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VACANCIES NOTICE

The Organisation

The Zimbabwe Stock Exchange Limited (“ZSE”) is the largest stock exchange in Zimbabwe. The exchange is undergoing a transformational journey and we are evolving and extending our service offering, through the addition of new products and services that include;

- Victoria Falls Stock Exchange (VFEX)
- Mobile trading platforms (ZSE Direct and VFEX Direct)
- Exchange Traded Funds (ETFs)
- Real Estate Investment Trusts (REITs)
- Contract for Differences (CFDs) and
- Commodities Exchange

As we continue on our growth trajectory, we are looking for well experienced individuals who have the vision, innovation, energy and initiative to join our team.

1. Training and Marketing Officer

We are currently seeking an exceptional Training and Marketing Officer who will enjoy the challenge of running our ZSE Training Institute and our Marketing initiatives and activities. This is an exciting and rewarding role where the successful candidate will deliver specialized training on our diverse service and product offering to enhance our corporate brand and reputation.

Key roles

- Develop relevant and customized training courses and curriculum for the various products and services offered by the ZSE
- Deliver effective end to end physical and online training for market participants and stakeholders
- Prepare and deliver presentations at investor education programmes, conferences and public education forums
- Partner and liaise with consultants and expert members in developing specialized training programmes
- Develop and continually update product and service offering and marketing collateral
- Prepare and facilitate the publication of all external communication
- Oversee and support marketing for all ZSE business units and its subsidiaries

What are we looking for?

- To successfully fill this role, you should possess the following:
- Passionate about learning and development
- Exceptional communication skills (oral, written and presentation)
- Ability to customize delivery of presentations based on the varying client needs
- Strong organisational and time management abilities
- Great team player
- Ability to interact and maintain relationships with the diverse stakeholders and market players associated with the ZSE

Minimum experience:

- Bachelor's degree in Communication, Marketing, Education or any related degree
- At least 5 years' experience in a similar role
- Design skills is an added advantage
- Significant experience in the design, delivery and evaluation of training programmes
- Practical and theoretical knowledge of capital markets is an added advantage
- Ability to work under minimum supervision
- Tech savvy with knowledge about the latest trends in digital marketing

2. Financial Controller (Designate)

As part of the ZSE Finance team, the Financial Controller (Designate) will be primarily responsible for accurate recording and financial reporting of all financial transactions for ZSE and its subsidiaries including regulatory and statutory compliance.

Key roles

- Prepare accurate and timely financial statements and management accounts
- Review financial reports and provide value adding recommendations
- Prepare budgets, forecasts and report on budget variances
- Ensure settlement of all intercompany balances
- Process and monitor revenue, expenditure and cash flow requirements
- Ensure compliance of all regulatory and statutory requirements
- Oversee the credit control function

What are we looking for?

- To successfully fill this role, you should possess the following:
- Advanced communication skills (written and verbal)
- Working knowledge of Microsoft packages
- Results driven and motivated self-starter with the ability to work under minimum supervision
- Excellent interpersonal skills
- Good team player
- Good reporting skills

Minimum Experience:

- Bachelor of Commerce in Accounting and or Finance
- At least 3 years' post articles experience
- Qualified or nearly qualified status
- Knowledge of the Pastel system is an added advantage

How to apply

Do you feel you possess the above criteria? Do you have the vision, energy and initiative required? If you do, then this is the opportunity for you. To apply, submit your cover letter and CV to jobs@zse.co.zw and indicate the position being applied for on the subject line of the email.

The deadline for submission is **22 March 2024**.