



## VACANCIES

The Securities and Exchange Commission of Zimbabwe is inviting applications from suitably qualified and experienced persons to fill in the following positions:

### 1. LEGAL OFFICER

#### MAIN DUTIES

- Review and draft securities legislation.
- Draft, prepare and review legal documents, including contracts and Memorandum of Understanding (MOU's).
- Prepare legal opinions on legal issues pertaining to the Commission's mandate.
- Enforce the capital markets rules and regulations.
- Monitor the Commission's compliance with legal and regulatory requirements and taking appropriate action.

#### REQUISITE QUALIFICATIONS, EXPERIENCE & ATTRIBUTES

- Bachelor of Laws Honours' Degree (LLBS).
- Masters' degree in business related field is an added advantage.
- At least 2 years' working experience in financial services environment.
- Knowledge of Capital markets laws.

### 2. ACCOUNTING ASSISTANT-EXPENDITURE

#### MAIN DUTIES

- Posting all invoices and journals for all expenditure.
- Assisting in expenditure budgeting and forecasting.
- Preparing and posting cashbook transactions.
- Preparing payment vouchers for expenditure transactions.
- Tracking and reporting budgeted expenditure against forecast and actual.

#### REQUISITE QUALIFICATIONS, EXPERIENCE & ATTRIBUTES

- Minimum Qualification: A first degree in Accounting or part CIS, ACCA or CIMA
- Knowledge of Pastel and Microsoft Packages
- At least 2 years' experience in a similar role

**Applications with C.V's and certified copies of academic certificates to be e-mailed to [recruitment@seczim.co.zw](mailto:recruitment@seczim.co.zw). These should reach us NO LATER THAN FRIDAY 18 MARCH 2022. Only shortlisted candidates will be responded to.**