



## 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:

### **DIRECTOR CORPORATE SERVICES (GRADE 2) - REF: CMA/DCS/01/2025 – 1 POST**

#### **Job Purpose**

Reporting to the Chief Executive Officer, the Director Corporate Services will be responsible for providing strategic leadership and oversight in the planning, implementation and review of Accounting, Finance, People & Culture as well as Administration services at the Authority. The successful candidate will serve on a five (5) year contract renewable only **ONCE** based on performance. The Authority will offer a competitive remuneration package to the successful candidate.

#### **Job responsibilities**

- 1) Supervising the formulation, implementation, review and rationalization of the CMA corporate budget;
- 2) Ensuring the financial integrity of the Authority's financial transactions as a Category A signatory to all CMA cheques and financial transactions;
- 3) Managing the formulation, implementation and review of the Authority's People and Culture strategies, plans and programs;
- 4) Directing the formulation, implementation and review of the Authority's Accounting and Finance strategies and plans to ensure corporate sustainability;
- 5) Overseeing corporate-level compliance with relevant Statutes, Regulations and Directives including the Public Financial Management Act, International Public Sector Accounting Standards (IPSAS), the International Financial Reporting Standards (IFRS) and ISO Standards;
- 6) Safeguarding financial resources of the Authority and those of the Capital Markets Investor Compensation Fund and ensuring optimum returns from investments;
- 7) Overseeing the formulation, implementation and monitoring of the Business Plans, Budgets and Annual Workplans for all departments in the DCS in line with the corporate strategic objectives and government Performance Contract

- 8) Providing technical expertise and advice to the Chief Executive Officer, Directors and Direct Reports on Financial, performance measurement, management systems and people issues;
- 9) Overseeing the planning and implementation of business process improvement initiatives and programmes in order to support the embedding of a culture of excellence at the Authority;
- 10) Overseeing the preparation of monthly, quarterly, half-yearly and annual financial reports;
- 11) Overseeing the effective custody and application of People and Culture, Finance and Accounting as well as Administration Policies across the Authority;
- 12) Overseeing effective stakeholder management in furtherance of CMA strategic interests through engagements with key institutions;
- 13) Facilitating building of capabilities of the CMA staff and ensuring that the Authority is properly resourced to deliver on its mandate; and
- 14) Evaluating performance, coaching and mentoring staff in the directorate.

### **Minimum Requirements**

- a) Bachelor's degree in relevant field;
- b) Master's degree in relevant field;
- c) Member of professional body in good standing;
- d) At least 12 years' relevant experience;
- e) At least six (6) years' experience in senior management level; and
- f) Leadership course lasting not less than four (4) weeks is an added advantage.

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

- a) Financial management and accounting skills;
- b) Analytical skills;
- c) Budgeting and business planning skills;
- d) Project management skills;
- e) Financial forecasting skills;
- f) Portfolio management and investments skills;
- g) High appreciation and experience in HR processes;
- h) Thorough knowledge of financial and procurement processes; and
- i) Knowledge of relevant legislation, regulations and procedures.

### **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**