



The Non-Bank Financial Institutions Regulatory Authority Act 2006 established the Non-bank Financial Institutions Regulatory Authority (NBFIRA), to regulate and enforce compliance within the Non-Bank Financial Institutions sector in order to safeguard the stability, fairness and efficiency of the non-bank financial sector.

The *Authority* is in search of qualified individuals to fill the below positions:

1. CHIEF INTERNAL AUDIT EXECUTIVE

Main Purpose of the job

Monitor and review the activities of the *Authority* to ensure effectiveness and compliance with internal financial and audit control systems and procedures with the aim of reducing potential risk, protecting the financial assets of the Authority and ensuring optimal utilization of the financial assets of the Authority.

Key performance Areas

- Strategically analyse and assesses shifting patterns of risk exposure, evaluate probability and predict future patterns.
- Review the effectiveness of internal financial and audit control systems and procedures and the utilization of financial assets to determine valuable ways in which the financial assets of the Authority can be protected and used.
- Prepare an annual risk based audit plan for approval by the Chief Executive Officer.
- Schedules and carries out audit assignments by assessing financial and operational risks, to ensure that target areas of high risk are addressed and mitigated with the use of internal financial and audit control systems and procedures that are consistent with international audit standards.
- Prepare audit reports and recommendations for Chief Executive Officer and management on any significant weaknesses identified in the internal financial and audit control systems and procedures.

Position Requirements

- Membership of an internationally recognised institute of accountants or auditors (e.g. CIMA, ACCA, IIA) or Master's Degree in Auditing, Accounting/Finance, or related area
- Ten (10) years' experience in internal/external audit and or risk management environment of which at least two (2) should have been in a managerial position.

Competencies

- Experiential knowledge and understanding of risk management
- Ability to apply appropriate Risk management tools and developing advanced templates and questionnaires.
- Ability to guide the business model, strategy and value propositions
- Strong communication and reasoning ability, integrity and high ethical standards.

2. DEPUTY DIRECTOR - CAPITAL MARKET

Main purpose of the job

To ensure efficient and effective regulation of capital markets and effective utilisation of resources in the division.

Key performance Areas

- Make input into the development of Strategic Plans and institutional capacity for NBFIRA and oversee smooth implementation.
- Review and recommend amendments to legislation applicable to supervised institutions to ensure alignment with international standards and best practice.
- Develop and implement effective risk based supervision and monitoring plans for market participants to ensure strict compliance with the governing laws;
- Develop surveillance manuals, procedures, business and market conduct rules for market participants and procedures for license processing and product approval;
- Provide reference reports and defend matters referred to the Tribunal against NBFIRA;
- Effectively manage and develop the department's human capital, instilling a high performance culture in order to achieve the Authority's strategic objectives.
- Review licence applications submitted by the departmental managers and make recommendations to the supervisor;
- Undertake such other related duties as directed by the supervisor.

Position Requirements

- Master's degree in Economics, Statistics, Mathematics, Actuarial Science, Accounting, Finance, Business Management or related field.
- At least ten (10) years' experience, two of which should have been at manager level in a regulatory function.
- Membership to a professional internationally recognized institute will be an added advantage.

3. DEPUTY DIRECTOR RETIREMENT FUNDS

Main purpose of the job

To ensure efficient and effective regulation of the markets and effective utilisation of resources in the Retirement Funds Department.

Key performance Areas

- Make input into the development of Strategic Plans and institutional capacity for NBFIRA and oversee smooth implementation.
- Review and recommend amendments to legislation applicable to supervised institutions to ensure they accord with international standards and best practice.
- Develop and implement effective risk based supervision and monitoring plans for market participants to ensure strict compliance with the governing laws;
- Develop surveillance manuals, procedures, business and market conduct rules for market participants and procedures for license processing and product approval;
- Provide reference reports and defend matters referred to the Tribunal against NBFIRA;
- Effectively manage and develop the department's human capital, instilling a high performance culture in order to achieve the Authority's strategic objectives.
- Review licence applications submitted by the departmental managers and makes recommendations to the supervisor;
- Undertake such other related duties as directed by the supervisor.

Position Requirements

- Master's degree in Economics, Statistics, Mathematics, Actuarial Science, Accounting, Finance, Business Management or related field.
- At least ten (10) years' experience, two of which should have been at manager level in any regulatory function.
- Membership to a professional internationally recognized institute will be an added advantage.

4. SENIOR ANALYST- CAPITAL MARKETS

Main Purpose of the Job

To ensure effective supervision and regulation of capital markets by overseeing the licensing and supervision (both offsite and onsite) of the industry as well as ensuring compliance thereof.

Key performance Areas

- Review and recommend amendments to the capital markets legislative and regulatory framework to ensure compliance with international standards and best practice;
- Ensure that applications for licenses are assessed against set criteria in order to protect public interests;
- Recommend appropriate action to be taken with regard to applications for licenses;
- Develop and maintains an up to date database of industry members in order to facilitate ease of supervision;
- Plans and implements an effective supervisory plan and coordinates offsite and onsite inspections/investigations in order to ensure compliance with regulatory and legislative requirements;
- Ensures that customer complaints are handled according to set procedures;
- Develop and implement an annual plan for consumer education;
- Draft and submit periodic and adhoc reports to the Manager;
- Build and maintain effective stakeholder relationships with all internal and external stakeholders.

Position Requirements

- Master's degree in Commerce, Economics, Accounting, Finance or related field
- Membership of an internationally recognized professional institute will be an added advantage
- Minimum five years in financial services sector or regulatory body with responsibility for the analysis of financial information and interpretation of data to assess risk and compliance.
- Excellent business acumen, team work, effective communication skills

Eligible and interested candidates should send their CV, certified copies of your qualification, and contact details of three referees to:

Email: recruitment@nbfira.org.bw by post to,

Chief Executive Officer

NBFIRA

Private Bag 00314

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Telephone: (+267)3102595 / 3686100; Fax: (+267) 3102376

Closing date for applications is **03 March 2017**. Only shortlisted applicants will be responded to.