



# VACANCY

## PRINCIPAL OFFICER (PO)

### 5-YEAR CONTRACT

Visions Consulting was appointed by the Universities Retirement Fund, to independently facilitate and administer the executive recruitment process in compliance with sound governance principles.

**Objective:** The objective of the Fund is to provide retirement and ancillary benefits for the beneficiaries as described in the rules.

#### Primary Purpose of the job:

The Principal Officer (PO) is the Executive responsible for ensuring the sound governance, strategic management and operational efficiency of the Universities Retirement Fund (URF). The PO should ensure full compliance with applicable legislation, (i.e. Pension Funds Act and Financial Institutions and Markets Act [FIMA]), safeguarding members' interests, overseeing service providers, implementing board resolutions, and aligning fund operations with fiduciary standards and strategic fund objectives.

#### Key Responsibilities:

- Oversee investment performance, ensure adherence to mandates, and compliance with Fund policies.
- Implement risk controls, audit recommendations, and maintain appropriate insurance cover.
- Manage stakeholder relations, including engagement with NAMFISA, NAMRA, RFIN, service providers, and members.
- Lead Human Capital management functions including recruitment, performance management, and development.
- Manage and monitor Service Level Agreements (SLAs) with external service providers.
- Provide financial oversight, including budgeting, expenditure control, and statutory payments.
- Administer the Dependent Trust and Housing Loan Scheme in line with applicable laws.
- Ensure adherence to governance, health, safety, environment, and wellness (SHEW) standards.

#### Remuneration and Benefits:

- An attractive and competitive package is offered, including:
- Pension Fund Contribution
- Medical Aid
- Leave Benefits as per the Labour Act
- Transport Allowance
- Housing Allowance

#### Minimum Requirements:

- Bachelor's degree in Finance, Accounting, Economics, Business Administration, or Law (NQF Level 7).
- Honours or Postgraduate qualification in Pension Management or related field (NQF Level 8+), preferred.
- Valid Code B Driver's License.

#### Experience:

- At least 7 years' relevant experience in Retirement Fund Management, Financial Services or Corporate Governance.
- Minimum of 5 years in a senior managerial role, preferably within Retirement Fund Management.

#### Key Competencies:

- In-depth knowledge of Pension Funds Act, FIMA, NAMFISA regulations.
- Strategic leadership, governance and financial acumen.
- Excellent communication, stakeholder engagement, and problem-solving skills.
- Proficiency in risk/legal analysis, reporting and MS Office tools.

#### Application Procedure:

- A cover letter, providing a detailed motivation for the position, signed by the applicant.
- An updated detailed curriculum vitae, including at least two professional references.
- Certified copies of the highest academic qualifications attained.
- Foreign qualifications must be evaluated by the Namibian Qualification Authority (NQA) and proof of evaluation of qualification should be attached.
- A Certificate of Conduct from the Namibian Police, not older than six (6) months, must be submitted.
- Certified copies of Identity Documents and all other supporting documents.
- Preference will be given to Namibian citizens.
- Vetting will be conducted on all shortlisted candidates.

Scan this code or click the link below to access on-line applications via the recruitment portal.

<https://foresight.visions.com.na/>

**Only on-line applications via Visions Foresight will be accepted. No emailed- or manual applications will be accepted.**



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In terms of the Affirmative Action (Employment) Act 29 of 1998, people from designated groups and persons with disabilities who meet the prescribed advertised requirements are encouraged to apply.

**Only shortlisted candidates will be contacted. Kindly note that submitted documents will not be returned to applicants.**

Kindly note: For any technical or application-related support regarding the Foresight online platform, the Visions Helpdesk is available during workdays, Monday to Friday during office hours (08:00 – 17:00). For assistance, please contact us at [recruitment@visions.com.na](mailto:recruitment@visions.com.na)

**Closing Date: Friday, 5 September 2025 at 17:00 p.m.**

Any queries should be directed in writing to **Dr. Rudi Koekemoer** [rudi@visions.com.na](mailto:rudi@visions.com.na)