



# BOTSWANA STOCK EXCHANGE

# VACANCY

## HEAD OF LEGAL SERVICES & BOARD SECRETARY

The Botswana Stock Exchange Limited (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 Head of Legal Services and Board Secretary to join the Legal Services Department.

### **JOB RESPONSIBILITIES**

To provide legal advice and board secretarial services to the Exchange, the Board of Directors and its constituent sub-committees and monitor adherence to international standards of Corporate Governance and ensures regulatory compliance by the BSE and CSDB in order to protect investors and the integrity of the BSE as follows:

- a. Provides Legal Advice to the Exchange, Board and its constituent committees
- b. Drafts rules of the Exchange (e.g. Listings Requirements, Member Rules, CSD Rules, etc.).
- c. Reviews legislation and makes recommendations for the adoption of regulations, rules, processes and procedures to govern the activities of the Exchange to protect the interests of investors and the integrity of the Exchange.
- d. Advises Brokers and Listed Companies on the interpretation and application of relevant Rules.
- e. Contributes to the deliberations of the Listings and Trading Executive Committee (together with the CEO and Head of Listings and Trading) to enable approval of listings and corporate actions, including, rights offers, mergers & acquisitions
- f. Facilitates the disciplinary process by preparing briefing documents, and presenting the BSE's position to the Disciplinary Sub-Committee.
- g. Management of department operational risk as reflected in the Risk Register.

## COMPETENCIES

- Strategic thinking
- Analytical skills
- Decisive and Assertive
- Advocacy and negotiation skills
- Business acumen and Quality Results oriented

## EDUCATION AND TRAINING QUALIFICATIONS:

Master's degree in Law preferably specialising in Corporate Law or Securities Law and admitted to practice in Botswana.

## JOB EXPERIENCE:

At least 10 years of experience in Corporate Law, including flotation, mergers and acquisitions, financial restructuring, and Board Secretarial services.

**If you meet the requirements of the above position, please email a complete application inclusive of CV, certificates & transcripts;**

Head of Finance and Administration  
Botswana Stock Exchange Limited  
e-mail: [recruitment@bse.co.bw](mailto:recruitment@bse.co.bw)

Applications should reach the BSEL on or before **11<sup>th</sup> November 2022**.

**Note: The BSE shall enter into correspondence with shortlisted candidates only.**