

POSITION ANNOUNCEMENT

TEMPORARY ASSISTANT – LICENSING

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

TEMPORARY ASSISTANT-LICENSING – 1 POSITION

Contract Period: Six (6) Months Fixed Term Contract

Reporting to the Manager, Licensing the selected candidate will be responsible for:

- 1) Reviewing applications for licensing of market institutions and intermediaries for compliance with the Regulatory requirements;
- 2) Carrying out fitness and probity checks of proposed directors and key personnel of licensed entities.
- 3) Conducting premise inspection of firms applying for a license;
- 4) Reviewing relevant notices, announcements and advertisements by licensed entities and making recommendations of their suitability for publication;
- 5) Conducting research in matters affecting the development and changes in the Kenyan capital markets institutional arrangement in liaison with relevant stakeholder;
- 6) Keeping and updating databases relating to applications for licensing and other assignments within the department;
- 7) Updating the status of all outstanding licensing applications received by the division, in liaison with officers from other divisions of the department; and
- 8) Reviewing of applications for admission into the regulatory sandbox to test innovations.

Minimum Qualifications and Experience

- a) Bachelor's degree in Law; and

- b) Minimum of one year of relevant experience will be an added advantage.

Key skills and Competencies

- 1) Display honesty, transparency, and integrity in all dealings;
- 2) Show initiative and meet all deadlines with high quality work;
- 3) Demonstrate good communication skills and teamwork; and
- 4) Always dedicated to confidentiality.

Please [Click Here](#) and apply. Applications should be received on or before **November 17, 2025**.

Note: Please provide complete and accurate information pertaining to the instructions provided on the e-recruitment portal. Only shortlisted candidates will be contacted for interviews.

“Capital Markets Authority is an Equal Opportunity Employer. Persons living with disabilities are encouraged to apply”.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.