

Position: Team Lead – Collateral Management

Location: Windhoek, Namibia

Job grade: D2 (Patterson)

Access Bank Namibia Limited is seeking a highly motivated Team Lead – Collateral Management. The Team Lead: Collateral Management is accountable for overseeing the entire collateral lifecycle, ensuring that all security instruments such as mortgage bonds, pledges, cessions, guarantees and related forms are accurately structured, documented, valued, perfected and securely managed. The role provides comprehensive oversight across all collateral activities including registration, substitutions, top-ups, releases and enforcement support. It's core function is to protect the Bank's credit risk exposure by ensuring that all security interests are valid, fully perfected and legally enforceable under Namibian law, in accordance with internal policies.

Key Responsibilities

- Oversee the full verification, preparation and perfection process for all collateral instruments.
- Engage with external stakeholders to ensure accurate and timely registration, execution and perfection of securities.
- Ensure all collateral documentation adheres to applicable legislation and aligns with internal collateral management standards.
- Maintain, update and enforce collateral checklists to guarantee completeness, legal enforceability and compliance prior to acceptance.
- Coordinate all perfection and registration activities, including Deeds Office lodgments, notarial executions, insurance validations, resolutions, waivers and other statutory requirements.
- Safeguard the integrity of all physical and electronic security documents including title deeds, original instruments and vault records.
- Administer and monitor collateral related waivers, exceptions and deviations, ensuring each is duly justified and supported with approved documentation.
- Implement and uphold Anti-Money Laundering & Countering the Financing of Terrorism and Know Your Customer controls relevant to collateral acceptance, including ownership verification, asset source validation and sanctions/politically exposed person screening.
- Maintain an accurate collateral register with proper linkage across borrowers, facilities, security values, renewals and documentation statuses.
- Authorize collateral completeness and perfection sign-offs within approved delegation thresholds.

Qualifications and Experience

- Education: A bachelor's degree in Finance, Risk Management, Law, Commerce or a related discipline.
- Experience: A minimum of 5–7 years' experience in Banking Credit or Collateral Management including at least 2 years in a supervisory or leadership capacity.

Access Bank Namibia is an equal opportunity employer, offering a competitive salary package. The successful candidate will receive a salary commensurate with their qualifications and experience. If you meet these criteria, please submit your application, including a cover letter, resume and certified copies of academic certificates to:

hrnam@accessbankplc.com on or before February 27, 2026, ensuring the position you are applying for is indicated in the subject line. **Kindly note that only shortlisted candidates will be contacted.**

