



POSITION ANNOUNCEMENT - EXTERNAL ADVERTISEMENT

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 from qualified candidates for the following position:

ASSISTANT DIRECTOR, ENFORCEMENT (GRADE 4) – REF: CMA/AD-E/04/2026 – 1 Post

Job Purpose

Reporting to the Deputy Director Investigations and Enforcement, the job holder will be responsible for coordination and implementation of enforcement strategies and programs in the Enforcement Division.

Job Responsibilities

- 1) Overseeing the designing, development and implementation of enforcement policies, strategies, programs, systems, manuals and procedures to achieve protection of investors' interest, enhance market integrity and increase deterrence;
- 2) Coordinating the processes leading to administrative actions, defense and prosecution for breaches of regulatory framework;
- 3) Coordinating administrative enforcement activities including hearings and ensure that all statutory, procedural and substantive requirements are observed;
- 4) Coordinating the review of enforcement recommendations emanating from Market Supervision and Approvals, Financial Analysis and Sustainability Departments and propose appropriate enforcement actions;
- 5) Coordinating enforcement activities with the Directorate of Criminal Investigations - Capital Markets Fraud Investigations Unit (CMFIU) in relation to criminal violations of capital markets legal and regulatory frameworks;
- 6) Coordinating collaborative asset tracing activities with Asset Recovery Agency with respect to assets belonging to capital markets stakeholders obtained by persons through fraud or other illegal means;

- 7) Coordinating with the Directorate of Legal, Governance and Advisory Services in supporting legal proceedings in relation to investigations, forensics, asset tracing, investigations and enforcement where the Authority is a party including through execution of appropriate pleadings;
- 8) Coordinating engagements with other relevant government investigative and enforcement agencies including the Office of the Attorney General, Business Registration Service, Directorate of Public Prosecution and Judiciary;
- 9) Coordinating engagements with other relevant domestic and international strategic partners to promote successful investigations, administrative actions and prosecutions; and
- 10) Leading in the establishment and maintenance of a database to document information on all Division's activities.

Minimum Requirements

1. Cumulative period of twelve (12) years' relevant work experience, three (3) of which should have been in a Principal Legal Officer or in an equivalent or comparable position;
2. Master of Laws (LLM), Business Administration, Public Administration or equivalent qualifications from a recognized institution;
3. Bachelor of Laws (LL. B) degree from a recognized and accredited institution;
4. Membership to the Law Society of Kenya and in good standing;
5. Advocate of the High Court of Kenya;
6. Current Advocates Practicing Certificate;
7. Leadership Course lasting not less than four (4) weeks from a recognized institution; and
8. Proficiency in computer applications.

Key skills, Knowledge & Competencies

- a) Legal analysis skills;
- b) Negotiation skills;
- c) Attention to detail;
- d) Professional and Personal Integrity;
- e) Evidence collection and presentation; and
- f) Effective communication and interpersonal skills.

HOW TO APPLY

If you meet the above requirements, please send an application letter and Curriculum Vitae in pdf format to externaladvert2026@cma.or.ke

Applications should be received **on or before July 6, 2026**. Only shortlisted candidates will be contacted.

Successful candidates will be required to fulfil requirements under Chapter (6) of the Constitution of Kenya.

1. Certificate of Good Conduct from the Directorate of Criminal Investigations
2. Ethics and Anti-corruption Clearance Certificate (EACC)
3. Higher Education Loans Board (HELB) Clearance Certificate
4. Current Tax Compliance Certificate from the Kenya Revenue Authority
5. Credit Reference Bureau (CRB) Clearance Certificate

“Capital Markets Authority is an Equal Opportunity Employer. Persons with disabilities are encouraged to apply”. Canvassing will lead to automatic disqualification.

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