BOTSWANA STOCK EXCHANGE

VACANCY

LEGAL COUNSEL

ABOUT BOTSWANA STOCK EXCHANGE (BSE)

The Botswana Stock Exchange (BSE) is a globally connected capital markets exchange driving investment and growth while advancing market depth through a bold new strategy.

As part of our ambition, we are strengthening the operational integrity and reliability of the Legal Services Department to support operational excellence and improve customer experience across the Group.

THE OPPORTUNITY

The Legal Counsel, reporting to the General Counsel and Company Secretary, will provide legal support by ensuring accurate governance processes, statutory compliance, and regulatory documentation. The role supports effective Board and committee operations, maintains statutory records, and enables sound decision-making through timely, well-controlled legal and secretariat services.

KEY RESPONSIBILITIES

- **Legal Advisory and Transaction Support:** Provide legal research, analysis and advisory support across corporate, commercial, regulatory and operational matters, including support for the structuring, review and execution of commercial transactions, agreements and partnerships.
- **Contract Drafting and Management:** Draft, review and negotiate contracts, including service agreements, memoranda of understanding (MOUs), non-disclosure agreements (NDAs) and procurement-related documents, ensuring that they reflect approved risk positions, governance standards and commercial objectives.
- **Regulatory and Compliance Legal Support:** Assist with reviewing the Exchange's rules and requirements, including Member Rules, supporting compliance with applicable laws, regulations and statutory obligations, and assisting Brokers and Listed Companies with the interpretation and application of relevant rules (e.g. Listings Requirements, CSD Rules, etc.).
- **Corporate Governance and Company Secretarial Support:** Support for company secretarial activities, including the preparation of Board and

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Committee documentation, agendas, resolutions and governance papers.

- **Customer Experience (Internal and External):** Provide prompt and professional service to internal and external customers, with responsibility for addressing customer concerns and feedback to improve satisfaction levels.
- **Risk and Compliance:** Support for the development and review of organisational policies and procedures, together with the identification, reporting and mitigation of potential risks in daily operations.
- **Digitalisation and Operational Excellence:** Recommend and support the adoption of innovative approaches to enhance service delivery, data analysis and operational effectiveness, as well as contribute to projects that automate manual processes and digitise workflows to improve efficiency.

THE IDEAL CANDIDATE

The ideal candidate will be a technically strong and solutions-oriented professional with a proven ability to maintain accuracy under high transaction volumes and tight timelines, ensure strict adherence to procedures in a regulated environment, manage operational risk while supporting market activity and respond effectively to participant queries and operational issues.

Key Requirements:

- Bachelor's degree in Law.
- A Minimum of 5 years' relevant legal experience, preferably within financial services, capital markets, regulated entities or corporate advisory environments.
- Admission to practise Law in Botswana
- Strong drafting, analytical and stakeholder engagement skills.

WHY JOIN US

This is an opportunity to play a central role in shaping a digitally integrated and future-ready market infrastructure, enabling innovation, efficiency and growth across the Exchange.

HOW TO APPLY

Suitably qualified candidates are invited to submit a comprehensive curriculum vitae together with a covering letter that articulates their motivation for the role and evidence of relevant experience.

Applications should be submitted to: recruitment@bse.co.bw

Applications should reach the Botswana Stock Exchange Limited on or before **19 November 2026.**

Only shortlisted candidates will be contacted. The BSE Group is an equal opportunity employer and encourages applications from all qualified individuals.

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