



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, REGULATORY FRAMEWORK (GRADE 4) - REF: CMA/AD - RF/03/2026 – 1 Post

Job Purpose

Reporting to the Deputy Director Policy & Regulatory Framework, the officer will be responsible for coordinating development and review of legal and regulatory frameworks by supporting formulation of regulatory instruments, stakeholder consultations and policy implementation to strengthen an effective and responsive capital markets regulatory environment.

Job Responsibilities

- 1) Coordinating the development of Bills, Regulations, Rules, guidelines, policy guidance notes, procedures and other regulatory instruments to operationalize approved policy;
- 2) Organizing and facilitating consultations with capital markets stakeholders to build consensus on internal and external legal and regulatory initiatives aimed at addressing policy, legal, supervisory, institutional and capacity constraints affecting market development;
- 3) Reviewing legal advisories, opinions and regulatory instruments emanating from the Division to ensure quality, consistency and alignment with policy objectives;
- 4) Providing technical input to internal process and project delivery committees;
- 5) Contributing to the overall management, strategic planning and decision-making processes of the Authority;
- 6) Overseeing the implementation of business process improvement initiatives within the Division;

- 7) Coordinating the preparation and review of management reports, Board papers, proposals and other divisional submissions;
- 8) Providing technical input in development, implementation and review of the Authority's strategic plan, vision, mission and objectives;
- 9) Overseeing establishment, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Department's mandate; and
- 10) Coordinating day-to-day Division activities and ensure smooth operations in line with approved work plans and performance targets.

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 Drafting skills;
- b) Negotiation skills;
- c) Stakeholder management skills;
- d) Communication skills
- e) Corporate governance skills; and
- f) Analytical and conceptual 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