



# VACANCY

***Committee of Insurance, Securities and Non-Bank Financial Authorities (CISNA) Secretariat is an independent institution established to facilitate the implementation of CISNA mandate as founded in the SADC's Finance and Investment Protocol (FIP) .***

***CISNA Secretariat is an equal opportunity employer and invites competent and suitably qualified candidates to apply for the following position:***

## **SECRETARY GENERAL: CISNA PERMANENT SECRETARIAT Job Grade**

**THE POSITION REPORTS TO THE CISNA GENERAL COUNCIL**

### **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

### **LOCATION:**

The successful candidate will be required to relocate to Republic of Mauritius.

### **DURATION OF CONTRACT:**

4 years - renewable once subject to performance

### **REQUIREMENTS:**

Applicant must –

- be a national of a SADC member state; and
- qualify for a work permit in Mauritius.

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

**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.

**QUALIFICATIONS AND EXPERIENCE:**

- Post Graduate Degree relevant to the financial services industry;
- Eight (8) years relevant managerial experience.

**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

**SKILLS:**

- 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:**

The CISNA Secretariat offers a market-related total cost to company package based on work experience and qualifications.

**We encourage energetic, dynamic and results-driven team players to apply for the position by submitting your application online through the following link:**

<https://www.fscmauritius.org/en/others/southern-african-development-community>

**Submission for applications closes on: 15 January 2020**

Please note that certified copies of qualifications and identification documents should be attached to your application. Only short-listed candidates will be contacted and no documents will be returned.

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

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