



SECURITIES AND EXCHANGE COMMISSION
Protecting Investors in the Capital Markets

SECURITIES AND EXCHANGE COMMISSION

VACANCY ANNOUNCEMENT – (9 POSITIONS)

The Securities and Exchange Commission (SEC) is a body corporate established under the repealed Securities Act, Cap. 354 of the Laws of Zambia and whose existence is continued under the new Securities Act, No. 41 of 2016. SEC has the objective of *inter alia* regulating and developing the Zambian Capital Markets and is responsible for the supervision and development of the Capital Markets in Zambia as well as the licensing of financial intermediaries, collective investment schemes and securities exchanges, the registration of securities to be issued such as debt and equity instruments, and the authorization of transactions in entities registered with SEC.

SEC now seeks to recruit qualified Zambians to fill the following nine (9) positions:

1.0 Director – Corporate Services

1.1 Grade: SEC09

1.2 Job Purpose: To oversee the provision of human resource, administrative, logistical, ICT and support services in order to facilitate efficient and effective operations of the Commission.

1.3 Key Result Areas and Principal Accountabilities

Key Result Area	Principal Accountabilities
Human Resource Management	Provide strategic oversight of human resource management functions to enhance staff morale and optimise utilisation of human capital.
Human Resource Development	Oversee the planning and implementation of human resource development initiatives to support staff growth and improve organisational performance.
Integrity Committee	Oversee the institutionalisation and implementation of Integrity Committee activities to promote ethical conduct and awareness on corruption prevention.
Administrative and Logistical Services	Ensure efficient provision of administrative and logistical support services to facilitate smooth Commission operations.
Industrial Relations	Manage relationships with labour unions and employees in order to promote industrial harmony.
Terms and Conditions of Service	Oversee interpretation and application of the Terms and Conditions of Service to ensure compliance and consistency.

Key Result Area	Principal Accountabilities
Cross-Cutting Issues	Oversee implementation of cross-cutting programmes in line with national and institutional policies.
Staff Welfare and Wellness Programmes	Oversee development and implementation of staff welfare and wellness programmes.
Change Management	Provide leadership in development and implementation of change management initiatives.
ICT Services	Oversee provision of ICT services to support efficient service delivery.
Risk Management	Oversee development and maintenance of the department's risk register.
Performance Management	Oversee implementation of work plans and the performance management system.
Management and Resource Utilisation	Oversee effective utilisation of human, financial, and other resources.

1.4 Required Competencies / Personal Qualities

- i. Leadership skills;
- ii. Interpersonal skills;
- iii. Computer literacy;
- iv. Negotiation skills;
- v. High levels of integrity and confidentiality; and
- vi. Good analytical skills.

1.5 Qualifications / Requirements

- Full Grade Twelve (12) School Certificate;
- Bachelor's degree in business administration or its equivalent; and
- Membership of the Zambia Institute of Human Resource Management (ZIHRM)
- All qualifications must be ZAQA verified.

1.6 Minimum Relevant Work Experience

- Minimum of ten (10) years' relevant work experience, four (4) of which must be at management level.

1.7 Application Procedure

- Applications must be submitted online only via the following link: <https://www.surveymonkey.com/r/6XQK2W6>;
- No physical applications will be accepted; and
- Deadline: 17:00 hours, Wednesday, 27th May 2026.

2.0 Head – Finance

2.1 Grade: SECo8

2.2 Job Purpose: To oversee the provision of financial management services in order to facilitate implementation of programmes and ensure prudent utilisation and accountability of financial resources.

2.3 Key Result Areas and Principal Accountabilities

Key Result Area	Principal Accountabilities
Financial Statements	Oversee timely preparation of financial statements in compliance with statutory regulations.
Financial Management Reports	Oversee preparation and submission of financial management reports to support decision making.
Financial Internal Controls	Oversee development and review of internal controls to enhance transparency and accountability.
Budgetary Control	Oversee monitoring of revenue and expenditure in line with approved budgets.
Cost Accounting	Coordinate costing programmes to support budgeting and resource mobilisation.
Audit Query Responses	Oversee preparation of audit responses to ensure unqualified accounts.
Asset Accounting	Oversee accounting for assets to safeguard Commission property.
Capital Projects Appraisal	Oversee financial appraisal of capital projects to ensure value for money.
Payroll	Oversee processing of payroll obligations.
Cash Flow Forecasts	Oversee preparation of cash flow forecasts to ensure liquidity.
Stores and Distribution	Oversee storage and distribution of goods.
Risk Management	Oversee development of the unit risk register.
Performance Management	Manage work plans and implementation of the performance management system.
Management	Manage human, financial, and other resources effectively.

2.4 Required Competencies / Personal Qualities

- i. Leadership skills;
- ii. Analytical and numerical skills;
- iii. Computer literacy and accounting systems knowledge;
- iv. Interpersonal skills;
- v. Integrity and confidentiality; and
- vi. Initiative.

2.5 Qualifications / Requirements

- Full Grade Twelve (12) School Certificate;
- Chartered Accountant Zambia (CA Zambia) or equivalent; and
- Membership of the Zambia Institute of Chartered Accountants (ZICA).
- All qualifications must be ZAQA verified.

2.6 Minimum Relevant Work Experience

- Minimum of eight (8) years' relevant work experience, two (2) of which must be at management level.

2.7 Application Procedure

- Applications must be submitted online only via the following link: <https://www.surveymonkey.com/r/J5P72XX>;
- No physical applications will be accepted; and
- Deadline: 17:00 hours, Wednesday, 27th May 2026.

3.0 Manager – Risk and Internal Audit

3.1 Grade

SECo7

3.2 Job Purpose

To manage Internal Audit and Risk Management functions in order to ensure that effective internal controls are in place and adhered to in the utilisation of the Commission's resources.

3.3 Key Result Areas and Principal Accountabilities

Key Result Area	Principal Accountabilities
Audit Charter and Procedures Manual	Manage development and review of the Internal Audit Charter and procedures manual.
Audit Planning	Manage development and implementation of the annual audit plan.
Audit Assignments	Manage timely conduct of planned and special audit assignments.
Compliance Audits	Manage compliance audits to promote adherence to legislation and regulations.
Systems and Performance Audits	Manage systems and performance audits to assess effectiveness and achievement of objectives.
Internal Audit Reports	Manage timely production of internal audit and management reports.
Secretariat Services	Provide Secretariat services to the Risk and Audit Committee.
Audit Follow-Up	Manage implementation review of agreed audit action plans.
Risk Management Policy and Framework	Manage development and review of the risk management policy and framework.
Risk Management Coordination	Coordinate preparation and updating of institutional risk registers.
Performance Management	Manage work plans and implementation of the performance management system.
Management and Resource Utilisation	Manage effective utilisation of human, financial, and other resources.

3.4 Required Competencies / Personal Qualities

- i. Leadership and supervisory skills;
- ii. Strong analytical and numerical skills;
- iii. Excellent written and oral communication skills;

- iv. Computer literacy;
- v. High levels of integrity and confidentiality;
- vi. Strong interpersonal skills; and
- vii. Sound understanding of risk management and internal control systems.

3.5 Qualifications / Requirements

- Full Grade Twelve (12) School Certificate;
- Bachelor of Accountancy Degree, Full ACCA or its equivalent; and
- Membership of the Zambia Institute of Chartered Accountants (ZICA)
- All qualifications must be ZAQA verified.

3.6 Minimum Relevant Work Experience

- Minimum of six (6) years' relevant work experience in internal audit and/or risk management.

3.7 Application Procedure

- Applications must be submitted online only via the following link: <https://www.surveymonkey.com/r/QKVgLN6>;
- No physical applications will be accepted; and
- Deadline: 17:00 hours, Wednesday, 27th May 2026.

4.0 Manager – Financial Market Intermediaries

4.1 Grade: SECo7

4.2 Job Purpose: To manage the supervision of Dealers, Investment Advisors and other capital market intermediaries in order to promote high standards of integrity, ensure compliance with the regulatory framework and enhance investor protection.

4.3 Key Result Areas and Principal Accountabilities

Key Result Area	Principal Accountabilities
Supervisory Frameworks	Manage development and enhancement of supervisory frameworks and tools.
Offsite and Onsite Reviews	Supervise conduct of offsite and onsite reviews of market intermediaries.
Regulatory Compliance Monitoring	Monitor and assess compliance levels among market intermediaries.
Stakeholder Coordination	Coordinate with regulators and stakeholders to enhance supervisory effectiveness.
Performance Management	Develop work plans and implement the performance management system.
Supervision	Supervise human, financial, and other resources under the unit.

4.4 Required Competencies / Personal Qualities

- i. Strong supervisory and leadership skills;
- ii. Sound knowledge of capital market regulations and supervisory practices;
- iii. Analytical and investigative skills;
- iv. High level of integrity and confidentiality;
- v. Good interpersonal and stakeholder management skills;
- vi. Initiative and ability to work with minimal supervision;
- vii. Strong written and oral communication skills; and
- viii. Computer literacy.

4.5 Qualifications / Requirements

- Full Grade Twelve (12) School Certificate; and
- Bachelor's degree in finance or its equivalent
- All qualifications must be ZAQA verified.

4.6 Minimum Relevant Work Experience

- Minimum of six (6) years' relevant experience.

4.7 Application Procedure

- Applications must be submitted online only via the following link: <https://www.surveymonkey.com/r/6N76K33>;
- No physical applications will be accepted; and
- Deadline: 17:00 hours, Wednesday, 27th May 2026

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5.0 Manager – Green Finance Unit

5.1 Grade: SEC07

5.2 Job Purpose: To undertake implementation of initiatives in order to develop a green and sustainable finance market.

5.3 Key Result Areas and Principal Accountabilities

Key Result Area	Principal Accountabilities
Stakeholder Awareness Initiatives	Undertake development and implementation of stakeholder awareness initiatives to raise awareness on green and sustainable financing instruments.
Capacity Building Programmes	Undertake development and delivery of capacity building programmes to facilitate introduction and utilisation of green and sustainable finance products.
Secretariat Services	Undertake provision of secretariat services to the Green Finance Mainstreaming Working Group and similar initiatives.

5.4 Required Competencies / Personal Qualities

- i. Analytical skills;
- ii. Interpersonal skills;
- iii. Computer literacy;
- iv. Initiative; and
- v. Integrity and confidentiality.

5.5 Qualifications / Requirements

- Full Grade Twelve (12) School Certificate; and
- Bachelor's Degree in a Finance-related field
- All qualifications must be ZAQA verified.

5.6 Minimum Relevant Work Experience

- Minimum of six (6) years' relevant work experience.

5.7 Application Procedure

- Applications must be submitted online only via the following link: <https://www.surveymonkey.com/r/QKNHQ8Q> ;
- No physical applications will be accepted; and
- Deadline: 17:00 hours, Wednesday, 27th May 2026.

6.0 Manager – Communications and Public Relations

6.1 Grade SEC07

6.2 Job Purpose: To develop and review stakeholder engagement and communication programmes in order to enhance the corporate image of the Commission and promote awareness of its mandate.

6.3 Key Result Areas and Principal Accountabilities

Key Result Area	Principal Accountabilities
Communication Strategy	Undertake periodic development and review of the communications strategy.
Information Dissemination	Undertake timely dissemination of information to stakeholders and the public.
Press Statements, Briefings and Queries	Prepare press statements, media briefings, and responses to press queries.
Website Content Management	Update and manage website content to ensure accessibility of accurate information.
Social Media Management	Administer social media platforms to enhance the Commission's online presence.
Publications	Coordinate development of annual reports and other publications.
Protocol Services	Undertake protocol duties to uphold institutional standards.
Corporate Events and Functions	Plan and execute corporate events and functions.
Performance Management	Develop work plans and implement the performance management system.
Resource Management	Manage financial and other resources under the unit.

6.4 Required Competencies / Personal Qualities

- i. Strong written and oral communication skills;
- ii. Analytical skills;
- iii. Interpersonal skills;
- iv. Computer literacy;
- v. High levels of integrity and confidentiality;
- vi. Innovative and creative thinking; and
- vii. Negotiation skills.

6.5 Qualifications / Requirements

- Full Grade Twelve (12) School Certificate;

- Bachelor's degree in public relations or its equivalent; and
- Membership of the Zambia Institute of Public Relations and Communication (ZIPRC)
- All qualifications must be ZAQA verified.

6.6 Minimum Relevant Work Experience

- Minimum of six (6) years' relevant work experience in communications and public relations.

6.7 Application Procedure

- Applications must be submitted online only via the following link: <https://www.surveymonkey.com/r/6NHM2WF> ;
- No physical applications will be accepted; and
- Deadline: 17:00 hours, Wednesday, 27th May 2026.

7.0 Manager – Buildings and Maintenance

7.1 Grade: SEC07

7.2 Job Purpose: To manage and coordinate the Commission’s building maintenance, renovation and infrastructure development activities in order to ensure that SEC facilities are safe, compliant, cost-effective and aligned with operational requirements.

7.3 Key Result Areas and Principal Accountabilities

Key Result Area	Principal Accountabilities
Infrastructure Management	Manage maintenance and upkeep of the Commission’s buildings, plant and equipment.
Renovation and Construction Projects	Supervise planning and implementation of renovation and construction works.
Procurement and Contract Management	Coordinate procurement of construction materials and services in line with Public Procurement regulations.
Technical Oversight and Quality Control	Provide technical guidance and supervision to contractors and service providers.
Facilities Risk and Compliance Management	Manage infrastructure-related risks, including health and safety compliance requirements.
Budget and Resource Management	Develop and manage infrastructure and maintenance budgets.
Reporting	Prepare and submit project status, maintenance and performance reports.
Supervision	Supervise human, financial and other resources under the unit.

7.4 Required Competencies / Personal Qualities

- i. Strong project management and supervisory skills;
- ii. Sound knowledge of BOQ interpretation, detailing and specifications;
- iii. Knowledge of Public Procurement procedures and contract management;
- iv. Infrastructure risk assessment and quality control skills;
- v. Budgeting and financial management skills;
- vi. Analytical and problem-solving skills;
- vii. Good interpersonal and communication skills;
- viii. Initiative and ability to work with minimal supervision; and
- ix. Computer literacy.

7.5 Qualifications / Requirements

- Full Grade Twelve (12) School Certificate;
- Bachelor’s degree in civil engineering, Construction Management, Building Science or equivalent;

- Master's degree in project management, Construction Management, Engineering or Business Administration will be an added advantage; and
- Registered Member of the Engineering Institution of Zambia (EIZ) with a valid practising licence.
- All qualifications must be ZAQA verified.

7.6 Minimum Relevant Work Experience

- Minimum of six (6) years' relevant experience in building maintenance, construction, infrastructure management or project management, of which at least four (4) years should be at supervisory or management level; and
- Experience in managing Government projects, contract administration, infrastructure budgeting and facilities risk management will be an added advantage.

7.7 Application Procedure

- Applications must be submitted online only via the following link: <https://www.surveymonkey.com/r/6F87HWW> ;
- No physical applications will be accepted; and
- Deadline: 17:00 hours, Wednesday, 27th May 2026.

8.0 Job Title: Manager – Transactions and Licensing

8.1 Grade: SEC07

8.2 Job Purpose: To manage the licensing, registration of securities and authorisation of investment funds as well as takeovers and mergers in order to promote high standards of integrity and enhance investor protection.

8.3 Key Result Areas

Key Result Area	Principal Accountabilities
Capital Market Licences	Effectively manages the processing of applications in order to facilitate the issuance of licences to capital markets operators.
Registration of Securities	Manages effectively the processing of applications in order to facilitate the registration of securities.
Funds Authorisation	Manages effectively the processing of applications in order to facilitate authorisation of funds.
Takeovers and Mergers	Manages effectively the processing of applications in order to facilitate authorisation of takeovers and mergers.
Performance Management	Manages timely the development of workplans and the implementation of the performance management system in order to monitor, evaluate and enhance performance.
Management	Manages effectively human, financial, and other resources in order to facilitate attainment of set objectives.

8.4 Required Competencies / Personal Qualities:

- i. Analytical skills
- ii. Interpersonal skills
- iii. Computer literacy
- iv. Integrity and confidentiality
- v. Initiative
- vi. Ability to write analytical and technical reports.

8.5 Qualifications / Requirements

- Full Grade Twelve (12) School Certificate
- Bachelor's degree in finance or equivalent qualification
- All qualifications must be ZAQA verified.

8.6 Minimum Relevant Work Experience

- Minimum of six (6) years relevant work experience.

8.7 APPLICATION PROCEDURE

- Applications must be submitted online only via the following link:
<https://www.surveymonkey.com/r/Q83P95Y>;
- No physical applications will be accepted.
- Deadline: 17:00 hours, Wednesday, 27th May 2026.

Final

9.0 Senior ICT Officer – Business Systems and Services

9.1 Grade: SECo6

9.2 Job Purpose: To undertake the design, development, acquisition, maintenance, and administration of software platforms in order to facilitate efficient, secure, and reliable delivery of ICT-enabled services across the Commission.

9.3 Key Result Areas and Principal Accountabilities

Key Result Area	Principal Accountabilities
Systems Development	Coordinate design, development, testing, and deployment of software platforms.
User Needs Assessment	Conduct periodic user needs assessments to facilitate systems development and automation.
IT Support	Provide technical support relating to software platforms.
User Guidelines and Support	Develop user guidelines and provide application support.
Database Administration	Design and administer the Commission's databases.
Capacity Building	Undertake training and capacity building initiatives for end-users.
Systems Documentation	Ensure timely documentation of software platforms and system inventories.
Software Maintenance	Undertake maintenance and administration of software platforms.
Monitoring and Evaluation	Monitor and evaluate software platform performance and implementation.
Risk Management	Develop and maintain the software platforms risk register.

9.4 Required Competencies / Personal Qualities

- vii. Strong analytical and problem-solving skills;
- viii. Software design, configuration and troubleshooting skills;
- ix. Good interpersonal skills;
- x. High levels of integrity and confidentiality;
- xi. Initiative and ability to work independently;
- xii. Good written and oral communication skills; and
- xiii. Strong technical documentation skills.

9.5 Qualifications / Requirements

- Full Grade Twelve (12) School Certificate;
- Bachelor's degree in computer Science or equivalent;

- Membership of the Information and Communication Technology Association of Zambia (ICTAZ); and
- Project Management Certification (PMI or equivalent).
- All qualifications must be ZAQA verified.

9.6 Minimum Relevant Work Experience

- Minimum of three (3) years' relevant experience in software development, systems administration, database management, or ICT systems support.

9.7 Application Procedure

- Applications must be submitted online only via the following link: <https://www.surveymonkey.com/r/Q86S6MN> ;
- No physical applications will be accepted; and
- Deadline: 17:00 hours, Wednesday, 27th May 2026.