



NOTICE HR160822

VACANCIES

1. GRADUATE TRAINEES

Applications are invited from qualified candidates to undergo an intensive two-year structured graduate-traineeship, with possibility of substantive engagement subject to good performance and availability of vacancies in the following departments:

- Human Resources x 1
 - Recent graduate with degree in Human Resources Management or Industrial/Organisational Psychology
 - Aged below 25 years

- Supervision and Surveillance x 4
 - Recent graduate with a Commerce Related Degree or Social Sciences Risk Management, Actuarial Sciences, Finance, Financial Engineering, Accounting, Statistics, or Law
 - Aged below 25 years

2. SURVEILLANCE AND INVESTIGATIONS OFFICER

MAIN DUTIES:

- Timely identification and reporting of all suspicious trades/transactions and any other breaches
- Detecting and investigating potential market abuse and avoid market disruptions arising from anomalous/ abusive trading activities that violate securities laws
- Monitor the conduct of licensed entities and investigate any cases of market misconduct
- Undertake research, take witness statements, and produce reports for cases under investigations

- Act as a liaison personnel between the Commission and other investigative agencies
- Recommend appropriate enforcement action after investigating infractions.
- Receive, review, and resolve investor complaints
- Drafting of regulatory frameworks for oversight and surveillance of new products in line with best practice

REQUISITE QUALIFICATONS, EXPERIENCE & ATTRIBUTES

- Relevant Bachelor of Commerce/Business Related degree (Finance, Economics, Banking, Risk Management) or Law
- At least 2-years proven experience in supervision and regulation of financial services and capital markets
- Strong communication and report-writing skills is a must

3. ICT OFFICER- SYSTEMS ADMINISTRATION

MAIN DUTIES:

- Design, install and configure servers, network devices and firewalls
- Proactively manage and maintain server, network, and firewall systems
- Administer and support core Microsoft, Cisco, Database, HP MSA Storage and Virtualisation (i.e. Hyper-V) technologies
- Enterprise Antivirus management
- Develop and implement ICT risk assessments and disaster recovery plans
- Conducts information systems audits to ensure system information is secure from breach and unauthorized access
- Conducts offsite audits to assess the efficiency and efficacy of data recovery programs
- Plan and conduct user training to provide overviews of systems security and improve mainframe efficiency
- Troubleshoot, resolve and/or escalate systems queries to vendors for technical support
- Conduct daily systems administration including availability and performance, monitoring, optimisation, management of resource usage and systems incident resolution
- Adhere to change release incident and problem management processes and procedures

REQUISITE QUALIFICATONS, EXPERIENCE & ATTRIBUTES

- Computer Science Degree or equivalent
- Minimum of 2 years in an ICT position preferably in the Financial Services Sector
- Cloud Certification Microsoft Azure or AWS required
- Security Certifications CISA, CRISC, CISSP, CEH added Advantage
- Advanced knowledge of Windows Server /desktop Operating Systems
- Managing server virtualization technologies i.e., Microsoft Hyper-V

- Sophos firewall installation and administration
- VEEAM Backup and replication
- DR configuration
- A solid understanding of LAN/WAN networking
- Active Directory user and group policy administration
- Strong documentation and report writing skills
- Positive, self-motivated individual who can complete tasks independently

4. ICT OFFICER- SYSTEMS DEVELOPMENT

MAIN DUTIES:

- Gather SECZ end-user requirements and specifications
- Create user information solutions by developing, implementing, and maintaining SECZ business applications
- SECZ website maintenance
- Designing algorithms and flowcharts to create new software programs and systems
- Producing efficient and elegant code based on requirements
- Testing and deploying programs and applications
- Troubleshooting, debugging, maintaining and improving existing software
- Compiling and assessing user feedback to improve software performance
- Observing user feedback to recommend improvements to existing software products
- Developing technical documentation to guide future software development projects
- Perform installation, configuration, and maintenance of technologies, software and solutions following established procedures and change control standards

REQUISITE QUALIFICATONS, EXPERIENCE & ATTRIBUTES

- Computer Science Degree or equivalent
- Minimum 2 years of software development
- Proficient in C#.Net
- Experience with HTML, JavaScript and web development frameworks (AngularJS, Bootstrap, jQuery)
- Proven experience with software design and OOD methodologies
- Familiarity with Relational Databases and SQL
- Experience with ORM frameworks
- Experience with Web services development (SOAP, REST)
- Strong in Object Oriented Programming, MVC, Design patterns and SOLID principles

Application letters with C. V's and certified copies of academic certificates to be e-mailed to recruitment@seczim.co.zw clearly stating position being applied for in the subject field. These should reach us NO LATER THAN MONDAY 22 AUGUST 2022. Only shortlisted candidates will be responded to.