

*CISNA Ref: CISNA/VAC/A01G25/01
Please quote our reference in your reply.*

01 July 2025

VACANCY NOTICE

Committee of Insurance, Securities and Non-Bank Financial Authorities (CISNA) is a committee set up under Annex 10 of the SADC Protocol on Finance and Investment (FIP). The CISNA Secretariat was established under the CISNA Rules to facilitate the implementation of CISNA mandate as founded in the FIP.

CISNA Secretariat invites competent and suitably qualified candidates to apply for the following positions on secondment:

1. SECRETARY GENERAL

Position: Secretary General

Location: Ebène, Republic of Mauritius

Start Date: September 2025

Type and Duration of Position: Secondment. Two years – renewable subject to performance

For more information, please refer to the CISNA secondments policy documents.

DURATION OF CONTRACT:

2 years on secondment - renewable subject to performance

REQUIREMENTS:

Applicant must –

- be a national of a SADC member state; and
- qualify for a work permit in Mauritius (<https://edbmauritius.org/info-centre/work-mauritius> & https://passport.govmu.org/passport/?page_id=626).

Preference will be given to applicants who are nationals of SADC member states that have Authorities who are signatories to the CISNA MMoU.

JOB PURPOSE:

The incumbent will work closely with, and supporting the General Council in the effective management of the CISNA Secretariat. The position oversees the managers including building internal capacity, improve internal work processes, staff performance and overall organisational effectiveness and managing overall operations and resources of the Secretariat as well as building and maintaining a good reputation and image of the Secretariat. The role provides strategic leadership to the Secretariat in terms of:

- Strategic Leadership & Management
- Organisational Performance
- Integrated Governance & Risk Management
- Strategic stakeholder Management
- Innovation

KEY ACCOUNTABILITIES:

- Provide strategic management and leadership to the Secretariat;
- Ensure that the Secretariat philosophy and values are consistently applied across the institution;
- Develop, implement and monitor operational efficiencies and implement corrective actions;
- Monitor and regulate organisational effectiveness against the long-term and short-term strategic plans;
- Develop policy proposals for Council discussion and approval;
- Ensure implementation and maintenance of an appropriate risk management framework;
- Ensure the Secretariat complies with all relevant laws;
- Establish and maintain relationship networks with relevant stakeholders;
- Ensure that the Secretariat is presented in an appropriate and professional manner to its stakeholders;
- To drive to drive consumer education including the identification and assessment of consumer awareness campaigns;
- To drive compliance with AML/CFT/CFP requirements;
- To provide legal support to CISNA structures;
- To prudently manage CISNA's resources, including financial and human resources and to maintain proper accounting records and ensure expenditure is controlled in line with approved budgets;
- To keep up to date with market developments on national and international level and develop required strategies that will ensure effectiveness, and make recommendations continuously; and
- To perform any other tasks and duties as may be required ensure that CISNA fulfils its mandate and meets its objects.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Post Graduate Degree relevant to the financial services industry;
- Eight **(8)** years relevant managerial experience at a Member Authority.

SPECIALISED KNOWLEDGE:

The ideal candidate should possess knowledge of:

- Regulatory and Supervisory Frameworks

- Good understanding of regulated industries
- Good understanding of General Business and Governance Practices
- Good understanding of SADC economic and political environment as well as global economy
- Basic understanding of the following business areas:
 - Financial and human resource management
 - ICT
 - Corporate Communication
 - Governance and Risk Management
- Good understanding of the nature of non-banking financial sector
- Understanding interpretation and application of laws

REQUIRED SKILLS AND COMPETENCIES:

- Strategic Leadership and Management
- Networking
- Relationship building
- Conceptual & Lateral thinking
- Problem-solving skills
- Lucid decision making
- Advanced Communication skills
- Time Management
- Analytical skills
- Performance management
- Change Management

REMUNERATION

In line with the CISNA Secondment policy salary and benefits will be paid by the Seconding Member State and CISNA the Secretariat will pay the secondment allowances:

- Cost of relocation to Mauritius; and
- Accommodation allowance.

2. MANAGER (CAPITAL MARKETS)

Position: Manager (Capital Markets)

Location: Ebene, Republic of Mauritius

Start Date: August 2025, or as soon as possible

Type and Duration of Position: Secondment. Two year fixed-term

For more information, please refer to the CISNA secondments policy documents.

DURATION OF CONTRACT:

2 years on secondment - renewable subject to performance

REQUIREMENTS:

Applicant must –

- be a national of a SADC member state; and

- qualify for a work permit in Mauritius (<https://edbmauritius.org/info-centre/work-mauritius> & https://passport.govmu.org/passport/?page_id=626).

Preference will be given to applicants who are nationals of SADC member states that have Authorities who are signatories to the CISNA MMoU.

JOB PURPOSE:

The incumbent will work closely with, and supporting the Secretary General and the Chairperson of the Capital Markets Sub-Committee. The position oversees the operations and assignments of the Capital Markets Sub-Committee and ensures timely follow-up, performance and delivery of output as per the Capital Markets Sub-Committee's operations plan, as well as assisting the Secretary General in ensuring the performance of the CISNA objects and function.

KEY ACCOUNTABILITIES:

- Carry out NBFIs Sector research & analysis using publically available data sources and as well conduct surveys whenever required.
- Plan and coordinate the development of primary and secondary market research studies in support of strategic planning and specific initiatives, as required and presents findings of studies to Sub-Committees and CISNA Structures.
- Provide advice and direction based on analysis to help guide CISNA Structures and Member Authorities achieve the objectives.
- Assist the team to establish project objectives, budgets, and timelines, monitor progress, and evaluate performance.
- Monitor project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.
- Reviewing and improving analytical processes, methodology, and tools to increase efficiency, accuracy, and security.
- Makes recommendations for improvements, which may include new practices, forms, reports, data collection etc. based on assessments of current best practices.
- Prepares and provides documentation and/or training materials as needed to facilitate implementation of suggested changes.
- Maintain user confidence and protect operations by keeping information confidential and act ethically.
- Performs other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Post Graduate Degree relevant to the financial services industry;
- 5 years relevant managerial experience at a Member Authority.

KNOWLEDGE OF:

- NBFIs Regulatory and Supervisory Frameworks
- Good understanding of regulated industries
- Knowledge of insurance and/or pension funds and/or capital markets and/or microfinance
- Good understanding of General Business and Governance Practices
- Good understanding of SADC economic and political environment as well as global economy

- Basic understanding of the following business areas:
 - Financial and human resource management
 - ICT
 - Corporate Communication
 - Governance and Risk Management
- Good understanding of the nature of non-banking financial sector
- Understanding interpretation and application of laws

KEY COMPETENCIES:

- Strategic Leadership and Management
- Networking
- Stakeholder Management
- Relationship building
- Conceptual & Lateral thinking
- Problem-solving skills
- Lucid decision making
- Advanced Communication skills
- Time Management
- Analytical skills
- Performance management
- Change Management

REMUNERATION

In line with the CISNA Secondment policy salary and benefits will be paid by the Seconding Member State and CISNA the Secretariat will pay the secondment allowances:

- Cost of relocation to Mauritius; and
- Accommodation allowance.

3. MANAGER (INSURANCE AND RETIREMENT FUNDS, MEDICAL SCHEMES AND INTERMEDIARIES)

Position: Manager (Insurance and Retirement Funds, Medical Schemes and Intermediaries)

Location: Ebene, Republic of Mauritius

Start Date: August 2025, or as soon as possible

Type and Duration of Position: Secondment. Two year fixed-term

For more information, please refer to the CISNA secondments policy documents.

DURATION OF CONTRACT:

2 years on secondment - renewable subject to performance

REQUIREMENTS:

Applicant must –

- be a national of a SADC member state; and
- qualify for a work permit in Mauritius (<https://edbmauritius.org/info-centre/work-mauritius> & https://passport.govmu.org/passport/?page_id=626).

Preference will be given to applicants who are nationals of SADC member states that have Authorities who are signatories to the CISNA MMoU.

JOB PURPOSE:

The incumbent will work closely with, and supporting the Secretary General and the Chairperson of the Insurance and Retirement Funds, Medical Schemes and Intermediaries Sub-Committee. The position oversees the operations and assignments of the Insurance and Retirement Funds, Medical Schemes and Intermediaries Sub-Committee and ensures timely follow-up, performance and delivery of output as per the Insurance and Retirement Funds, Medical Schemes and Intermediaries Sub-Committee's operations plan, as well as assisting the Secretary General in ensuring the performance of the CISNA objects and function.

KEY ACCOUNTABILITIES:

- Carry out NBFIs Sector research & analysis using publically available data sources and as well conduct surveys whenever required.
- Plan and coordinate the development of primary and secondary market research studies in support of strategic planning and specific initiatives, as required and presents findings of studies to Sub-Committees and CISNA Structures.
- Provide advice and direction based on analysis to help guide CISNA Structures and Member Authorities achieve the objectives.
- Assist the team to establish project objectives, budgets, and timelines, monitor progress, and evaluate performance.
- Monitor project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.
- Reviewing and improving analytical processes, methodology, and tools to increase efficiency, accuracy, and security.
- Makes recommendations for improvements, which may include new practices, forms, reports, data collection etc. based on assessments of current best practices.
- Prepares and provides documentation and/or training materials as needed to facilitate implementation of suggested changes.
- Maintain user confidence and protect operations by keeping information confidential and act ethically.
- Performs other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Post Graduate Degree relevant to the financial services industry;
- 5 years relevant managerial experience at a Member Authority.

KNOWLEDGE OF:

- NBFIs Regulatory and Supervisory Frameworks
- Good understanding of regulated industries
- Knowledge of insurance and/or pension funds and/or capital markets and/or microfinance
- Good understanding of General Business and Governance Practices
- Good understanding of SADC economic and political environment as well as global economy

- Basic understanding of the following business areas:
 - Financial and human resource management
 - ICT
 - Corporate Communication
 - Governance and Risk Management
- Good understanding of the nature of non-banking financial sector
- Understanding interpretation and application of laws

KEY COMPETENCIES:

- Strategic Leadership and Management
- Networking
- Stakeholder Management
- Relationship building
- Conceptual & Lateral thinking
- Problem-solving skills
- Lucid decision making
- Advanced Communication skills
- Time Management
- Analytical skills
- Performance management
- Change Management

REMUNERATION

In line with the CISNA Secondment policy salary and benefits will be paid by the Seconding Member State and CISNA the Secretariat will pay the secondment allowances:

- Cost of relocation to Mauritius; and
- Accommodation allowance.

IMPORTANT REQUIREMENTS:

To be considered for any of the three positions, the applicant must:

- be a national of a SADC Member State;
- be an employee of a CISNA Member Authority; and
- qualify for a work permit in Mauritius (<https://edbmauritius.org/info-centre/work-mauritius> & https://passport.govmu.org/passport/?page_id=626).

Preference will be given to applicants who are nationals of SADC Member States that have Authorities who are signatories to the CISNA MMoU.

CLOSING DATE AND SUBMISSION OF APPLICATIONS

We encourage energetic, dynamic and results-driven team players to apply for the position by sending their CV with a cover letter and references outlining their interest and experience in any of the CISNA languages, English, French or Portuguese. Applications should be accompanied by the following:

1. A letter of nomination from the member organization supporting the Secondment.
2. Cover Letter
3. Curriculum Vitae
4. Identification documents

5. Certified copies of academic and professional qualifications
6. Certified copies of employment certificate
7. Letter of authorization to CISNA to conduct employment verification.

* The aforementioned requirements must be met for applications to be considered.
Applications must be submitted not later than **Friday, 25 July 2025** to:

CISNA Secretariat
12th Floor, 7 Exchange Square
Wall Street, Cybercity, Ebène 72201
Republic of Mauritius
Tel : +(230) 404 5624
Email : secretariat@cisna.net

CISNA reserves the right not to make an appointment in this position.

CISNA is an equal opportunity employer