



3. Deputy Director, Capital Markets (FCA 3) – NIFC/DDCM/3/2025

a) Job Specifications

This is a senior leadership role within the Capital Markets department. The holder reports to the Director and is responsible for overseeing all divisions and operations within the department.

b) Job Descriptions

The following are the duties and responsibilities: -

- (i) Develop and implement policies that attract potential NIFC firms to invest in capital markets;
- (ii) Attract institutional investors, issuers, and market participants to list, trade, and invest in the local capital markets;
- (iii) Collaborate with foreign regulators to promote listing of foreign securities on the Nairobi Securities Exchange to enhance cross-border markets;
- (iv) Support potential NIFC firms looking to list in Kenya on regulatory requirements, market entry and raising of capital;
- (v) Collaborate with regulators and policy makers to promote growth and innovation in the capital markets; and
- (vi) Review market trend analysis to recommend policies and decisions that enhance growth and opportunities within the NIFC.

c) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Bachelor's degree in finance, economics, banking, accounting, business, law, actuarial science, statistics, mathematics, political science or related field, or any other relevant qualification from a recognized institution;
- (ii) Master's degree in finance, economics, banking, accounting, business, law, actuarial science, statistics, mathematics, political science or related field, or any other relevant qualification from a recognized institution;
- (iii) Professional qualifications in finance, economics, banking, accounting, business, law, actuarial science, statistics, mathematics, political science where applicable;
- (iv) Member of a recognized professional body e.g. (ICIFA, CBI, ICPAK, LSK, ICS) or any other relevant professional body recognized in Kenya where applicable;
- (v) At least ten (10) years relevant work experience;



- (vi) At least four (4) years experience in management;
- (vii) Management course lasting not less than four (4) weeks from a recognized institution;
- (viii) Proficiency certificate in computer application; and
- (ix) Fulfilled the requirements of Chapter Six (6) of the Constitution Kenya.

d) Key Competencies and Skills

- (i) Strategic leadership and vision;
- (ii) Client relationship and management skills;
- (iii) Policy and strategy development;
- (iv) Influencing and advising executive leadership;
- (v) Operational and financial oversight;
- (vi) Risk and opportunity assessment;
- (vii) Communication and negotiation skills;
- (viii) Team development and organizational leadership;
- (ix) Team player; and
- (x) Flexibility.

e) Terms of Service

Contract for (5) five years renewable, subject to performance and retirement age.



How to Apply:

Applicants whose background and competencies match the above specifications are invited to apply for the positions by submitting a cover letter, detailed curriculum vitae (CV), a copy of their National Identity Card, copies of academic and professional certificates, and transcripts and other relevant testimonials either via email to recruitment@nifca.go.ke addressed to:

**Chief Executive Officer
Nairobi International Financial Centre Authority
The National Treasury Building
10th Floor, Room 1015
P. O Box 30007-00100
Nairobi, Kenya**

Please note:

- Applications must be received by Wednesday 25th February 2025 at 5 pm (East African Time).
- No hard copy applications will be accepted
- Only shortlisted candidates shall be contacted

The Nairobi international Financial Centre Authority is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply. Any form of canvassing will lead to automatic disqualification.