



**Namibia Statistics
Agency**

INTERNAL/EXTERNAL VACANCY

The Namibia Statistics Agency (NSA) was established in terms of the Statistics Act No. 9 of 2011. The Agency is mandated, amongst others, to constitute the central statistical authority of the State and to collect, produce, analyse and disseminate official statistics in Namibia.

Position:	Risk & Compliance Officer
Reporting to:	Head of Legal
Duty station:	NSA Head Office, Windhoek

Job purpose

To implement and maintain an NSA wide risk management and compliance functional capacity that will enable the systematic identification and assessment of risks, development and determination of risk prevention, mitigation, and response strategies as well as effective review, monitoring and reporting of the risk management activities that will ensure that the organisation fully complies with all its legal, policy, procedural and contractual obligations.

Key Performance Areas:

1. Implement risk management activities, including regulatory management.

- Assist with the development and implementation of risk management policies and procedures in line with applicable international standards and good governance standards.
- Identify emerging risks and report key ones daily to the Head of Governance and SG/CEO and summarize on a quarterly basis for Risk Management Committee (RMC).
- Ensure effective risk assessment and response strategies are developed for all significant risks identified, in line with the risk tolerance levels set by the Board.
- Facilitate all risk management strategies and operations, as well as supervising the NSA's risk mitigation implementation.
- Guide key staff on the application of and compliance to the risk management policies.
- Manage the liaison of Risk Management Committee (RMC) members with the Chairperson.
- Interact and communicate effectively at all levels within NSA on matters concerning risk management and governance.

2. Implement compliance management framework.

- Assist with the development and implementation of Compliance Management policies and procedures in line with applicable international standards and good governance standards.
- Ensure that all NSA employees comply with such policies and procedures and review policies.
- Timely and comprehensively identify all the laws, regulations, policies, contracts and standards, that NSA is required to comply with and communicate to business.
- Establish a system that will ensure that NSA complies with all compliance requirements.
- Facilitate training and awareness to relevant staff on compliance matters to ensure that the NSA compliance management practices are applied in the NSA.

- Conduct regular compliance checks, ensure that there is full compliance within NSA.
- Issue regular compliance reports to the Senior Management team, the Risk Management Committee (RMC), and the Board, as appropriate.
- Prepare the agenda for the Risk Management Committee (RMC) meeting along with any necessary supporting information and timely distribute to the members.
- Manage the liaison of Risk Management Committee (RMC) members with the Chairperson.

3. Ensure an effective business continuity management (BCM) process.

- Coordinate the development and implementation of Business Continuity Management (BCM) policies and procedures in line with applicable international standards and good governance standards.
- Ensure that all NSA employees comply with BCM plans and policies and procedures and review policies every three years.
- Conducts periodic impact analysis to determine the scope of Business Continuity activities.
- Facilitate the NSA-wide business continuity management programme, its projects, and activities on a half yearly basis for all the business departments.
- Advise on the business continuity plans and facilitate annual review to ensure that the information is relevant for all the business departments.
- Ensure the implementation of the business continuity management policy and plans.
- Prepare reports of the outcome on a quarterly basis to be presented to the RMC & Finance and Audit Committee (FAC).

4. Innovation

- Recommend changes required by business to remain compliant with the developments in the industry and all other relevant developments in the field of work.

Educational and Experience Requirements

- Relevant bachelor's degree linked with specialized training in risk management.
- Five (5) years relevant experience, of which three (3) years should be in risk management, auditing and/or corporate governance.
- One (1) years' experience in Compliance Management.
- Experience in Business Continuity Management will be an added advantage.
- Certified Risk Practitioner is an added advantage.

Specific Requirements

- Knowledge of risk management, internal control and governance activities.
- Knowledge of Compliance frameworks.
- Knowledge of Business Continuity Management Frameworks.
- Governance, risk, and compliance planning
- Risk assessment and mitigation
- Financial management
- Secretariat support

Interested candidates may submit their applications in writing, accompanied by a detailed CV and certified copies of relevant educational qualifications as well as certificates of service confirming relevant /appropriate experience to: The Executive: Human Resources, e-mail to hr@nsa.org.na.

"As per Affirmative Action (Employment) Act, Act 29 of 1998; Namibian Citizens from previously disadvantaged groups including persons with disabilities will enjoy preferential treatment"

Only short-listed candidates will be contacted, and no documents will be returned.

CLOSING DATE FOR APPLICATIONS: 05 OCTOBER 2023