



CISNA Ref: CISNA/VAC/A06D23/01A

06 April 2023

Please quote our reference in your reply.

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 position on secondment:

Position: Managers

Location: Ebène, Republic of Mauritius

Start Date: October 2023, or earlier

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

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

JOB PURPOSE:

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

CISNA has three Sub-Committees as follows:

1. Capital Markets Sub-Committee;
2. Insurance and Retirement Funds, Medical Schemes and Intermediaries; and
3. Microfinance and Financial Co-operatives.

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.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

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

SPECIALISED KNOWLEDGE:

- 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

REQUIRED SKILLS AND COMPETENCIES:

- Leadership and Management
- Networking
- Stakeholder Management
- Relationship building
- Conceptual & Lateral thinking
- Problem-solving skills
- Lucid decision making
- Good 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 the position 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.

Applicants should clearly mention the Sub-Committee of interest in the Cover Letter.

Applications must be submitted not later than or on **Friday 31 May 2023** to:

CISNA Secretariat
7th Floor, NEX Tower
Rue du Savoir, 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

Date: 06 April 2023