VACANCY

NAMFISA
NAMIBIA FINANCIAL INSTITUTIONS SUPERVISORY AUTHORITY

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
DIVISION: MARKET CONDUCT

THE POSITION REPORTS TO THE SENIOR FINANCIAL ANALYST

JOB PURPOSE:

The purpose of this job is to review newly assessed applications for registration, including AML/FAP assessments, de-registration, name change/name reservation/transfer of shareholding, registration of PO's, auditors and valuators, certification of good standing, review of constitutional documents and to do an assessment of all applications.

KEY ACCOUNTABILITIES:

- Provide information and documentation regarding the Procedures and Requirements to register financial institutions to prospective applicants;
- Assess new applications for registration and make recommendations to Senior Financial Analyst for review;
- Prepare assessment report, internal memorandum, approval letter, and make recommendations for approval/rejection;
- Report on assessed requests for voluntary and NAMIFISA-initiated de-registrations;
- Review representations made by registered entity and make relevant recommendations to Senior Financial Analyst;
- Assess correctness and completeness of applications, draft rejection/approval letters and make relevant recommendations to Senior Financial Analyst;
- Provide recommendations to accountable and reporting institutions regarding completion of FAP questionnaires of new applicants, and for replacement of Key Responsible Persons of existing entities;
- Provide recommendations to accountable and reporting institutions regarding the completion of AML Compliance programs for new applicants;
- Assess FAP questionnaires submitted for new applicants and Key Responsible Persons of existing entities, and make recommendations to the Senior Financial Analyst;
- Assist with the research on challenges/issues faced by industry players or by the division, and make recommendations for policy review that may lead to amendments to legislation;
- Participate in the drafting process of amendments to legislation where required;
- Assist with the drafting of departmental procedures, Directives, Circulars, Regulations and Standards when required;
- Attend to walk-in-clients, telephonic enquiries and e-mail enquiries where required;
- Participate in meetings as requested by regulated entities;
- Participate in Consumer Education interventions;
- Ensure that industry related information and documentation are prepared in a timely manner;
- Ensure that permanent and electronic files, working papers and other records of registered entities are kept up to date.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Business Administration / Accounting / Economics / Finance;
- Two (2) years' administration and regulatory experience.

KNOWLEDGE:

- Knowledge and understanding of NAMFISA's vision, mission and objectives
- Knowledge of relevant legislation
- Up-to-date with industry trends and legislative environment
- Understanding and interpretation of laws
- Business knowledge and understanding of Insurance, Pensions, Medical Aid Funds, Microlending and Capital Markets Institutions' Registration Requirements
- AML Fit and Proper Assessments
- Financial reports analysis and interpretation
- Administrative procedures
- Risk Management

SKILLS:

- Regulatory skills
- Report writing skills
- Analytical skills
- Problem solving skills
- Computer Literacy (MS Office);
- Good verbal and written communication
- Good interpersonal 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:
Upper Ground Floor, 51 – 55 Werner List Street, Gutenberg Plaza

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

Deadline for applications: Friday, 29 January 2021

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.