

JOSEFINA NELAGO NDISHISHI

Public Management & Compliance Specialist

Windhoek, Namibia

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PROFESSIONAL PROFILE

Dynamic and self-motivated Public Management & Compliance Specialist with over 10 years' experience in the Namibian public sector. Skilled in regulatory compliance, policy formulation, administrative leadership, and governance support. Recognised for exceptional written and verbal communication, attention to detail, and ability to work effectively across teams and institutions. Currently serving as Compliance Officer at the Lotteries Board of Namibia under the Ministry of Environment, Forestry & Tourism.

CORE COMPETENCIES

- Regulatory Compliance & Inspections
- Policy Formulation & Governance Support
- Public Sector Administration
- Stakeholder Engagement & Negotiation
- Records & Information Management
- Research & Project Planning
- Report Writing & Minute Taking
- Microsoft Office Suite (Word, Excel, PowerPoint)

PROFESSIONAL EXPERIENCE

Compliance Officer – Lotteries Board of Namibia – Windhoek May 2025 – Present

- Monitor and enforce compliance with the Lotteries Act and applicable Regulations.
- Conduct inspections, audits, and investigations on lottery and gaming operators.
- Review and assess lottery and promotional competition applications and provide compliance recommendations to the Board.

- Draft compliance reports, regulatory opinions, and submissions for Board consideration.
- Provide regulatory guidance and advisory support to stakeholders and members of the public.
- Support policy review processes and contribute to strengthening regulatory frameworks.

Senior Administrative Officer - Tourism and Gaming - Ministry of Environment, Forestry & Tourism – Windhoek

March 2015 – April 2025

- Seconded (01 May 2025) to the Lotteries Board of Namibia as Compliance Officer, while remaining employed under the Ministry.
- Act as the first contact person for public queries on the Lotteries Act and Regulations.
- Conduct compliance monitoring, inspections, and surveys on lottery and gaming activities.
- Draft and review policies, submissions, and reports to support the Lotteries Board’s mandate.
- Serve as Secretariat for the Board: prepare agendas, minutes, and maintain records.
- Provide administrative and financial support, including budget preparation and handling applications.
- Led benchmarking visits to South Africa and Botswana to strengthen implementation of the Lotteries Act.

Administrative Officer – Ministry of Fisheries & Marine Resources – Policy Planning and Economics (Windhoek)

July 2009 – February 2015

- Issued fishing licenses and processed quotas for right holders in the fishing industry.
- Verified quota fees, reconciled levies, and processed payments from the fishing sector.
- Drafted correspondence and provided advisory support to industry stakeholders.
- Monitored compliance with quotas, catches, bycatches, and fund levies.

Registry Clerk – Auxiliary Services - Ministry of Fisheries & Marine Resources (Windhoek)

November 2008 – June 2009

- Managed the registry system for correspondence, cheques, and ministry records.
- Ensured effective filing, handling of incoming/outgoing mail, and coordination with relevant ministries.

EDUCATION

- Honours in Public Management – Namibia University of Science and Technology (2019)
- Bachelor of Technology: Public Management – Polytechnic of Namibia (2013)
- Certificate in English & Business Proficiency – Aptech Limited, New Delhi, India (2015)
- YALI Regional Leadership Centre - Public Management Track (2017)

INTERNATIONAL PROFESSIONAL DEVELOPMENT

- Certificate in Tourism and Capacity Building in Environmental Studies – Central Academy of Culture and Tourism Administration, Beijing, People’s Republic of China - 11 April 2024 – 24 April 2024.

AFFILIATIONS & LEADERSHIP

- Secretary: Welfare Committee, Ministry of Fisheries & Marine Resources (2014–2015)
- Peer Educator: HIV & AIDS Ministry of Fisheries & Marine Resources (2012–2014)
- Member: Polytechnic Public Management Society (2008–2010)

REFERENCES

- Ms. M. Du Toit, Chief Administrative Officer, Ministry of Environment & Tourism | +264 81 950 0784 | margaret.dutoit@meft.gov.na
- Mr. James Einbeck , Operations Manager , Lotteries Board of Namibia | +264 81 950 0782 | camunime@mfmr.gov.na
- Ms. Njandee Mbirijona, Senior Administrative Officer, Ministry of Fisheries & Marine Resources | +264 61 205311