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VACANCIES NOTICE

The Organisation

The Zimbabwe Stock Exchange (“ZSE”) is the largest stock exchange in Zimbabwe. The exchange is undergoing a transformational journey and we are evolving and extending our service offering, through the addition of new products and services that include;

- Victoria Falls Stock Exchange (VFEX)
- Mobile trading platforms (ZSE Direct and VFEX Direct)
- Exchange Traded Funds (ETFs)
- Real Estate Investment Trusts (REITs)
- Contract for Differences (CFDs) and
- Commodities Exchange

As we continue on our growth trajectory, we are looking for well experienced individuals who have the vision, innovation, energy and initiative to join our team.

1. Internal Audit Manager

We are currently seeking an exceptional and highly motivated Internal Audit Manager who shall be mainly responsible for executing risk based internal audit activities including ICT internal controls. The Internal Audit Manager’s role is to conduct internal audits in accordance with the annual audit plan, examine and improve operating practices, financial and risk management processes of the organisation. The Internal Audit Manager will report to the Chief Executive Officer.

Key roles

- Planning and executing internal audits
- Prepare reports of audit findings and make recommendations to the business
- Perform follow ups on management interventions
- Ensure the organisation complies with all relevant policies, industry regulations and government legislation
- Review general ICT control systems i.e. standards, documentation, business intelligence, disaster recovery and adherence to ICT policies and procedures
- Provide recommendations and guidance on identified security and control risks
- Conduct market surveillance i.e. market surveillance analysis, reports compilations and market surveillance investigations

What we are looking for

- Exceptional communication skills (oral and written)
- Strong organizational and time management abilities
- Great team player
- Good research and report writing skills
- High level of integrity and confidentiality
- Attention to detail
- Strong analytical and investigative skills

Minimum qualifications:

- Bachelor's degree in Finance, Accounting, Audit, Business Studies with Computing Science/Information Systems or similar
- Qualified CA/ACCA or similar
- Minimum 5 years internal audit experience
- Experience in ICT systems auditing
- Professional ICT auditing certification such as CISA will be an added advantage
- Experience in using Computer Assisted Audit Techniques (CAATs)

2. Training and Marketing Officer

We are currently seeking an exceptional Training and Marketing Officer who will enjoy the challenge of running our ZSE Training Institute and our Marketing initiatives and activities. This is an exciting and rewarding role where the successful candidate will deliver specialized training on our various capital markets services and products and enhance our corporate brand and reputation.

Key roles

- Develop/create functional and customized training modules and curriculum for the various products and services offered by the ZSE
- Deliver end to end well organised and effective physical and online training for market participants and stakeholders
- Prepare and deliver presentations for investor education programmes, conferences and public education forums
- Partner and liaise with consultants and expert members in developing specialized training programmes
- Develop and continually update products and services portfolios and information brochures
- Prepare and/or draft external communications and facilitate its publication
- Oversee and support marketing for all ZSE business units and subsidiaries

What we are looking for

- Passionate about learning and development
- Exceptional communication skills (oral and written)
- Ability to adapt presentations based on varying client needs
- Strong organisational and time management abilities
- Great team player
- Credible ability to interact and maintain relationships with the diverse stakeholders

Minimum experience:

- Bachelor's degree in Communication, Marketing, Education or any related degree
- At least 5 years' experience in a similar role
- Significant experience in the design, delivery and evaluation of training programmes
- Practical and theoretical knowledge of financial markets is an added advantage
- Ability to work under minimum supervision
- Tech savvy with knowledge about the latest trends in digital marketing

How to apply

Do you feel you possess the above criteria? Do you have the vision, energy and initiative required? If you do, then this is the opportunity for you. To apply, submit your cover letter and CV to jobs@zse.co.zw and indicate the position being applied for on the subject line of the email. Deadline for applications is 31 January 2025.