for applications: Friday, 12 May 2017

**As per Affirmative Action (Employment) Act, Act 29 of 1998,
Namibian Citizens from disadvantaged groups will enjoy preferential treatment and persons
living with disabilities are encouraged to apply.**

Please note that certified copies of qualifications and identification documents should be attached to your application. Only short-listed candidates will be contacted and no documents will be returned.

No faxed applications will be accepted.

NAMFISA reserves the right not to make an appointment in this position.