



POSITIONS ANNOUNCEMENT

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications from qualified candidates for the following positions:

MANAGER ENFORCEMENT (GRADE 4) - REF: CMA/ME/04/2025- 1 POST

Job Purpose

Reporting to the Senior Manager, Investigations and Enforcement, the Manager Enforcement will be responsible for management and conduct of enforcement matters with respect to regulatory breaches and recommending appropriate action in line with the provisions of the Constitution and the applicable regulatory framework. This is a position under permanent and pensionable terms of service.

Job Responsibilities

- 1) Designing, developing and implementing enforcement programs, systems, manuals and procedures to achieve protection of investors' interest, enhance market integrity and increase deterrence;
- 2) Coordinating the processes leading to prosecution, defence and administrative actions for breaches of regulatory framework;
- 3) Coordinating the representation of the Authority in hearings in courts, tribunals and other forums;
- 4) Coordinating the implementation of capital market intelligence gathering frameworks for the Enforcement Unit;
- 5) Coordinating and representing the Authority in hearings in courts, tribunals and other fora;
- 6) Coordinating internal and external stakeholders' engagements on enforcement matters;
- 7) Implementing measures to support local and international strategic partners to promote successful prosecutions;
- 8) Determining trends in regulatory breaches in the market and make recommendations to inform enforcement policy and regulatory reforms;and

- g) Monitoring compliance with Constitutional requirements and fair administrative hearing requirements.

Minimum Requirements

- a) Bachelors Degree in Law;
- b) Relevant Master's degree;
- c) Admission as an Advocate of the High Court of Kenya and member of the Law Society of Kenya;
- d) Relevant professional qualifications such as CPA, ACCA, CFA, CFE, CS(K) and membership to professional bodies is added advantage;
- e) At least six (6) years' experience;
- f) At least two (2) years in a supervisory position; and
- g) Management course lasting not less than four (4) weeks is added advantage

Key skills, Knowledge & Competencies

- a) Strong understanding of investigations and enforcement of capital markets operations as well as financial sector operations;
- b) Understanding of the Kenyan legislative and judicial system;
- c) Knowledge of strategic management, project planning and budgeting, resource management, implementation as well as monitoring and evaluation;
- d) Professional skepticism;
- e) Legal analysis;
- f) Negotiating skills and dispute resolution;
- g) Professional and personal integrity; and
- h) Good judgement.

HOW TO APPLY

If you meet the above requirements, please send an **application letter and Curriculum Vitae only** in pdf format to recruitment2025@cma.or.ke Applications to be addressed to:

**Chief Executive Officer
Capital Markets Authority
P. O. Box 74800-00200
Nairobi**

Applications should be received on or before **February 25, 2025**. Only shortlisted candidates will be contacted for interviews.

Successful candidates will be required to fulfil requirements under Chapter (6) of the Constitution of Kenya.

1. Certificate of Good Conduct from the Directorate of Criminal Investigations
2. Ethics and Anti-corruption Clearance Certificate (EACC)

3. Higher Education Loans Board (HELB) Clearance Certificate
4. Current Tax Compliance Certificate from the Kenya Revenue Authority
5. Credit Reference Bureau (CRB) Clearance Certificate

“Capital Markets Authority is an Equal Opportunity Employer. Persons with disabilities are encouraged to apply”. Canvassing will lead to automatic disqualification.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS