



## Career Opportunity

Join the dynamic team at Namib Desert Diamonds (Pty) Ltd (NAMDIA), a leading diamond marketing and sales company. As an industry pioneer, NAMDIA is uniquely positioned to market a portion of Namibia's rare and highly coveted diamonds through sustainable channels. Established in 2016 by the Government of the Republic of Namibia, NAMDIA operates as a private company under the Companies Act with limited liability. This is your chance to be part of a forward-thinking organization that plays a pivotal role in shaping the future of the diamond industry.

We currently looking for a:

<b>Position</b>	Risk and Compliance Officer
<b>Job Grade</b>	C3
<b>Type of Contract</b>	Permanent
<b>Duty Station</b>	Windhoek
<b>Primary Purpose</b>	To assist and support the L&CSS team at NAMDIA in the implementation and management of the compliance functionalities relevant to NAMDIA. To focus on operational compliance through systematic monitoring & analysis of indicators of non-compliance within a legalistic and also risk management framework context, record-keeping of problem areas, reporting and suggesting well-founded remedies, improvements/ extensions of the compliance framework, programmes and corrective and implementation initiatives. To provide guidance and support to enable compliance through research and recommendations, training and guiding and analysis and reporting on compliance matters in order to enhance the levels of compliance within NAMDIA to benchmark standards.
<b>Minimum Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>- Bachelors in Law or related fields, with an emphasis on compliance practices. (NQF Level 7)</li> <li>- 5 years' work experience in this area of operational expertise, of which two (2) years should have been at team level.</li> </ul>
<b>Special Requirements/Licenses</b>	<ul style="list-style-type: none"> <li>- Driver's License Code B</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Legal Compliance research, Preparation and Inputs related to Compliance Policy and Procedures, Strategy, Advice and Recommendations (Including risk considerations).</li> <li>- Legal Compliance Programme Inputs, Preparation, Reviews and Development-with Subsequent Implementation (including Preparation of Improvement Plans and Risk Considerations)</li> <li>- Legal and Risk Compliance Effectiveness Monitoring, Auditing and Advisory Services Including Reports)</li> <li>- Legal Compliance Initiatives/Projects and Follow through.</li> <li>- Compliance Training and Awareness Programs and Implementation.</li> <li>- Risk and legal Compliance Reports, Records, Data-Base and services.</li> <li>- Risk and Legal Compliance Specific Improvement Initiatives.</li> <li>- Risk and Legal Compliance Investigations.</li> </ul>
<b>Competencies /Skills</b>	<ul style="list-style-type: none"> <li>- Reporting</li> <li>- Planning and Organisation</li> <li>- Cooperative Engagement</li> <li>- Advising</li> <li>- Communication</li> <li>- Compliance Assessment Analysis and Evaluation</li> <li>- Time Management</li> </ul>

- The deadline for applications is **06 May 2024 at 17h00 local time**.
  - Interested candidates should apply by submitting their application electronically via email to: [recruitment@namdia.na](mailto:recruitment@namdia.na)
  - All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, identification documents and relevant supporting documents. All foreign qualifications must be evaluated by the Namibia Qualifications Authority (NQA).
  - No hand-delivered applications will be accepted.
  - All suitably qualified Namibians are encouraged to apply.
  - Only shortlisted candidates will be contacted.
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