

# VACANCY NOTICE

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

## Manager – AML/CFT

**Reports to: Deputy Director AML/CFT**

### Main Purpose of the job

The primary purpose is to oversee and manage non-bank financial institutions' risk assessments and compliance programs related to AML/CFT/PF. This includes ensuring that non-bank financial institutions adhere to regulatory requirements, implementing effective risk management strategies, and conducting regular audits and reviews to identify and mitigate potential risks.

### Duties and Responsibilities

- Act as a key consultant to internal stakeholders on matters related to AML/CFT
- Mentor the team to ensure that they can deliver high quality effective supervision work and in an efficient manner
- Manage relationships with high level senior officials of licenced NBFIs
- 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 NBFIs
- Technical inputs to consumer education programmes

Conduct the following supervision activities for licenced NBFIs in order to ensure strict compliance AML/CFT laws and regulations:

- Planning of supervision work
- Evaluation of institutional risk assessments
- Risk profiling and off-site risk-based supervision and monitoring of regulated entities
- On-site inspections and examinations of regulated entities
- Organisation and conduct of bilateral meetings, industry meetings and consultations
- Periodic reporting on supervision and compliance of regulated entities for dissemination to key internal and external stakeholders
- Handling of complex AML/CFT related customer complaints as escalated by the responsible Department
- Preparation and submission of non-compliance reports for investigation.
- Interpretation of FI Act and its regulations
- Reporting on Follow Up Report to relevant institutions as applicable.
- Maintenance of good working relationships with key internal and external stakeholders on issues of mutual concern.
- Active participation on National AML/CFT matters as may be required.

### Qualifications and Experience

- At least a Master's in Economics, Finance, Statistics, Actuarial Science, Business or related fields from a recognised institution
- At least 8 years of similar experience post-qualification in financial regulation with experience in AML/CFT, this must include a minimum of 2-3 years in a comparable line management position
- Professional Certification in AML/CFT regulation from a recognised body/Association

### Specialised knowledge and technical skills

- Regulation of financial sector
- AML/CFT regulation: rules, processes, techniques, best practices, etc.
- Relevant Financial Services Laws
- Proficient in the use of computers and software relevant to the position

Interested candidates who meet the requirements are invited to submit; Applications, CV, certified copies of their academic qualifications.

The names of and contact details of two referees (2) who know you in a capacity to comment on your suitability for the position applied for. One of the referees should be either your current or previous employer.

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@nbfirm.org.bw](mailto:recruitment@nbfirm.org.bw)

**Closing date of applications is on May 14, 2025 at latest by 17:00hrs.**

### Competencies

- Ability work to under pressure
- Conceptual and practical thinking
- Customer focused
- Decisive and assertive
- Professionalism and adherence to good work ethics
- Resilience, personal drive and self-motivation
- Results and performance driven
- Team player
- Interpersonal skills

## Data Management Analyst

### Main Purpose of the job

To ensure the efficient collection, processing, validation, and analysis of data received from Non-Bank Financial Institutions (NBFIs), to ensure accurate and timely insights to support regulatory oversight, policy formulation, and strategic decision-making.

### Key responsibilities

- To develop business intelligence content that support and improve the Authority's processes.
- Development of reports and visualisations from the user requirements.
- Development of Dashboards for different levels of the organisation.
- Make regular follow-up with the NBFIs to submit the data on time and in the format required.
- Data aggregation, merging and summarisation where required.
- Data re-coding based on rationalised code lists where required.
- Data validation and cleaning using edit specifications.
- Conduct checks and verifications on the data for completeness, accuracy, coherence etc.
- 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.
- Proactively anticipate and implement alternative ways to meet commitments when unexpected events, unplanned actions, or contingencies arise.
- Perform any other duties as required which are commensurate with the position.

### Qualifications and Experience

- At least a Degree in Statistics, Information Technology, Data Management, Business Analytics or related qualification from a recognised institution.
- Professional qualification and or certification on Data Management from a recognised body.
- Experience in working with business analytics and intelligence tools (E.g. Power BI, Tableau, etc)
- Experience with working with databases
- At least 3 - 4 years of similar experience post-qualification.

### Skills and Competencies

- Data management practices and tools
- Proficient in the use of computers and software relevant to the position
- Methodical and organised, attentive to details
- Ability to work under pressure and meet deadlines
- Conceptual and practical thinking
- Customer focused
- Ability to work independently with minimal supervision
- Team player