



VACANCY NOTICE

The Securities and Exchange Commission of Zimbabwe is inviting applications from suitably qualified and motivated candidates to fill the position of **Legal Graduate Trainee** in the **Corporate Services Department**.

The successful candidate will gain practical experience in legal, regulatory, and corporate governance matters within the **Corporate Services Department**, with exposure to legal research, contract administration, compliance monitoring, policy review, Board administration, corporate secretarial services and legal records management.

Core Competencies

- Good legal research and analytical skills.
- Good written and verbal communication skills.
- High level of integrity, professionalism, and confidentiality.
- Good interpersonal and stakeholder engagement skills.
- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Sound report writing and drafting skills.
- Proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint.
- Ability to work effectively in a highly regulated environment.

Duties and Responsibilities

- Assist in conducting legal research on various legal and regulatory matters.
- Assist in drafting, reviewing, and maintaining contracts, agreements, and other legal documents.
- Support compliance monitoring activities to ensure adherence to relevant laws, regulations, and industry standards.
- Assist in reviewing and updating organizational policies and procedures.
- Assist in maintaining accurate and up-to-date legal records, contracts, and regulatory documentation.
- Assist in monitoring legal and regulatory developments that may impact the Commission.
- Assist with the preparation and coordination of Board and Committee meetings, including compilation and circulation of Board packs and meeting documentation.
- Provide administrative support to the department and undertake any other duties assigned from time to time.

Requisite Qualifications & Experience

- Bachelor of Laws (LLBS) degree from a recognised institution.
- At least one (1) year of relevant working experience.
- Registration with the Law Society of Zimbabwe will be an added advantage.

Application letters with C.V.s should be emailed to recruitment@seczim.co.zw with the position being applied for clearly stated in the email subject. Applications should reach us on or before 09 November 2026.

N/B: Only shortlisted candidates will be responded to.