



NDTC (Pty) Ltd, a Diamond Sorting, Valuation & Distribution Company, has growth opportunities for Namibian Citizens or Permanent Residence Permit holders for the following position:

1 X GOVERNANCE, RISK AND COMPLIANCE SPECIALIST

PURPOSE OF THE ROLE

The Governance, Risk and Compliance Specialist is responsible for ensuring an appropriate Governance structure is in place while providing oversight of risks in the wider NDTC. The role will ensure all compliance, governance and risk requirements are met at NDTC. It will encompass meeting formal business standards related to legislative requirements and the coordination & delivery of critical elements of NDTC's Business Integrity Policy.

The Governance, Risk and Compliance Specialist will create and coordinate a peer group to ensure NDTC Exco has effective oversight of governance, risk and compliance requirements in all operations within the business. Additionally the role will assist the Senior Finance Manager with finance related projects and ensuring effective cost control measures are maintained.

The responsibilities of the Governance, Risk and Compliance Specialist is to apply deep technical or specialist expertise to analyze data, anticipate and diagnose problems, and provide solutions aimed at the improvement of processes, systems and work methods that meet internal and/or external customer requirements.

FINANCIAL AND OTHER COMPLIANCE

Ensure that all legislative / regulatory requirements are complied with by NDTC

ANTI-MONEY LAUNDERING MONITORING & REPORTING

Take a lead role as the Money Laundering Reporting Officer (MLRO) for NDTC

SIGHTHOLDER ROAD MAP COMPLIANCE MONITORING AND REPORTING

Provide support to NDTC Sales & Beneficiation team to permit effective review of Sightholder Roadmaps, tracking of compliance against commitments and maintenance of the roadmap review database

QUALIFICATIONS

- Degree or similar qualification in law, risk management or related field

EXPERIENCE

- Essential: Experience in developing relationships with senior management in the business units and functions.
- Experience in anti-money laundering and combatting financing of terrorism, compliance and operational risk management would be beneficial

KNOWLEDGE AND SKILLS

- Financial Planning and Analysis - Uses a range of data and information sources to perform analysis and produces management reports)
- Governance and Compliance - Applies Governance and Compliance knowledge within the business to mitigate risk and identifies new ways to assess adherence)
- Project Management and Execution - Demonstrates an advanced understanding of project management tools and their application, and is able to apply in small project environments)

SEND YOUR DOCUMENTS TO:

Human Resources Manager

Email: ndtc_recruitment@ndtc.com.na

Address: P.O. Box 23316, Windhoek

Tel: (061) 204 3222

Fax no: (061) 204 3262

Closing date for Applications: **Friday, 13th March 2020**