



VACANCY ADVERTISEMENT

Applications are invited from suitably qualified candidates for the position of

MANAGER: COMPLIANCE **PATERSON GRADE D2**

The Manager: Compliance is responsible for the implementation, monitoring, and reporting of the regulatory compliance framework and strategies, aligned with the regulatory universe and legal matrix. The role focuses on embedding a compliance culture, monitoring adherence to DBN policies, raising compliance awareness, and improving communication within the Bank. Additionally, the role helps minimize reputational damage in cases of significant regulatory non-compliance.

KEY PERFORMANCE AREAS

OPERATIONAL MANAGEMENT

- Develop and recommend a 5-year compliance plan for the Bank in alignment to the departmental initiatives.
- Develop and review Compliance risk management plans for all regulation as per the regulatory universe/legal matrix.
- Develop and integrate the FIA/AML compliance program into the credit process, ensuring regulatory directives and changes are effectively communicated and implemented.
- Implement annual compliance audit plan and issue compliance report for the management committee for action.
- Provide advice on regulatory compliance matters, policies and procedures.
- Facilitates the maintenance of a Compliance Register in accordance with regulatory requirements.
- Implement and facilitate the Bank Compliance Risk Assessment and facilitate and update risk status based on the outcome of Compliance Audits.
- Provide support to the ESMS team to develop and implement ESMS compliance plans for the ESMS programs.
- Monitor the Policy Review Schedule monthly and ensure that policies that are due for reviews are communicated.
- Develop compliance awareness materials for communication to all staff in line with the DBN Compliance Education Program.

PEOPLE MANAGEMENT

- Lead and coach direct reports, fostering a culture of excellence and continuous improvement.

- Set performance standards/key performance indicators for the team and track daily and/or accordance with the annual performance reviews.

EDUCATION, EXPERIENCE AND SKILLS

- A relevant Bachelor's degree (NQF level 7) in Compliance Management/Internal Auditing/Law or any other relevant qualification.
- Professional Certification as Compliance Practitioner/Membership with the Compliance Institute of South Africa (CISA) would be an added advantage.
- A minimum of 5 years relevant experience of which 3 years should be compliance management/auditing preferably in a commercial environment, including a combination of banking and regulatory compliance.
- Excellent written and verbal communication skills.
- Sound customer orientation or focus.
- Resilience and sound planning and organising skills.
- Well-developed interpersonal sensitivity and teamwork orientation.
- Attention to detail, analytical skills and evaluation skills.

Applications will only be accepted from Namibian citizens.

The closing date for applications is Friday, 7 March 2025.

The DBN offers market related remuneration packages commensurate with experience and qualifications. Applications will be treated in strictest confidence.

Interested candidates should forward their resumes, which should include three contactable references and certified supporting documents to:

The Manager: **Human Capital and Organizational Development, Development Bank of Namibia, 12 Daniel Munamava Street, P. O. Box 235, Windhoek.**
E-mail: recruitment@dbn.com.na.

Hard copy submissions will not be accepted.

Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favorably.

