

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

## 1. MANAGER - DATA PROTECTION

### Main Purpose of the job

To administer the Data Protection Act and carry out the due diligence processes to ensure adherence to the Act.

### Key responsibilities

- Provides guidance in implementation of policies, strategies and guidelines to enable compliance to the data protection act.
- Coordinates and drives continuous evaluation, standardisation and improvement of processes, procedures, strategies and solutions on the protection of personal data
- Guides in the assessment and alignment of Data Management policies, procedures and standards to ensure compliance with Data Protection Act.
- Develops and maintains inventory and records of all data processing activities in the Authority
- Protects the rights and freedom of data subjects and thereby ensuring that they are not adversely affected by processing operations.
- Assesses risks inherent in the processing of personal data within the Authority
- Conducts impact assessments on the protection of data.
- Identifies areas of non-compliance and makes recommendation on remedial action
- Provides training on the Data Protection Act for the Authority Staff.
- Serves as the main point of contact for the Information and Data Protection Commission.
- Prepares reports on matters related to processing of personal data for submission to the Commission or as may be directed to the relevant Authorities.
- Represents the Authority in Fora discussing or engaging on matters of related data protection.
- Designs and disseminates publicity tools to educate and sensitise Staff on data protection and importance of adhering to protocols

### Qualifications

Degree in Law/Data Science/Information Technology/ Enterprise Risk Management, Project Management or any other related field from a reputable institution.

- Masters in Business or related field would be an added advantage
- Data Protection and/or Privacy certification will be an added advantage
- At least eight years similar post qualification experience in a business environment, handling personal data /data compliance/security of data/data processing or related field in Government, Parastatal or Private Sector including a minimum of 2-3 years in a comparable line management position

### Skills and Competencies

- Data Analytics
- Technology savvy
- Research & Development
- Innovation
- Knowledgeable in Data Protection Regulatory Protocols
- Apply interpersonal styles/methods to develop, motivate and empower individuals to achieve goals
- Customer focused

## 2. MANAGER - ENFORCEMENT

### Main Purpose of the job

To carry out effective enforcement in respect of any non-compliance of NBFIs to applicable legislations and regulations. Quality review of the work of subordinates, manage their efforts and performance.

### Key responsibilities

- Act as a key consultant to internal stakeholders on matters related to enforcement
- Mentor the team of Senior Analysts to delivery their functions related to enforcement in an efficient matter
- Check if NBFIs are in compliance with all applicable laws and regulations
- Set up any internal committee/working group responsible to deliberate and adjudicate on the matter
- Initiate criminal prosecution in collaboration with Legal and International Affairs if the matter is not resolved
- Track achievements against the department's goals and objectives, and contribute to drafting of periodic performance reports
- Plan supervision work within, and adhere to, approved budget
- Implement audit recommendations in a timely manner to ensure compliance
- Prepare the departmental risk register and continuously evaluate risks

- 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
- Perform any other duties as required by the Head and which are commensurate with the grade of the post

### Qualifications and Experience

At least a Bachelor's Degree in Law, or a Master's Degree 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, including a minimum of 2-3 years in a comparable line management position
- Professional Certification - Financial regulation or any other relevant professional certification

### Skills and Competencies

- Proficient in the use of computers and software relevant to the position
- Maintain quality whilst working under pressure and adhering to deadlines
- Customer focused
- Maintain confidentiality and is aware of sensitive situations
- Resilience, personal drive and self-motivation
- Results and performance driven
- Team player with strong dedication to NBFIRA's purpose and mission

## 3. PERSONAL ASSISTANT X2

### Main Purpose of the job

Provide executive secretarial and administrative services to the Deputy Chief Executive Officer

### Key responsibilities

- Receive telephone calls and correspondences, and attend to visitors/clients
- Attend to queries or refer issues beyond own scope to relevant staff
- Conduct specific research, prepare statistical reports, and handle information requests
- Manage and maintain the calendar of the Supervisor, and ensure the schedule is followed and respected
- Prepare meeting agendas, briefing materials and presentations as needed to support the Supervisor
- Make logistic arrangements for meetings
- Take minutes of meetings, produce and distribute minutes after vetting by the Supervisor
- Accompany and support the Supervisor on foreign trips if required
- Accurately track and reconcile monthly expenses for the Supervisor

### Qualifications and Experience

Degree in Business Administration or related field from a recognised institution.

At least 6 - 7 years similar experience post-qualification experience in a secretarial/administration environment, of which 3 - 4 years should have been as Personal Assistant to a top leadership position.

### Skills and Competencies

- Organising, planning, document and office management
- Proficient in the use of computers and software relevant to the position
- Customer care and service
- Telephone etiquette
- Work independently and without too much close supervision
- Maintain confidentiality and respectful of sensitive situations

Interested candidates who meet the requirements are invited to submit their applications, CV, certified copies of their academic qualification.

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

Closing date of applications is on **Fri 28, June 2024 latest by 17:00hrs.**

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