

VACANCY

The Namibia Financial Institutions Supervisory Authority ("NAMFISA; the Authority") is an independent institution established by virtue of Act No. 3 of 2001 to effectively regulate and supervise financial institutions in Namibia, and to give sound advice to the Minister of Finance.

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

MANAGER: PENSION FUNDS & FRIENDLY SOCIETIES

DIVISION: PENSION FUNDS & FRIENDLY SOCIETIES

Paterson Job Grade D4

THE POSITION REPORTS TO THE GENERAL MANAGER: PENSION FUNDS & FRIENDLY SOCIETIES

JOB PURPOSE:

To regulate in order to secure an appropriate degree of protection for the public, reducing financial crime and to ensure the effective functioning of the institutions under responsibility.

KEY ACCOUNTABILITIES:

- Pro-active supervision of regulated entities aligned to international best practice, rules and internal processes;
- Assess and review the effectiveness of supervisory and regulatory framework;
- Review directives, circulars, regulations and standards when necessary;
- Manage the departmental budget and staff, and attend to other administrative duties in line with the Organizational and Departmental Strategic Objectives.
- Engage with stakeholders through industry communication and support, attending to queries and complaints, and through consumer education interventions;
- Review the design of financial/statistical quarterly and levy returns;
- Review and critically analyze the consolidated statistical reports on the performance of regulated institutions;
- Prepare quarterly departmental management reports and provide departmental input for the annual report;
- Review and recommend annual inspection plan and recommend for General Manager's approval;
- Review the reports on on-site and off-site inspections on financial analyses, management and business conduct of regulated entities;
- Assess/review the effectiveness of the regulatory and supervisory framework;
- Prepare departmental risk register that is aligned to the Divisional Scorecard, and adhere to the annual Internal Audit plan.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- A Master's degree in Accounting / Economics / Finance / Commerce / Law;
- 8 years relevant experience of which 3 years should have been at supervisory level;
- Financial sector related work experience will be an added advantage.

KNOWLEDGE OF:

- NAMFISA's mission, objectives, functions, processes and systems'
- Macro-economic environment;
- Financial Market trends;

- The operations of financial services industries;
- Knowledge of all relevant and applicable legislation;
- Risk assessment knowledge and understanding;
- Accounting and auditing practices and principles;
- Analytical tools and methods;
- Financial report analysis and interpretation.

SKILLS:

- Excellent verbal and writing skills in English;
- Excellent report writing and presentation skills;
- Excellent interpersonal skills;
- Management skills;
- Regulatory and supervisory skills;
- Interviewing skills;
- Complaint handling skills;
- Researching skills;
- Conflict handling skills
- Decision making skills;
- Advanced computer skills;
- Analytical and problem solving skills;
- Planning skills.

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: Thursday, 3 May 2018

**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.