

# BANK OF NAMIBIA

## VACANCY:

### **2X SENIOR GOVERNANCE, RISK & COMPLIANCE OFFICER– GOVERNANCE, RISK AND COMPLIANCE MANAGEMENT (P2)**

#### **REQUIREMENTS:**

- Relevant bachelor's degree or related qualification in Law, Risk Management, Economics or Business Administration or Finance related field.
- At least three (3) years practical experience in risk management and compliance.

#### **Knowledge and Experience:**

- Knowledge of risk management, internal controls, ethics & governance activities, business continuity management, compliance management and ISO31000, ISO 22301:2012/2019
- Analytical thinking and Problem-solving skills
- Written, verbal communication including presentation skills.
- Training and facilitation skills
- Basic research skills with Project management
- Planning and coordination
- Knowledge in financial services, Governance, IT risks, economics, or data analytics will be an added advantage.

#### **Duties and Responsibilities:**

The main accountabilities of this position are to:

- Assist with the facilitation of the implementation of the compliance management procedure within the Bank.
  - a) Monitor new laws and regulations weekly.
  - b) Capture Compliance Universe and Policies and Procedures on the database.
  - c) Capture action plans as per the departmental compliance monitoring report on database. Monitor the implementation of compliance monitoring plans per timelines.
  - d) Capture key compliance clauses on a tool as identified by the department and monitor implementation.
- Perform one compliance check per quarter on significant Banks Policies & Procedures. Summarize compliance assessment results in a draft Bank wide Compliance Management Report.

- Perform daily environmental scans to ensure that significant risks that might impact the Bank are identified. Send to the relevant department to perform and impact assessment and share the outcome as part of the Risk Management Report. On a quarterly, basis facilitate departmental risk assessment workshops, the departmental Risk and Compliance Self-Assessments (RCSA) Capture and track that risk mitigating strategies are adequate and are timely implemented. Capture the risk actions due date extension requests.
- Facilitate the development and monitoring of key risk indicators (KRIs) that are mapped to various risks to determine elevations in risk and proactively monitor timely implementation of risk mitigation measures.
- Collaborate with the Principal Governance, Risk and Compliance Officer to facilitate the Bank-wide business continuity management programme, its projects and activities on a periodic basis for all the departments. Facilitate logistics (food, transport, monthly DRS inspection, NISS DRS inspections, maintaining Bank-wide contact details for emergency communication). Follow-up with departments on their BCP's & BIA's.
- Facilitate the Risk, Compliance & BCM Champions Meetings bi-monthly or when required. Timely preparation of minutes, quality of submission, managing of meetings and escalation of none-attendance and recommendation of issue to the Risk Management Committee).
- Manage and maintain quarterly awareness calendar for Bank-wide policy and procedure awareness sessions report overdue policies & procedures to Risk Management Committee/ Audit Committee quarterly).
- Contribute to the design and development of effective, Governance, risk, compliance & BCM training and awareness programmes and conduct or coordinate training and awareness on the Risk, Compliance & BCM obligations of staff and management.
- Assess the effectiveness of awareness and training programs to introduce improvements in its quality, scope, and effectiveness.
- Receive incident reports from the various departments – and review the incident report for completeness to facilitate root cause analysis. Capture and update the centralized database.
- Provide administrative and operational support on governance matters as allocated.
- Facilitate or conduct the ethics risks assessments and awareness as required.
- Assist with the implementation of the Whistleblowing Policy by creating awareness on the policy to ensure adherence to the requirements of the Whistleblowing policy and procedures. Assist in maintaining a record of all Whistleblowing allegations.
- Performs any reasonable and lawful duties and responsibilities as and when assigned.

People with disabilities are encouraged to apply. If this challenge appeals to you, please apply online through the following address:

<https://www.bon.com.na/Informations/Vacancies.aspx>

**CLOSING DATE: 11 MARCH 2024**

