

### JOB DESCRIPTION

<b>Job Title:</b>	Graduate Consultant for Investor Compliance	<b>Department:</b>	Investor Experience, Retention and Aftercare
<b>Employee Name:</b>		<b>Division:</b>	Investor Experience, Retention and Aftercare
<b>Job Category:</b>		<b>Job Grade</b>	
<b>Travel Required:</b>		<b>Position Type:</b>	Graduate
<b>Location:</b>	Windhoek	<b>Subordinates:</b>	No
<b>Immediate Supervisor</b>	Manager: Investor Retention, Aftercare and Compliance		
<b>Role Purpose:</b>			
The Graduate Trainee for Investor Compliance will assist in ensuring that investors comply with all relevant regulations and performance agreements. This role includes conducting audits, inspections, and evaluations to verify compliance and support the renewal of investment incentive certificates.			
<b>Role and Responsibilities:</b>			
<b>Key Responsibilities:</b>			
<ol style="list-style-type: none"> <li>1. <b>Compliance Audits:</b> <ul style="list-style-type: none"> <li>○ Assist in conducting annual performance audits of investments benefiting from the impactful investment incentives scheme.</li> <li>○ Help prepare and submit audit reports for the renewal of investment incentive certificates.</li> </ul> </li> <li>2. <b>Monitoring and Evaluation:</b> <ul style="list-style-type: none"> <li>○ Support the monitoring and evaluation of compliance with key performance indicators as outlined in performance agreements.</li> <li>○ Participate in ad hoc spot checks and reviews of compliance with investment terms and conditions.</li> </ul> </li> <li>3. <b>Inspections:</b> <ul style="list-style-type: none"> <li>○ Assist in visiting and inspecting business premises connected to investments.</li> <li>○ Help examine, copy, and extract financial statements, books, and other relevant documents.</li> </ul> </li> <li>4. <b>Corrective Measures:</b> <ul style="list-style-type: none"> <li>○ Notify investors of any suspected contraventions and provide opportunities for corrective measures.</li> <li>○ Monitor the implementation of corrective measures and ensure compliance within agreed timelines.</li> </ul> </li> <li>5. <b>Liaison and Reporting:</b> <ul style="list-style-type: none"> <li>○ Serve as a point of contact between NIPDB and investors regarding compliance issues.</li> <li>○ Report findings and compliance status to the relevant authorities and stakeholders.</li> </ul> </li> <li>6. <b>Business Evaluations:</b> <ul style="list-style-type: none"> <li>○ Ensure compliance with conditions set during business evaluations for work permits for investors and their expatriates.</li> <li>○ Inspect progress reports, business plans, and financial statements to verify that investors fulfill their commitments.</li> </ul> </li> </ol>			
<b>Qualifications, Experience and Education Requirements</b>		<b>Required Skills</b>	
		<ul style="list-style-type: none"> <li>● Excellent communication and interpersonal</li> </ul>	

<ul style="list-style-type: none"><li>● Bachelor's degree in Law, Auditing, Accounting, or a related field.</li><li>● Strong analytical and research skills.</li></ul>	<p>skills.</p> <ul style="list-style-type: none"><li>● Ability to work independently and manage multiple tasks.</li><li>● Proficiency in using compliance management systems and relevant software.</li><li>● Attention to detail and a proactive attitude.</li><li>● High ethical standards and integrity.</li><li>● Eagerness to learn and develop professionally.</li><li>● Proactive and solution-oriented mindset.</li></ul>
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