

POSITION ANNOUNCEMENT

TEMPORARY ASSISTANT – STRATEGY, RISK AND PROJECTS

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 – STRATEGY, RISKS AND PROJECTS – 1 POSITION

Reporting to the Senior Manager, Strategy, Risks and Projects, the role will be responsible for tracking the execution of the Authority's projects portfolio and the Authority's Strategic Plan, Annual Corporate Work Plans, Master Plans and the Performance Contract.

Contract Period: Six (6) Months Fixed Term Contract

The key responsibilities for the position.

- a) Collecting and analyzing of performance data on the Authority's Projects, Strategic Plan, Annual Corporate Workplans, Capital Markets Master Plan and the Performance Contract.
- b) Support in monitoring and evaluating the implementation of the Authority's Strategic and Corporate Workplan, Capital Markets Master Plan, Performance Contract and projects.
- c) Maintaining a database of Authority's performance targets (e.g. Performance Contract and Workplans), and implementation status.
- d) Support in monitoring compliance of ongoing projects with the Project Management Guidelines.
- e) Drafting relevant management reports, letters, memos, Board Papers, and proposals on the performance of the Authority's projects and activities, Strategic Plan, Capital Markets Master Plan, and the Performance Contract on a regular basis as advised for review and approval by the Manager, Strategy & Projects.

- f) Providing input for the development of Business cases/Project justifications Monitoring compliance of projects being executed within the Authority with Project Management Guidelines.
- g) Support in implementing board resolutions.
- h) Support in Implementing the Authority's Quality Management System within the Section.
- i) Facilitating audit and other compliance-related activities within the Section.
- j) Drafting and implementing the Section's Workplans, Budgets, and Procurement Plans in line with the corporate strategy and performance contract obligations.
- k) Identifying risks and mitigation strategies for the Section in line with the Authority's Enterprise Risk Management Framework.

Minimum Qualifications and Experience

1. Bachelor's degree in Economics, Finance, Business, Law, Development, Projects, Mathematics, Planning and Management, Information Technology or a relevant field from a recognized and accredited institution; and.
2. At least one year's experience.

Key skills, Knowledge, and Competencies

- a) Proficiency in Computer Applications
- b) Project planning and implementation
- c) Record Keeping
- d) Monitoring and evaluation skills
- e) Interpersonal skills
- f) Communication skills
- g) Integrity and honesty

Please [Click Here](#) and apply. Applications should be received on or before **October 22, 2025**.

Note: Please provide complete and accurate information pertaining to the instructions provided on 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.