



VACANCY

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Temporary Risk, Compliance and Company Secretariat Support Officer

Grading: N/A – Temporary Support Position

Location: Windhoek

About the Role

The Payments Association of Namibia (PAN) invites suitably qualified candidates to apply for the temporary position of **Risk, Compliance and Company Secretariat Support Officer** within the Risk and Compliance Department.

The role provides technical, governance and administrative support to the Manager: Risk and Compliance in the effective execution of the Department's responsibilities. The successful candidate will assist with governance and company secretariat activities, document review, risk and compliance administration, maintenance of records and trackers, and other related support functions.

This position requires a highly organised and detail-oriented individual with strong communication skills, integrity, professionalism and the ability to handle confidential information.

Key Responsibilities

Governance and Secretariat Support

- Draft accurate, clear and timely minutes for assigned Board committees.
- Capture decisions, action items, responsible persons and due dates, and circulate draft minutes and action lists within agreed timelines.
- Assist with the preparation of meeting agendas, packs, supporting papers and follow-up correspondence.
- Maintain Board and subcommittee resolution trackers and follow up on outstanding actions.
- Support the filing, version control and retrieval of approved minutes, resolutions, Terms of Reference and other governance records.

Document Review and Governance Instruments

- Assist with reviewing documents received from PAN's Operations Department and forums, including Terms of Reference, rules, schedules, procedures, standards, agreements and related submissions.
- Check documents for completeness, consistency, internal alignment, defined responsibilities, approval requirements and compliance with applicable PAN governance documents.

- Maintain controlled records of documents reviewed, comments issued, responses received and final approved versions.

Risk Management Support

- Assist with maintaining PAN's risk registers, risk logs and related action trackers.
- Support the collection, consolidation and preliminary review of departmental, project, operational and industry-related risk information.
- Track risk treatments, control-improvement actions, review dates and overdue actions, and escalate exceptions where required.
- Assist with maintaining risk acceptance records, incident records and other risk-management documentation.

Compliance and Policy Support

- Assist with maintaining compliance registers, monitoring schedules and supporting evidence of compliance activities.
- Conduct research on relevant laws, directives, determinations, standards and regulatory developments, and prepare concise summaries for review.
- Assist with preparing risk and compliance reports, presentations, awareness material and stakeholder correspondence.

Departmental and Administrative Support

- Maintain organised electronic and physical records for the Risk, Compliance and Governance Department.
- Coordinate inputs, reminders and follow-ups from internal and external stakeholders.
- Provide general administrative and technical support across risk, compliance, governance, legal review and company secretariat activities.
- Perform other related duties reasonably assigned by the Manager.

Minimum Requirements

- Advanced Diploma or Bachelor's Degree in Law or a business-related field (NQF 7).
- An Honours Degree will be an added advantage.
- At least **one (1) year of relevant working experience** in administration, governance, risk, compliance, audit or a related environment.
- Exposure to a regulated environment will be an advantage.
- Awareness of National Payment System laws and regulations.
- Basic understanding of payment instruments, standards and payment operations.
- Basic understanding of payment-system risk, controls and risk management.
- Basic understanding of compliance and monitoring.

- Strong communication skills and excellent written and verbal command of English.
- Good organising, financial and ICT skills.
- High levels of integrity, professionalism, assertiveness and attention to detail.
- Ability to work under pressure and independently.
- Ability to maintain strict confidentiality when handling governance, risk, compliance, legal and personnel information.

Application Procedure

Submit applications via www.jobopportunities.net, including:

- **Cover Letter**
- **Detailed CV**
- **Certified Qualifications**

Deadline: 30 September 2026 @ 7:00PM