



VISION: TO BE THE BEST AT WHAT WE DO!

Vacancy – Compliance Officer

Division: Compliance

Department: Legal

Office: Windhoek

Primary purpose of position

To co-ordinate, facilitate and assist the Compliance Manager in the management of the compliance function of NamPost with an emphasis on operational compliance through monitoring, record-keeping, reporting and inputs into the compliance framework, programmes and corrective and implementation initiatives. To provide advice at operational level to minimise regulatory, reputation and compliance risk, and endeavour to avert potential litigations/penalties and ultimately contribute to the increase in shareholder value. To provide background research, inputs and recommendations to policies & procedures as well as compliance programmes, and coordinate the implementation and monitoring of same at operational level. To review and evaluate compliance issues/concerns within the organization as directed by the manager and report back on these. Lastly, to develop training and awareness material for managers and staff and conduct courses and awareness sessions in order to further a committed compliance work ethic.

Main Responsibilities

- Legal Compliance Research, Preparations & Inputs related to Compliance Policy & Procedures, Strategy, Advice & Recommendations;
- Legal Compliance Programme Inputs, Preparations, Reviews & Developments (incl. Preparation of Improvement Plans)
- Legal Compliance Initiatives & Follow Through
- Legal Compliance Effectiveness Monitoring, Auditing & Advisory Services (incl. Reports)
- Legal Compliance Training & Awareness Programmes & Implementations
- Legal Compliance Records, Data-Base & Services

Educational and experience requirements

National Diploma in Law, Finance or Auditing with 4 years' experience. Any additional qualification in Compliance Management will be a distinct advantage OR Diploma in Compliance Management plus 6 years' relevant experience in compliance in a corporate legal/commercial environment, with a proven track record in the area of compliance in an organisation of similar magnitude and complexity.

Skills and Knowledge requirements

- Sound analytical thinking;
- Communication ability;
- Able to articulate technical or complex issues clearly and succinctly;
- Attentive to detail;
- Able to adjust style of communication according to the needs of audience;
- Systematic analysis;
- Research;
- Track record of conceptual ability at an operational level coupled with sound commercial judgement;
- Auditing knowledge/expertise;
- Legal and associated Risk Mitigation & Management knowledge;
- Business Acumen and Project Management knowledge;
- Proficient in written and spoken English and Computer literate;
- Compliance monitoring approaches;
- Legal requirements for financial services;
- Research;
- Policy & Programme Design/Proposals.

Other

Must have a valid Code BE Driver's Licence.

Closing Date: 27 July 2018

Candidates who comply with the above criteria and competency areas should submit letters of applications, certified copies of relevant qualifications together with a detailed curriculum vitae to: The General Manager: Human Resources; NAMPOST; P O Box 287; Windhoek. Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourably.

Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.