

VACANCIES

The Non-Bank Financial Institutions Regulatory Authority (NBFIRA) invites suitably qualified individuals to apply for the following vacancies:

1. HEAD OF ADMINISTRATION AND PROCUREMENT

Reports to: Deputy Chief Executive Officer - Professional Services

Main Purpose of the job

- Lead the procurement function in accordance with established procurement policies, procedures and regulations, whilst ensuring economy, efficiency, transparency, fairness, accountability/ethical standards and promoting competition
- Oversee the provision of effective and efficient administration services to the whole of NBFIRA
- Oversee the management of Department's resources to achieve its prescribed mandate and meet its objectives

Key responsibilities

Procurement

- Formulation, review and implementation of procurement policies, strategies, guidelines, regulations, processes and procedures; and ensuring compliance thereof
- Review and present consolidated procurement plan Executive Management Team
- Oversee the implementation of framework contracts
- Oversee the sourcing of suitable suppliers and negotiation of contracts to optimise services and secure advantageous terms
- Ascertain high quality of procurement services to internal users
- Oversee the management of stores
- Ensure the public has appropriate access to procurement notices and solicitation documents to promote competitiveness
- Secretary to internal structure for procurement / tendering matters
- Ensure proper maintenance of procurement records
- Review key functional metrics to reduce procurement costs, improve effectiveness and mitigate risks for supply contracts and agreements
- Review and present annual report on supplier performance evaluation to Management
- Advise Management and staff on procurement matters at NBFIRA

Records and Administration

- Formulation, review and implementation of administration policies, strategies, guidelines, regulations, processes and procedures; and ensuring compliance thereof
- Ensure the effective and efficient delivery of the following services:
 - Security, health and safety at work
 - Management of official records of NBFIRA
 - General office support services (clerical/secretarial, cleaning, reception, typing, printing, fax and photocopy etc.)
 - Management of facilities in terms of maintenance, repairs/ renovations/ refurbishments, utilities, insurance, leases etc.
 - Acquisition, disposal and maintenance of non-IT assets
- Long-term infrastructure planning of NBFIRA's physical facilities

Qualifications and Experience

- At least a master's in Business, Administration, or related field from a recognised institution
- Professional Certification in Procurement or supplies management
- Membership of professional institution such as CIPS is an added advantage
- At least 10 years of similar experience post-qualification, with a minimum of 3-4 years in a middle management position.

Skills and Competencies

- Ability to drive strategic intent by translating the strategy into key drivers, ensuring organisational capabilities are aligned to the strategy.
- Excellent business acumen, decisiveness, influential and impactful relationship management.
- Ability to create and drive a culture and climate of cohesion and teamwork across the organisation.
- Strong communication and reasoning ability, integrity, and high ethical standards.

2. PROCUREMENT COORDINATOR

Reports to: Head of Administration and Procurement

Main Purpose of the job

Plan, organise and coordinate the procurement and inventory function, in compliance with procurement rules, regulations and guidelines

Key responsibilities

Procurement

- Interact with key stakeholders in identifying business needs
- Facilitate the development of the annual procurement plan by liaising with Departments for their inputs
- Assist and train Requisition Departments in correctly formulating their procurement needs and procurement plans
- Work with Finance team throughout the procurement cycle to assist with forecasting and budgeting
- Prepare all Technical Specifications and Terms of Reference solicitation documents in compliance with the NBFIRA procurement policy, regulations and guidelines and other similar regulations
- Develop and maintain a suitable contract database for on-going supplier management
- Maintain positive working relationships with strategic suppliers to assure cost, quality, and delivery targets are met
- Perform sourcing, liaising and negotiating with new and existing suppliers
- Re-negotiate contracts with any suppliers to produce better savings and further value for spend
- Ordering and processing of orders and delivery
- Evaluate suppliers' performance and report to Management
- Provide procurement updates, reports and analyses to the Manager
- Act as resource person in tender committees on procurement matters

Stores Management

- Undertake inventory of materials and stocked items, while adhering to strict accounting and auditing procedures and guidelines
- Keep updated and accurate records of inventory
- Perform regular cycle counts of inventory
- Investigate and resolve volume discrepancies between stock and records
- Record, account for and issue items to users across NBFIRA
- Track inventory movements
- Regular analysis of inventory performance data (cost, usage etc.) with a view to maximise efficiency and cut costs
- Prepare and generate relevant inventory reports for Management
- Keep appropriate records and documentation on deliveries, issues and inventories

Qualifications and Experience

- At least a master's in Supply Chain or Procurement Management or related field

from a recognised institution

- Membership of professional institution such as CIPS is an added advantage
- At least 5 years' experience post-qualification in a similar position

Skills and Competencies

- Procurement processes, policies, principles and practices
- Proficient in the use of computers and software relevant to the position
- Communication
- Interpersonal
- Negotiation, networking & relationship building
- Organisational (planning, budgeting, managing time, prioritizing work)
- Research, critical thinking, analytical & problem solving

3. PROCUREMENT OVERSIGHT MANAGER

Reports to: Chief Executive Officer

Main Purpose of the job

Ensures that all procurement activities are conducted in accordance with the provisions of the Public Procurement Act, regulations and processes.

Act as the principal advisor to the Chief Executive Officer (Accounting Officer) on any procurement matters falling within the scope of the Act

Key responsibilities

- Responsible for the pre-adjudication, adjudication and recommendation of an award, rejection, cancellation or any other appropriate recommendations relating to any tender within the Authority.
- Ensures efficiency and effectiveness by enforcing compliance to the Procurement Act and procurement regulations and procedures as amended from time to time.
- Develops and implements procurement operational strategy for the Authority.
- Formulates innovative solutions for the Authority's procurement and development of risk management and cost saving strategy.
- Supports the identification and development of opportunities for the provision of procurement services for the Authority.
- Ensures appropriate modalities for service delivery, conduct market intelligence and management of supplier relationships.
- Provides guidance to departments and stakeholders to ensure consistent application of the Procurement Act and its regulations.
- Enables the operationalisation and managerial oversight of the Authority's procurement activities through appropriate systems and reports.
- Provides advice to the Authority on any required changes to the procurement processes and procedures
- Manages the Procurement in a transparent, accountable and efficient in order to execute the Authority supply chain management strategy.
- Ensures that the Oversight unit functions are carried out independently.
- Ensures sustainable procurement in delivering economic, social, and environmental policy objectives

Qualifications & Experience:

- Master's degree in Procurement, Supplies Chain and Materials Management or equivalent business related qualification.
- Membership of the Chartered Institute of Purchasing and Supply (CIPS) will be an added advantage.
- At least 8 years of similar experience post-qualification, including a minimum of 2-3 years in a comparable line management position

Skills and Competencies

- Communication
- Conflict management
- Decision-making
- Interpersonal
- Mentoring & coaching
- Negotiation, persuasion, advocacy, networking, stakeholder management
- Organisational (planning, budgeting, managing time, prioritising work)
- Project / contract / procurement management
- Research, critical thinking, analytical & problem-solving
- Team building

4. MANAGER – FINTECH

Reports to: Director Regulatory Services – Capital Markets

Main Purpose of the job

Work under the leadership of the Director and Deputy Director to carry out effective supervision of medium risk FinTech firms, in compliance with the governing laws and regulations

Contribute to the management of the Department's resources to achieve its prescribed mandate and meet its objectives

Key responsibilities

Sector Regulation

- Act as a key consultant to internal stakeholders on matters related to regulation of FinTech firms in the sub-sector
- Mentor the team of Senior Analysts to ensure that they can deliver high quality effective supervision work and in an efficient matter
- Deal with all FinTech supervision work that are of medium risk
- Manage relationships with high level senior officials of licensed medium risk FinTech firms
- Contribute to the following, under the direction and guidance of the Director:
 - Amendments to the legislative and regulatory framework applicable to supervised institutions, in line with international standards and best practice
 - Development and review of surveillance manuals, procedures, business and market conduct rules for supervised FinTech firms
 - Technical inputs to consumer/investor education programmes
- Conduct the following supervision activities for the licensed medium risk FinTech firms to ensure strict compliance with the governing laws and to safeguard investor interests:
 - Planning of supervision work
 - Risk profiling and off-site risk-based supervision and monitoring of regulated entities (using data and financial returns gathered by Data Management)
 - On-site inspections and examinations of regulated entities
 - Organise and conduct of bilateral meetings and consultations with regulated entities and industry
 - Monitoring and reporting on developments in the sub-sector
 - Periodic reporting on supervision and compliance of regulated entities for dissemination to key internal and external stakeholders
 - Handling of complex complaints escalated by the responsible unit
 - Preparation and submission of non-compliance reports to Enforcement for investigation

- Work closely with Botswana Innovation Hub and provide the necessary advice, support and guidance for the setting up and operation of the regulatory sandbox
- Work closely with AML/CFT to ensure licensees comply with AML/CFT requirements
- Work closely with the licensing unit and provide support in technical assessment and vetting of new products/services and licensing applications
- Maintenance of good working relationships with key internal and external stakeholders on issues of mutual concern

Management

- Contribute to planning and budgeting for the department
- Act as the internal quality coordinator for the department
- Prepare reports on implementation of risk mitigation measures, quality enhancement initiatives and audit recommendations
- Plan the subordinates' activity and maintain direct oversight on their work through reviews and quality assurances
- Proactively anticipate and implement alternative ways to meet commitments when unexpected events, unplanned actions, or contingencies arise
- Research and apply best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Monitor and report on developments around the world on FinTech regulation

Qualifications and Experience

- At least a master's in Economics, Statistics, Mathematics, Actuarial Science, Accounting, Finance, Business Management, Law or related field from a recognised institution
- Professional Certification: FinTech (Law, Security or Regulation) or Distributed Ledger Technology
- At least 8 years of similar experience post-qualification in FinTech, including a minimum of 2-3 years in a comparable line management position

Specialised knowledge and technical skills:

- Licensing, supervision and enforcement activities
- Procedures, processes, best practices in regulation of FinTech
- Engaging with digital, financial and technology players, and the startup ecosystem
- Distributed Ledger Technology and Blockchain technology
- Risk profiling tools and methodologies (including Risk Based Supervision System)
- Acts governing FinTech
- Proficient in the use of computers and software relevant to the position

Skills and Competencies

- Communication
- Conflict management
- Decision-making
- Interpersonal
- Mentoring & coaching

5. SENIOR ANALYST – FINTECH

Reports to: Manager - FinTech

Main Purpose of the job

Responsible for the supervision of licensed FinTech firms on specific technology compliance factors, as per the instruction and direction of the departmental management

Key responsibilities

Technology Risk and Regulatory Compliance

- As part of the supervision team, conduct specific technology supervision activities for the licensed FinTech firms
- Evaluate licensed firms' capabilities to manage technology innovation through reviews of their controls in areas including:
 - Technology governance (hiring for appropriate skill sets, awareness at the board level, and suitable training)
 - Cybersecurity risk management (access management, incident response, vendor management, data loss prevention, system change management, network security, end-user computing etc.)
 - Level of oversight over third party providers and management of outsourcing risks
 - Protection of the confidentiality, integrity, and availability of sensitive customer information
 - Prepare supervision and compliance reports as required
- Act as an internal expert on all things associated with blockchain and Distributed Ledger Technology (DLT) and its regulation
- Delivery of technology-related intelligence support and advice to Licensing, Supervision and Enforcement for the processing of applications connected with identified high risk factors and the vetting of new products/services and licensing applications
- Build and maintain effective working relationships with colleagues in other business areas within the NBFIRA and with external stakeholders involved in FinTech and related harm and risk
- Proactively anticipate alternative ways to meet commitments when unexpected events, unplanned actions, or contingencies arise
- Research and apply best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post
- Monitor the regulatory perimeter for fintech, including licencing and the use of 'sandboxes'
- Keep an eye on fintech trends, and consider their potential impact on business models and prudential risks

Qualifications and Experience

- At least a master's in Finance or Technology or related fields from a recognised institution
- Professional Certification:** Certificate in Blockchain, crypto-assets, DLT etc; Certificate in cybersecurity risk management
- At least 5 years relevant experience post-qualification in financial regulation
- Professional experience in the FinTech or payments sector or in FinTech regulation would be an advantage

Specialised knowledge and technical skills:

- Procedures, processes, best practices in FinTech regulation
- Expert understanding of DLT-based products and services, blockchain, cryptography etc.
- Cyber risk assessment tools and methodologies
- Acts governing FinTech
- Proficient in the use of computers and software relevant to the position

Skills and Competencies

- Communication
- Interpersonal
- Organisational skills (planning, time management, work prioritization)
- Research, critical thinking, analytical & problem-solving

Interested candidates who meet the requirements are invited to submit their applications, CV, certified copies of their academic qualification and at least two (2) references from your previous and current employer stating your suitability for the position applied for.

Preference will be given to qualifying citizen applicants. Further, kindly note that only shortlisted applicants will be responded to. All applications referencing the positions applied for should be sent to the following email address: recruitment@nbfire.org.bw

Closing date of applications is on **Friday 9 December 2022 at latest by 17:00hrs.**

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