



## 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:

### **SENIOR MANAGER APPROVALS, ANALYSIS & ISSUER GOVERNANCE (GRADE 3) - REF: CMA/SMAAIG/02/2025- 1POST**

#### **Job Purpose**

Reporting to the Director, Market Operations, the Senior Manager Approvals, Analysis & Issuer Governance will be responsible for providing technical and strategic leadership in licensing of market intermediaries, approval of institutions and issuers of securities as well as corporate actions taken by issuers to ensure compliance with Capital Markets Regulatory Framework. The successful candidate will serve on a five (5) year contract renewable based on performance. The Authority will offer a competitive remuneration package to the successful candidate.

#### **Job Responsibilities**

- 1) Undertaking development and implementation of strategies, policies and programs for licensing of market intermediaries and approval of institutions, corporate actions and other products as required under the Capital Markets Legal and Regulatory Framework;
- 2) Spearheading the development and implementation of strategies, policies and programs for review of periodic financial information by market intermediaries and issuers of securities and promoting application of corporate governance standards structures and practices by issuers of securities and institutional investors;
- 3) Guiding the approval process of Private placements; corporate actions like bonus issue, rights issue, share splits, and restructuring transactions by issuers of securities like mergers, acquisitions and takeovers, to ensure compliance with Capital Markets Legal and Regulatory Framework;
- 4) Liaising with Government Agencies, Securities Exchanges, Central Depository & Settlement Corporations, legal firms and other key stakeholders regarding issues, listings, licensing applications as well as governance matters;

- 5) Reviewing periodic reports as prepared by the units within the department including but not limited to the annual corporate governance report, financial analysis reports of market intermediaries and issuers of securities to assess their compliance with continuous reporting obligation and minimum regulatory requirements;
- 6) Coordinating fitness and probity assessments of key personnel and entities including engaging with local and foreign regulatory and private entities;
- 7) Undertaking the implementation of the Environmental Social and Governance (ESG), integrated reporting and emerging best practices in governance;
- 8) Championing identification of research on new/emerging lead trends in Capital Markets Legal and Regulatory Framework, IFRS, to inform improvements in licensing and approval policies and processes;
- 9) Coordinating engagements and communication with current and potential licensees & issuers enlightening them on licencing & approval requirements; and
- 10) Supervising, coaching and mentoring staff in the Department.

### **Minimum Requirements**

- a) Bachelor's degree in finance, Law or relevant field;
- b) Relevant Masters' degree;
- c) Membership to relevant professional body in good standing;
- d) If a lawyer, Advocate of the High Court of Kenya with valid Practicing certificate;
- e) At least eight (8) years' experience with at least three (3) years in a Managerial role; and
- f) Management course lasting not less than four (4) weeks is an added advantage.

### **Key skills, Knowledge & Competencies**

- a) Report writing skills;
- b) Understanding of capital markets operations and institutional policy;
- c) Professional Skepticism;
- d) Understanding of the Kenyan legislative system;
- e) Leadership skills;
- f) Communication skills; and
- g) Ability to deliver results and to manage change.

### **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](mailto: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**