

# **BANK OF NAMIBIA**

## **VACANCY**

### **CURRENCY PROCESSOR: CURRENCY MANAGEMENT & BANKING OPERATIONS (OSHAKATI BRANCH) (C3)**

#### **The principal accountabilities of this position are to:**

- Prepare note sorting machines daily before production starts to ensure sorting is done according to the correct settings. This task ensures that no shredding of fit notes occurs, or unfit notes are classified as fit notes. Set the machines to sort the correct denomination. The ultimate aim of the task is to ensure the Bank sorts of good quality notes for commercial banks to distribute to the Namibian market.
- Verify the correctness of the number of boxes of unsorted banknotes received from the Table Head before starting production. The verification ensures accountability and traceability of banknotes at all times. This ensures accurate stock movement records and avoid loss of currency.
- Ensure the correctness of each bundle sorted under dual control and report any discrepancies to the supervisor once production commences. The dual control principle allows for the prevention of any anomalies in banknotes issued to the commercial banks.
- Responsible for sorting and processing of South African Rand banknotes in good qualities to enable the repatriation of banknotes to the South African Reserve Bank. Ensure proper balancing and recording of all sorted banknotes.
- Responsible for cash reconciliation on a daily basis. Cash must be balanced against batches after each box completed at every sorting machine. Ensure at end of day that all batches' balances with the daily reports produced by the sorting machines before forwarding the reports to the Supervisor. In addition, ensure correctness on the recounting of manually inspected notes (MIs) and the sorting of rejected banknotes. This task is to ensure proper record keeping and correct stock reports at all times.
- Be fully conversant with the security features on the South African Rand and the Namibian Dollar banknotes respectively. The aforesaid will assist in avoiding any losses as a result of counterfeits entering the system.
- Responsible for the recording of all down times recorded on the note sorting machines signed off by the Note Section Technician. The Note Sorters are additionally responsible for solving minor machine errors without the assistance of the Technician on a daily basis. Failure to comply with the aforesaid can result in financial loss due to incompatible machines.
- Be fully conversant with the policies and procedures in the Note Section to ensure all sorting activities within the Note Section are in full compliance with the dual control/four eye principle at all times to prevent possible loss of currency.

- Perform any other duty as instructed by the Note Section Supervisor, Senior Currency Officer, or Management in order to ensure a smooth workflow in the Division. Releasing at any other duty point within the Division as and when required to.

## **REQUIREMENTS**

- Grade 12 Certificate with 25 points and an E symbol in English. Six months experience sorting experience.

## **KNOWLEDGE & SKILLS**

- The Bank of Namibia Act 1 of 2020 as amended.
- Note Sorting, Bulk and Vault policies and procedures.
- Security features of both Namibian and South African banknotes.
- Business Ethic with good teamwork.

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: 06 MARCH 2024**