Vision: A Modern, Vibrant, Customer Centric Company that delivers value for its stakeholders.

Internal Vacancy – Senior Business Compliance Officer: AML

Section: Risk and Compliance
Department: Financial Services
Office: Windhoek

Primary purpose of position

Reporting to the Manager: Business Risk and Compliance, the Senior Business Compliance Officer: AML role is responsible for the operational implementation of agreed AML)/Combating the Financing of Terrorism (CFT)/Combating Proliferation Financing (CPF) and broader regulatory risk mitigation practices in the day-to-day business. This includes guiding and managing staff, and inputs into operational procedures.

To support the Risk and Compliance Manager in discharging their responsibilities relating to AML/CFT/CPF compliance risk management processes as required by relevant regulation and company policies and procedures, and to work closely with Risk Identification and Monitoring, to act on recommendations resulting from non-compliance.

Main Responsibilities

- Operational AML/CFT/CPF Compliance - Customer Due Diligence, Enhanced Due Diligence, Prominent Influential Persons (PIP)/Political Exposed Persons (PEP) Monitoring, and Sanctions alerts actioning, periodic reviews and administration of existing clients.
- Reporting, Escalations, Exceptions and Feedback
- Investigations
- Leadership, Coaching and Supervision
- Effective Relationships with Management within NamPost structures

Educational and experience requirements

Bachelor's degree in finance, Accounting, Law, or a related commerce qualification with 4 years working experience in a similar AML/CFT/CPF environment in the financial services sector of which 3 years should be at supervisory level.

OR

A diploma in compliance or related field with 6 years' experience of which 4 years should have been at supervisory level with evidence of leading a team, with prominence on risk management and mitigation and great emphasis on AML/CFT/CPF.
A professional certification in Risk, Anti-Money Laundering or Compliance will be a distinct advantage.

Skills and Knowledge requirements

- Detailed knowledge of AML/CFT/CPF regulatory framework and obligations.
- Ability to supervise and coach.
- Financial Services industry knowledge.
- Effective Risk Management.
- Sound commercial thinking and attention to detail.
- Abreast with AML/CFT/CPF developments.
- Proficient in written and spoken English.
- Report writing skills.
- Ability to communicate and articulate technical and complex issues clearly and succinctly.

Personality requirements:

- Ability to work independently and take initiative.
- Assertive yet tactful.
- Systematic and diligent.
- Adaptive.
- Leads by example.
- Resilient under pressure.

Other requirements

- Code B driver's licence.

Closing Date: 14 August 2026

Candidates who meet the above requirements should register on NamPost's HR Recruitment Portal at www.nampost.com.na.

Required documents:

- Cover letter
- Certified copies of relevant qualifications
- Detailed Curriculum Vitae
- Certificate of Conduct

Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.