



VACANCY NOTICE

The Securities and Exchange Commission of Zimbabwe (SECZim) is inviting applications from suitably qualified and experienced candidates to fill the position of **Legal Manager** in the **Corporate Services Department**.

Core Competencies

- Sound knowledge of Zimbabwean laws, corporate governance, and regulatory frameworks.
- Contract drafting, review, and negotiation skills.
- Compliance, risk management, and legal advisory expertise.
- Litigation and dispute resolution management.
- Policy development and review.
- Strategic thinking and sound judgment.
- Excellent research, analytical, and problem-solving skills.
- Strong written and verbal communication skills.
- Leadership and team management capabilities.

Duties and Responsibilities

- Draft, review, and negotiate contracts, agreements, and other legal documents to safeguard the Commission's interests.
- Provide legal advice and guidance to management and departments on legal and regulatory matters.
- Assist with Board and company secretarial duties, including minute-taking and follow-up of resolutions.
- Monitor compliance with applicable laws, regulations, and industry standards.
- Identify and mitigate legal and regulatory risks facing the Commission.
- Manage and oversee litigation, dispute resolution processes, and engagements with external legal counsel.
- Prepare and review court documents, legal opinions, and submissions.
- Develop, review, and update organisational policies and procedures to ensure legal compliance.
- Facilitate legal and compliance awareness training programmes for employees.
- Maintain accurate and up-to-date legal records, contracts, agreements, and related documentation.
- Lead, supervise, and mentor the Legal Officer and Graduate Trainees.
- Represent the Commission in negotiations, legal proceedings, and stakeholder engagements where required.
- Foster a culture of legal compliance and ethical conduct across the Commission.

Requisite Qualifications and Experience

- Bachelor of Laws (LLB) Degree or equivalent from a recognised institution.
- Registration with the Law Society of Zimbabwe.
- Master's Degree in Law or a related field.
- Minimum of five (5) years' post-qualification experience, of which at least two (2) years should be in a similar managerial role.
- Demonstrated experience in legal advisory services, contract management, litigation, compliance, and risk management.
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.

Application letters with detailed Curriculum Vitae (CVs) should be addressed to the Human Resources Manager and emailed to recruitment@seczim.co.zw, with the position being applied for clearly stated in the email subject line, by 10th September 2026.

N.B. Only shortlisted candidates will be contacted.