

# 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:

## HEAD: STRATEGY AND PROJECTS

### DIVISION: OFFICE OF THE CHIEF EXECUTIVE OFFICER

#### THE POSITION REPORTS TO THE CHIEF EXECUTIVE OFFICER

##### JOB PURPOSE:

- To strategically lead, plan, organise and control NAMFISA's strategy and project management function.
- Manage the development and implementation of consistent practices of the strategic framework across multiple business functions in the organization to support the delivery of the regulatory and supervisory obligations of the Authority to its customers and stakeholders.
- Assist the Chief Executive Officer with the development, communication, executing, and sustaining corporate strategic plan and initiatives.
- Develops, oversees and facilitate the implementation of specialised projects that support the Organisation's vision, short- and long-term plans aligning NAMFISA with international best practices and relevant non-banking sector regulatory instruments.

##### KEY ACCOUNTABILITIES:

- Coordinate the development and implementation of strategic and operational planning frameworks and planning outcomes for the Authority in the short, medium and long term
- Manages the monitoring and evaluation of specialized project needs related to the corporate strategy and business plans
- Continuously work to improve NAMFISA's strategic alignment with market demands by researching new trends and methods
- Identify areas for improvement for NAMFISA and define potential business models to employ, estimate opportunity size and profitability
- Conduct advanced project design, research and development work on specific components of the financial regulatory system
- Responsible for effective management of assigned projects by identifying, amongst others, project milestones, costs and monitoring project progress
- Develop and manage projects budgets and address all deviations
- Advise customers at different levels on specialized project development issues in accordance with NAMFISA vision, mission, values and strategic objectives.
- Continuously engage and interact with Department leaders to ensure the specialized project goals are achieved through periodic assessments, value chain analysis, scenario planning, performance analysis and adherence to targets
- Provide strategic direction to the department by developing and implementing departmental business plan in line with formulated corporate strategic objectives
- Review and implement the delegation of authority
- Develop and manage the budget of the department
- Manage the operations and capital budgets for the Department
- Ensure adherence to divisional operational budget
- Provide strategic direction and support to Departmental staff to ensure that objectives are met
- Manage staff in line with policies and procedures

- Train, develop and evaluate employees to enhance their performance, development, and work product
- Address performance issues and make recommendations for personnel actions and discipline.

##### QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Post graduate qualifications in Finance, Project Management, Economics, Business Management or related field.
- 8 years Project Management experience of which three (3) years should have been at middle management level.
- MBA qualification will be an advantage.

##### KNOWLEDGE OF:

- NAMFISA mission, vision, values and strategy
- Non-banking financial sector regulations and enforcement
- Financial systems and operations, audits and budgets
- Enterprise risk assessment and management
- Advanced project management
- Regulatory and supervisory frameworks
- Regulated industries
- General business and governance practices
- Interpretation and application of relevant legislation
- Administration principles

##### SKILLS:

- Strategic direction
- Business planning
- Manage delivery
- People management
- Governance, risk management, compliance and information/knowledge management
- Financial management
- Quality assurance
- Continuous improvement
- Project management
- Stakeholder engagement

##### 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

[NIEIS: home](#)

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 – [magdalena.katjinamunene@mgepesw.gov.na](mailto:magdalena.katjinamunene@mgepesw.gov.na)

OR

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

Deadline for applications: Friday, 07 February 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.