

# 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:

## SENIOR FINANCIAL ANALYST DIVISION: CAPITAL MARKETS

### THE POSITION REPORTS TO THE MANAGER: CAPITAL MARKETS

#### JOB PURPOSE:

The purpose of this job is to:

- Assist in the implementation of the Acts under NAMFISA’s jurisdiction in order to ensure financial institutions are financially sound by monitoring the financial performance of regulated institutions;
- Ensure timely and accurate collection of data from institutions regulated under the relevant Acts to ensure effective functioning of these institutions; and
- Evaluate and review adherence of industry to current legislation, regulations, procedures and policies.

#### KEY ACCOUNTABILITIES:

- Review submission for voluntary and NAMFISA initiated de-registrations and determine the course of action;
- Finalize cancellation notices/letters and determine course of action;
- Responsible for timely and accurate data management (statistical update, data capturing, general administration, financial returns, financial information);
- Ensure compliance of registered entities with relevant legislation;
- Verify level of non-compliance and make recommendations on proposed expert opinion or enforcement action to Manager;
- Follow up with registered entities to ensure that corrective actions/measures are taken on non-compliance issues, if applicable;
- Draw up the annual on-site inspection plan and recommend to the Manager;
- Conduct on-site inspections in accordance with the Inspection Manual;
- Review and supervise the inspections process;
- Review financial analysis reports prepared by the Financial Analyst for recommendation to the Manager;
- Communicate off-site analysis findings and recommendations to regulated entities;
- Review industry annual and quarterly reports;
- Formulate and regularly review risk matrix;
- Coordinate and facilitate industry liaison where applicable;
- Actively participate in industry consultations and meetings as requested by regulated entities;
- Ensure that complaints are duly investigated and the outcome of investigations communicated to Consumer Complaints and Education Department;

- Engage with stakeholders to understand the challenges they face or potential risks resulting from changes in the industry;
- Research international best practice principles on supervision (IOPS, IAIS, OECD, etc.);
- Conduct research on such challenges/issues and make recommendations for policy review that may lead to amendments to legislation
- Assist with drafting of amendments to legislation, best practice supervisory framework, and internal departmental policies and procedures
- Maintain discipline in accordance with NAMFISA’s Personnel Rules and Code of Conduct, and ensure adherence to operational procedures
- Conduct assessments and categorize registered entities in terms of the Supervisory Ladder of Intervention on a quarterly basis.

#### QUALIFICATIONS AND EXPERIENCE:

- Bachelor’s degree in Accounting / Economics / Finance;
- Five (5) years’ related experience (actuarial, consulting or administration, compliance management, risk management, auditing).

#### KNOWLEDGE OF:

- Knowledge and understanding of NAMFISA’s vision, mission and objectives
- Knowledge of relevant legislation
- Industry business knowledge and understanding
- Up-to-date with industry trends and legislative environment
- Understanding and interpretation of laws
- Accounting and auditing practices and principles
- Financial reports analysis and interpretation
- Economic environment
- Analytical tools and methods
- Risk assessment knowledge and understanding

#### SKILLS:

- Regulatory skills
- Supervisory skills
- Report writing skills
- Research and Analytical skills
- Decision making and problem solving skills
- Planning and organisational skills
- Excellent Computer Skills (MS Office);

- Good verbal and written communication
- Good interpersonal and conflict handling 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](mailto:hr@namfisa.com.na)

Persons with disabilities may apply via the above channels, or via the National Disability Council of Namibia as follows:

Ms. M. Katjinamunene – [maqdelena.katjinamunene@mgepesw.gov.na](mailto:maqdelena.katjinamunene@mgepesw.gov.na)

OR

Ms. M. Ndengu – [maria.ndengu@mgepesw.gov.na](mailto:maria.ndengu@mgepesw.gov.na)

**Deadline for applications: Friday, 12 April 2024**

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.