



VACANCIES

As Zimbabwe's oldest and largest stock exchange, our mission is to facilitate the economic development of Zimbabwe and the SADC area. We value people, who are committed, diligent and innovative to achieve this mission. The following positions have arisen in the Company. You can obtain more information on the website: <https://www.zse.co.zw>

A. Compliance Officer/Advisor

Reporting to the Head of Legal and Compliance, you will be responsible for monitoring a portfolio of listed companies' compliance with the ZSE Listing Rules. This involves effective real-time monitoring of and dealing with continuous disclosure and other obligations in the ZSE Listing rules. It will be your responsibility to provide entities and their advisers with guidance on and assess and enforce compliance with, the ZSE Listing Rules. In addition, as a member of the team, you will be responsible for processing and settling listing and waiver applications.

Your skills and experience

You are supposed to have a minimum of a Bachelor of Laws Honours Degree (LLB. Hons) and be a member of the Law Society of Zimbabwe. A postgraduate degree such as an MBA or LLM will be an added advantage. You are supposed to have a minimum of 5 years' experience with an understanding of equity markets, including mergers and acquisitions, corporate restructure capital raisings and analysis of complex transactions, financial reports and application of Listing Rules. The ZSE is seeking a candidate with an enquiring mind and the determination to push back when information or explanations provided by listed entities appear inadequate. The successful candidate should have an unquestionable integrity, objectivity and fairness managing the pressure of urgent matters and competing priorities.

B. Executive Assistant/HR Assistant

Reporting to the CEO, as a key member of the team, you will enhance the organisation's productivity and effectiveness whilst providing support to the Board of Directors and wider Senior Management team. Duties will vary from executive assistant support to high level organisation and coordination, office management, HR assistance and Board liaison, including regular meeting minute taking.

Your skills and experience

Intelligent decision making as well as your ability to build key internal and external relationships will be critical to your ongoing success in this role, as will demonstration of your ability to problem solving and deal with complex situations. You will relish the challenge associated with working within a dynamic and forward thinking team. Professionalism and passion are essential as is your previous experience at a senior level. Additionally, you will have a high command of written and spoken English and solid MS Office capability as well as exceptional attention to detail. You will have appropriate Executive Assistant / Administration qualifications with possession of a degree an added advantage.

C. Graduate Trainee Finance

An exciting opportunity has arisen for a young, ambitious and highly motivated graduate to join this vibrant enterprise. The successful incumbent will undergo an intensive two year graduate learner ship program covering the ZSE's business activities. During graduate learner ship programme, you will get exposure to real projects and challenges in a vibrant capital market environment and gain real-world experience whilst contributing to the success of the Company.

Your skills and experience

Keen interest and application knowledge of International Financial Reporting Standards ("IFRS") and one year exposure in a commercial organisation is a must. Professionalism and passion for learning and growth are key attributes for this role. You are supposed to have an appropriate under graduate degree in Accounting or Finance and possession or progress towards obtaining a professional qualification being an added advantage.

To Apply

If you feel you possess the vision, energy and initiative required and are drawn by the opportunity to make a difference within a successful and innovative organisation, please submit your cover letter and CV indicating the position being applied for to: jobs@zse.co.zw. Initial phone enquiries can be made to Obert Ngwenya at 024-2886830-5.

Applications for this opportunity close at 5pm on Friday 31 May 2019