SECURITIES AND EXCHANGE COMMISSION

Protecting Investors in the Capital Markets

SECURITIES AND EXCHANGE COMMISSION

VACANCY ANNOUNCEMENT – (2 POSITIONS)

The **Securities and Exchange Commission (SEC)** is the statutory regulator of Zambia's capital markets established under the **Securities Act No. 41 of 2016**. The Commission is responsible for regulating, supervising and developing the capital markets in Zambia to promote fair, efficient and transparent markets, safeguard investor interests and foster economic growth.

The Commission invites suitably qualified, experienced and innovative Zambian nationals to apply for the following positions:

1.0 MANAGER – REGULATORY SANDBOX

Grade: SEC07

Job Purpose

To manage the supervision of Regulatory Sandbox participants in order to ascertain the suitability of proposed innovations for deployment in the capital markets.

Key Result Areas

Key Result Area	Principal Accountabilities
Supervisory Frameworks	Manage the development of admission and supervisory frameworks, methodologies and tools in order to guide the execution of supervisory activities.
Regulatory Sandbox Admissions	Manage the processing and assessment of applications in order to facilitate admission of participants into the Regulatory Sandbox.
Offsite and Onsite Reviews	Manage offsite and onsite reviews of Regulatory Sandbox participants in order to ensure compliance with agreed test plans and regulatory requirements.
Performance Management	Manage the development of work plans and implementation of the Performance Management System in order to monitor, evaluate and enhance performance.
Management	Manage human, financial and other resources in order to facilitate attainment of unit objectives.

Required Competencies / Personal Qualities

- Supervisory skills
- Knowledge of capital markets and financial technologies
- Analytical skills
- Sound judgement and decision-making ability
- Interpersonal skills
- Computer literacy
- Integrity and confidentiality

- Initiative

Qualifications / Requirements

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

Minimum Relevant Work Experience

- At least six (6) years of relevant work experience.

APPLICATION PROCEDURE

Applications must be submitted **online only** through the links below:

https://www.surveymonkey.com/r/BYDKGZ6

2.0 MANAGER – STRATEGY AND POLICY

Grade: SEC07

Job Purpose

To manage the development, implementation and review of institutional strategies and policies in order to facilitate evidence-based decision-making and the attainment of the Commission's strategic objectives.

Key Result Areas

Key Result Area	Principal Accountabilities
Strategic Planning	Manage the development, implementation and review of the Strategic Plan in order to facilitate attainment of institutional objectives.
Corporate Planning	Manage the coordination of annual institutional work plans and alignment of departmental plans to the Strategic Plan in order to ensure effective implementation of institutional priorities.
Policy Development	Manage the development and review of institutional and regulatory policies in order to facilitate evidence-based decision-making.
Policy Coordination	Manage policy implementation and periodic policy reviews in order to ensure consistency with institutional objectives and regulatory requirements.
Monitoring and Evaluation Frameworks	Manage the development and review of monitoring and evaluation frameworks in order to strengthen institutional performance measurement.
Monitoring and Evaluation	Manage the monitoring and evaluation of institutional programmes and strategic initiatives in order to assess performance and inform continuous improvement.
Institutional Performance Reporting	Manage the preparation of strategic performance reports, institutional scorecards and Board reports in order to facilitate informed decision-making.
Performance Management	Manage the development of work plans and implementation of the Performance Management System in order to monitor, evaluate and enhance performance.
Management	Manage human, financial and other resources in order to facilitate attainment of departmental objectives.

Required Competencies / Personal Qualities

- Strategic planning skills
- Policy analysis skills
- Monitoring and Evaluation skills
- Report writing skills
- Presentation skills
- Analytical skills
- Interpersonal skills
- Computer literacy

- Integrity and confidentiality
- Initiative

Qualifications / Requirements

- Full Grade Twelve (12) School Certificate.
- Bachelor's degree in economics, Strategic Management, Public Policy, Business Administration or an equivalent qualification.
- All qualifications must be verified by the Zambia Qualifications Authority (ZAQA).

Minimum Relevant Work Experience

- At least six (6) years of relevant work experience.

APPLICATION PROCEDURE

Applications must be submitted **online only** through the links below:

https://www.surveymonkey.com/r/B9BMLTP