

# 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:

## ANALYST DEPARTMENT: CONDUCT & COMPLIANCE DIVISION: MARKET CONDUCT

### THE POSITION REPORTS TO THE SENIOR CONDUCT ANALYST: CONDUCT & COMPLIANCE

#### JOB PURPOSE:

The purpose of this job is to carry out detailed market (conduct) analysis, risk assessment, monitor compliance and conduct on-site and off-site inspections. The job further ensures timely and accurate collection and analysis of data from institutions regulated under the relevant Acts to ensure effective functioning of these institutions.

#### KEY ACCOUNTABILITIES:

- Conduct risk assessments through on-site and off-site inspections on regulated entities;
- Categorize regulated entities in terms of risk rating framework;
- Develop an understanding of the challenges faced by industry, or potential risks resulting from changes in the industry, and recommend relevant course of action based on information received from stakeholders and fellow regulators;
- Verify whether business is being conducted in accordance with the relevant legislation, and identify and recommend appropriate enforcement action where relevant;
- Verify data integrity of documentation submitted by regulated entities;
- Perform data analysis and compile reports for recommendation to the Senior Conduct Analyst;
- Data Management;
- Participate in Consumer Education interventions;
- Stakeholder Engagement (Actively participate in industry consultations, meetings with regulated entities; and workshops on the completion of statutory returns, the use of ERS, provisions of FIMA and other relevant legislation etc.)
- Assess applications for exemptions/dispensations etc. and make recommendations.

#### QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Accounting / Economics / Finance / Compliance / Law;
- 2 years' financial sector experience or supervision experience (i.e., actuarial, consulting or administration, compliance management, auditing, market conduct analysis).

#### KNOWLEDGE OF:

- Knowledge 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
- Industry business knowledge and understanding
- Risk assessment knowledge and understanding
- Accounting and auditing practices and principles
- Analytical tools and methods

#### SKILLS:

- Governance, risk management, compliance and information/knowledge management
- Quality assurance
- Financial analysis;
- Financial market analysis
- Legislative, regulatory and supervisory influence
- Supervision of regulated (natural and legal) persons
- Risk assessment planning and execution, and risk mitigation
- Compliance enforcement
- Assessment and inspections
- Fluency in international standards
- Business writing
- Records management

**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](mailto:hr@namfisa.com.na)

**Deadline for applications: Friday, 31 March 2023**

As per Affirmative Action (Employment) Act, Act 29 of 1998, Namibian Citizens from disadvantaged groups and persons living 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.