

# VACANCY



The Namibia Financial Institutions Supervisory Authority (NAMFISA) exists to supervise financial institutions and financial services, and to advise the Minister of Finance on matters relating to financial institutions and financial services in terms of the NAMFISA Act No. 3 of 2001. NAMFISA is an equal opportunity employer and invites competent & suitably qualified candidates to apply for the following position(s):

## FINANCIAL ANALYST DIVISION: INSURANCE & MEDICAL AID FUNDS

### THE POSITION REPORTS TO THE SENIOR FINANCIAL ANALYST

#### 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. The job further ensures timely and accurate collection of data from institutions regulated under the relevant Acts to ensure effective functioning of these institutions as well as to evaluate and review adherence of industry to current legislation, regulations, procedures and policies.

#### KEY ACCOUNTABILITIES:

- Conduct risk assessments as part of the on-site and off-site inspections;
- Data management (statistical update, data capturing, general administration, financial returns, financial information);
- Assess documentation for recommendation to the Senior Financial Analyst;
- Prepare consolidated statistical reports on the performance of regulated institutions;
- Enforce compliance by verifying and monitoring whether the business is being conducted in accordance with the relevant legislation;
- Stakeholder engagement including assisting to coordinate and facilitate industry forum liaison, preparation of agenda, presentation of the allocated agenda points and drafting minutes of meetings where applicable;
- Participate in Consumer Education interventions;
- Maintain the regulatory and supervisory framework by researching on international best practice principles and making recommendations on the course of action.
- Innovation
- Categorization of entities in terms of Supervisory Ladder of Intervention on Quarterly basis.

#### QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in Accounting / Economics / Finance;
- Two (2) years' experience in financial analysis.

#### KNOWLEDGE OF:

- Knowledge of NAMFISA's mission, objectives, functions, processes, and systems
- Knowledge of relevant legislation

- Up to date with the industry trends and legislative environment
- Understanding and interpretation of laws
- Industry business knowledge and understanding
- Risk management knowledge and understanding
- Accounting and auditing practices and principles
- Economic environment
- Analytical tools and methods
- Financial Report Analysis and Interpretation

#### SKILLS:

- Governance, risk management, compliance, and information/knowledge management
- Quality assurance
- Continuous improvement
- Stakeholder engagement
- Research
- Financial analysis
- Financial market analysis
- Legislative, regulatory and supervisory fluency
- Entity oversight
- Supervision of regulated entities
- Risk identification
- Risk assessment planning and execution
- Risk mitigation
- Report writing
- Data analysis and management
- Compliance enforcement
- Fluency in corporate governance requirements
- Assessments and inspections
- Fluency in international standards
- Fluency in statutory returns
- Digital fluency
- 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)

ONLY persons with disabilities may apply 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, 17 May 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.