



# BOTSWANA STOCK EXCHANGE VACANCY

## TRADING AND SURVEILLANCE SPECIALIST

The Botswana Stock Exchange (BSE) wishes to recruit a dynamic professional to join the Listings and Trading Department and help contribute to the development of Botswana's capital market.

### Trading and Surveillance Specialist

Reporting to the Head of Listings and Trading, the Trading and Surveillance Specialist will administer trading activities and oversee the detection, investigation, and prevention of abusive, manipulative, or illegal trading practices in the securities market, in accordance with applicable legislation, policies, and procedures. Ensure the maintenance of an orderly, transparent, and fair market environment, and verify that all transactions are executed with accuracy and integrity as follows:

### Duties & Responsibilities

- Assists in the drafting and review of trading rules and assists in changes or amendments
- Maintains an effective trading compliance program through administering, monitoring and tracking daily trading activities as per the BSE Rules.
- Ensures efficient and effective administration of daily trading activities under the supervision of the Manager.
- Responds to, and resolves inquiries, concerns and disputes of Broker dealers and customers relating to trading activities.

- Monitoring trading activities to identify potential breaches of BSE Rules and instances of non-compliance.
- Carries out detailed investigations into suspected malpractices by brokers, and/or investors and makes recommendations as to whether there have been breaches of rules or non-compliance.
- Ensures the timely publication and dissemination of market information including the updating of BSE's web site and resolves queries relating to information.
- Assists in planning and supervising the regular and surprise Broker Inspections and reporting, including analysis of quarterly Broker compliance reports.
- Perform any other duties as assigned by Head of Listings and Trading

### Competencies

- Attention to Detail
- Analytical Skills
- Self-Driven
- Business and Results Focused
- Compliance with procedures and instructions

The successful candidate should have degree in Finance or Economics or related areas.

The candidate should have at least five (5) years of experience in the financial services sector in an Exchange, Stock Broking company or Investment Bank.

**If you meet the requirements of the above position, please email a**

**complete application, inclusive of updated CV, Certificates and the names of two non-related referees to:**

Head of Finance and Administration

Botswana Stock Exchange Limited

e-mail: [recruitment@bse.co.bw](mailto:recruitment@bse.co.bw)

**Applications should reach the BSE on or before 11<sup>th</sup> February 2026.**

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

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## PRIVACY NOTICE

The BSE processes applicant personal data based on legitimate interest and the performance of a contract. All processing is carried out in accordance with the Data Protection Act, 2024. Your information will be handled confidentially and may be shared with authorized internal departments and third-party service providers involved in the recruitment process.

You have the right to access, rectify, restrict, or request the deletion of your personal data, as well as the right to object to the processing of your personal data.

**For inquiries regarding the processing of your personal data, please contact the Data Protection Officer at: (+267) 367 4400**