



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:

HEAD: GOVERNANCE, RISK & COMPLIANCE
DIVISION: OFFICE OF THE CEO
Paterson Job Grade D4

**THE POSITION REPORTS TO THE ASSISTANT CHIEF EXECUTIVE OFFICER –
SUPPORT FUNCTIONS**

JOB PURPOSE

To provide comprehensive and confidential corporate governance and secretarial services, enterprise risk management and compliance risk management services to the Authority, CEOs office and Board.

KEY ACCOUNTABILITIES

- Perform Corporate Governance and Board administration duties;
- Ensure compliance with all relevant statutory and supervisory requirements, having due regard to NAMFISA's Corporate Governance Compliance function
- Review and implement a compliance management framework that ensures compliance with laws and regulations, policies and contracts;
- Provide Enterprise Risk Management coordination services including Business Continuity risk;
- Ensure the approval and implementation of Enterprise Risk Management Framework at Board level;
- Ensure that the NAMFISA Appeal Board carries out its proceedings in accordance with the provisions of the Namibia Financial Institutions Supervisory Authority Act, 2001;
- Provide secretarial services to Metropol as per the Companies Act;
- Manage departmental budget, human capital and other administrative duties.

QUALIFICATIONS & EXPERIENCE REQUIRED

- LLB degree / Bachelor's Degree in Business Management / Economics / Accounting / Risk Management or Governance;
- Eight (8) years' experience in Risk Management, Compliance and Corporate Governance of which three (3) years should have been served in a supervisory capacity;
- Registration with the Institute of Chartered Secretaries and Administrators.

KNOWLEDGE

- Relevant acts, regulations policies and procedures
- Legal framework of financial industry and country
- Corporate activities and operations
- Compliance Management
- Enterprise Risk Management
- Minute taking
- Board papers

SKILLS AND ATTITUDE

- Problem solving skills
- Management skills
- Financial/budgeting skills
- Communication and negotiation skills
- Interpersonal skills
- Lucid decision making skills
- Coaching and Mentoring skills
- High standard of business ethics and integrity

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, 4 August 2017

**As per Affirmative Action (Employment) Act, Act 29 of 1998,
Namibian Citizens from disadvantaged groups and persons with disabilities
will receive preferential treatment and 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.