



POSITION ANNOUNCEMENT TEMPORARY ASSISTANT – LICENSING

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 for the following position:

TEMPORARY ASSISTANT-LICENSING – 2 POSITIONS

The job holder will be reporting to the Manager, Licensing and will be responsible for reviewing applications for issuance of licenses to ensure compliance with the Capital Markets Legal and Regulatory Framework and applicable standards.

Contract Period: Six (6) Months Fixed Term Contract

The key responsibilities for the position:

1. Review applications for licensing and license renewals for market institutions and intermediaries;
2. Review prospectuses to ensure that the information to the public is accurate and complete and provides full disclosure of material facts;
3. Review applications for approval of equity and debt instruments and for the registration of Collective Investment Schemes;
4. Review notices, announcements and advertisements by market intermediaries and listed companies and make recommendations of the suitability for publication;
5. Liaise with the Market Supervision Department to carry out due diligence about the appointment of proposed directors and key personnel of market intermediaries;
6. Update and maintain the Contact Details and Movement of Key Personnel Database on a regular basis; and
7. Any other duties as may be assigned from time to time

Minimum Qualifications and Experience

- a) Bachelor's Degree in Law, Finance or Business -related.
- b) Minimum of one year of relevant experience would be an added advantage

Key skills, Knowledge & Competencies

- i. Display honesty, transparency, and integrity in all dealings
- ii. Show initiative and meet all deadlines with high quality work
- iii. Demonstrate good communication skills and teamwork
- iv. Always dedicated to confidentiality.

Please [Click Here](#) and apply. Applications should be received on or before **July 16, 2023**.

Note: Please provide complete and accurate information pertaining to the instructions provided in the e-recruitment portal. Only shortlisted candidates will be contacted for interviews.

“Capital Markets Authority is an Equal Opportunity Employer. Persons living with disabilities are encouraged to apply”.

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