



BOTSWANA STOCK EXCHANGE VACANCY

LEGAL SPECIALIST

The Botswana Stock Exchange (BSE) is one of the leading stock exchanges in Southern Africa and plays an increasingly important role in the country's economic development. The BSE wishes to recruit a dynamic **Legal Specialist** to join the Legal Services Department.

Reporting to the Head of Legal Services and Board Secretary the Legal Specialist will assist in the provision of legal advice and board secretarial services to the BSE and CSDB Board and Board committees. The core responsibilities of the job include to:

- a. Contribute to the preparation of periodic reports for submission to NBFIRA and the Bank of Botswana.
- b. Assist in the preparation of draft contracts and documents relating to the BSE, and providing briefings for counsel.
- c. Contribute to the drafting of service level agreements and standards and preparation of detailed performance contracts, agreements and monitoring procedures between BSE and service providers as directed by the Head of Department.
- d. Assist in the preparation and submission of statutory returns and ensuring compliance with statutory reporting requirements.
- e. Assist in the provision of Board secretarial services to the BSE and CSDB.
- f. Assist in ensuring legal and regulatory compliance by the BSE and CSDB.

COMPETENCIES

- High performer
- Analytical skills
- Research
- Presentation skills
- Communication and negotiation skills
- Quality Results oriented
- Attention to detail
- Planning and organizing

EDUCATION AND TRAINING QUALIFICATIONS:

The candidate should have a Degree in Law preferably specialised in Commercial Law and admitted to practice in Botswana.

JOB EXPERIENCE:

The candidate should have at least five (5) years of working experience.

If you meet the requirements of the above position, please email a complete application inclusive of CV, certificates & transcripts and the names of three non - related referees to;

Human Resource Administrator
Botswana Stock Exchange
e-mail: recruitment@bse.co.bw

Applications should reach the Botswana Stock Exchange on or before **31st May 2022**.

Note: The Botswana Stock Exchange shall enter into correspondence with shortlisted candidates only.