



# 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:*

## REGULATORY ANALYST

**DEPARTMENT: MICROLENDING & INTERMEDIARIES  
DIVISION: MARKET CONDUCT**

**PATERSON JOB GRADE: C2**

### THE POSITION REPORTS TO THE SENIOR FINANCIAL ANALYST

#### JOB PURPOSE:

The purpose of this position is to receive and process new applications from regulated entities, monitor compliance, conduct on-site and off-site inspections and to accurately capture data received from regulated entities.

#### KEY ACCOUNTABILITIES:

- Receive and assess new applications for completeness and validity;
- Evaluate and assess applications, and make recommendations to the Senior Financial Analyst;
- Prepare, record and dispatch the appropriate response to the applicant;
- Periodically validate legislative requirements of regulated entities in database;
- Determine the level of non-compliance and inform regulated entities;
- Follow up on corrective action/measures taken;
- Develop and update databases on penalties, fines, directives, statutory returns, etc.
- Receive and assess general information and recommend to Financial Analyst/Senior Financial Analyst for review;
- Receive quarterly/annual returns for forwarding to Financial Analyst;
- Ensure that all records of registered entities are kept up to date;
- On-site inspections:
  - Prepare pre-inspection activities, and schedule on-site inspections accordingly;
- Off-site inspections:
  - Assess compliance with relevant legislation;
  - Follow up on outstanding financial and other statutory returns and/or forms;
  - Follow up on corrective action/measures taken, if applicable;
- Compile on-site and off-site inspection reports for Senior Financial Analyst to review
- Attend to walk-in clients, telephonic and e-mail enquiries;
- Provide appropriate advice to regulated entities.

### **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- A Diploma in Business Administration / Administration / Accounting / Economics / Finance;
- One (1) year administration experience.

### **KNOWLEDGE OF:**

- Relevant legislation
- Industry business knowledge and understanding
- Administrative procedures

### **SKILLS:**

- Good verbal and written communication skills
- Computer literacy (MS Office)
- Interpersonal skills
- Problem solving skills
- Report writing 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:  
1<sup>st</sup> Floor Sanlam Centre, Independence Avenue**

**OR**

**E-mail to: [hr@namfisa.com.na](mailto:hr@namfisa.com.na)**

**Deadline for applications: Friday, 29 June 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.**