



## VACANCY NOTICE

The Securities and Exchange Commission of Zimbabwe is inviting applications from suitably qualified and experienced candidates to fill the position of **Executive Assistant to the CEO**.

### Core Competencies:

- Analytical and problem-solving skills.
- Communication and negotiation skills.
- Attention to detail.
- Project management skills.
- Organizational and time management skills.
- Confidentiality and discretion.

### Duties and Responsibilities:

- Administrative support to the CEO - calendar and travel management.
- Organizing high-level events such as board meetings, corporate functions, and client engagements.
- Drafting speeches, reports and presentations for the CEO.
- Assisting with tracking and managing key strategic projects and initiatives, ensuring timelines and objectives are met.
- Developing and maintaining relationships with key stakeholders.
- Providing research and background information as needed, to support decision-making processes.
- Assisting in developing and implementing strategic plans and initiatives.
- Maintaining comprehensive and accurate records.

### Requisite qualifications & experience:

- Bachelor's degree in economics, Finance or equivalent business-related degree.
- CFA Charter or studying towards the Charter will be an added advantage.
- A minimum of three years' relevant work experience.

**Application letters with C.V.s to be e-mailed to [recruitment@seczim.co.zw](mailto:recruitment@seczim.co.zw) with the position being applied for clearly stated in the email subject. These should reach us NOT LATER THAN 8 November 2024. N/B Only shortlisted candidates will be responded to.**