

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 positions of:

Manager: Operational Forensics and Compliance

The purpose of the position

This role will focus on the operational co-ordination and facilitation of Compliance functions and processes within the administrative business units of Sanlam Namibia and reporting it where required to avoid risks within the Group. The responsibility will also include the gathering of information for forensic investigation in order to make a final decision.

Main duties and responsibilities include

- Co-ordinate queues and arrange resources when necessary on ORMS and SIRON to be up to date at all times
- Co-ordinate automated screening on all databases on a daily basis
- Review and authorise screening events in SIRON
- Facilitate enquiries and findings from Legal & Compliance, Internal Audit and Namfisa as well as site visits.
- Facilitate changes in the offices where risks are identified
- Co-ordinate FIA projects
- Gather information from different systems for reporting purposes (Business Risk Assessment)
- Co-ordinate any ad-hoc Compliance projects and/or requests as identified
- Compile action plans for the Compliance department and co-ordinate implementation of plans
- Report any activities and/or persons where irregularities are suspected and any non-compliance
- Ensure daily delta files are uploaded and corrected where needed
- Assist with fraud investigations and other specific investigations prompted by FIC or Nampol (procuring, indexing and compiling evidence needed for investigation)
- Investigate suspicious transactions and/or individuals as picked up in normal business as well as when specifically instructed to do so
- Provide advice and final decisions on business uncertainties with regards to Compliance

Qualification & Experience Requirements

- Grade 12, and 5 - 8 years' experience in financial and/or life-insurance environment with experience in Compliance specifically will be an advantage
- Managerial Experience is required
- Excellent English (verbal & written) language skills. An additional local Namibian language will be a competitive advantage
- Computer Literate: MS Office (Word, Outlook, Excel & PowerPoint) and Company's software

Behavioural Skills

- Detail-oriented, Good skills, time management and multi-tasking
- Problem identification and problem solving skills
- Assertive, tactful and polite
- Accurate, organised and client focused
- Financial Service Product and Industry knowledge
- Proactive

Closing Date for Applications: 21 November 2019

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 hnamibia@sanlam.com.na or deliver to:

Human Resources Department

7th Floor, Sanlam Centre

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

