

# 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:

## MANAGER: INSURANCE & MEDICAL AID FUNDS DIVISION: INSURANCE & MEDICAL AID FUNDS

### THE POSITION REPORTS TO THE GENERAL MANAGER: INSURANCE & MEDICAL AID FUNDS

#### JOB PURPOSE:

The purpose of the job is to regulate in order to secure an appropriate degree of protection for the public, reducing financial crime and to ensure the effective functioning of the institutions under responsibility.

#### KEY ACCOUNTABILITIES:

- Pro-active supervision of regulated entities aligned to international best practice, rules and internal processes;
- Assess and review the effectiveness of supervisory and regulatory framework;
- Review directives, circulars, regulations and standards when necessary;
- Manage the departmental budget and staff, and attend to other administrative duties in line with the Organizational and Departmental Strategic Objectives;
- Responsible for staff development by providing coaching and mentoring to staff;
- Engage with stakeholders through industry communication and support, attending to queries and complaints, and through consumer education interventions;
- Review the design of financial/statistical quarterly and levy returns;
- Review and critically analyze the consolidated statistical reports on the performance of regulated institutions;
- Prepare quarterly departmental/divisional management reports and provide departmental/divisional input for the annual report;
- Review and recommend annual inspection plan and recommend for General Manager's approval;
- Review the reports on on-site and off-site inspections on financial analyses, management and business conduct of regulated entities, and recommend appropriate sanctioning;
- Assess/review the effectiveness of the regulatory and supervisory framework, and provide input to research on challenges/issues and recommendations for policy review;
- Prepare departmental risk register that is aligned to the Divisional Scorecard, and adhere to the annual Internal Audit plan.

#### QUALIFICATIONS AND EXPERIENCE REQUIRED:

##### Professional:

- An Honours Degree in Finance/Law/Economics or related field; OR
- Certified Theory in Accounting / Honours (or equivalent) and Chartered Accountant designation; OR
- LLB degree (or equivalent) and admission to practice as a Legal Practitioner; AND
- Eight (8) years related experience of which three (3) years should have been in supervisory capacity.

OR

##### Graduate:

- A Bachelor's Degree in Finance/Law/Economics or related field; AND
- Ten (10) years' related experience of which three (3) years should have been in supervisory capacity;
- Financial sector related work experience will be an added advantage.

#### KNOWLEDGE OF:

- NAMFISA's mission, objectives, functions, processes and systems'
- Macro-economic environment
- Financial Market trends
- The operations of financial services industries
- Knowledge of all relevant and applicable legislation
- Risk assessment knowledge and understanding
- Accounting and auditing practices and principles
- Analytical tools and methods
- Financial report analysis and interpretation

#### SKILLS:

- Excellent verbal and writing skills in English
- Excellent report writing and presentation skills
- Excellent interpersonal skills
- Management skills
- Regulatory and supervisory skills
- Interviewing skills
- Complaint handling skills
- Researching skills
- Conflict handling skills
- Decision making skills
- Advanced computer skills
- Analytical and problem solving skills
- Planning 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)

ONLY persons with disabilities may apply 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, 02 August 2024**

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.