

VACANCY

Build Your Career with Sanlam

Sanlam is a leading Financial Services Institution, which provides services in the fields of individual life insurance, group life insurance, unit trusts and asset management. To give substance to its objective to be a fully-fledged Namibian insurer, Sanlam is increasingly introducing greater financial and technical expertise. For this reason, it invites applications for the position of:

IT Compliance and Governance Administrator

The purpose of the position

The role will involve completing of duties related to IT risk, compliance, security and governance as prescribed by Group Standards

Main duties and responsibilities include

- Ensuring departments comply with Group (Internal) and other outside regulatory requirements
- Support departments by collecting and coordinating internal compliance data
- Provide administrative support by implantation of systems, procedures and policies
- Completing or participating projects in support of auditors, the board, executive team and/or Group or relative business line
- Creating policies, updating and enforcing policies and procedures
- Keep monthly, annual reporting and feedback
- Report, identify risks and take appropriate action

Qualification & Experience Requirements

- Grade 12; Degree in Communications or equivalent
- Any related IT risk and compliance qualification will be an advantage
- At least 2 years working in IT Governance, Risk, Compliance and end-user training and/or internal communication within an insurance environment
- Self-starter and ability to work without supervision
- Excellent communication skills (English); and a third local Namibian language will be an added advantage
- Must be computer literate: Microsoft Office
- Strong planning and organisational skills
- Demonstrate ability to acquire skills and understanding required to perform on a high and ethical level

Closing Date for Applications: 09 November 2018

Only short listed candidates will be notified. No documents will be returned.

No documents will be accepted without an Application letter.

Namibian Citizens who suit the above profile can submit their CV's to:

Human Resources Department

7th Floor, Sanlam Centre

(c/o Independence Ave and Fidel Castro Street),

PO Box 317, Windhoek, Namibia, or email hynamibia@sanlam.com.na

