

1.Senior Officer Capital Markets - CPF/SOCM/25

Job Title:	Senior Officer Capital Markets
Department:	Investments and Advisory
Section	Capital Markets
Reports to:	Manager, Investments & Advisory
Direct Reports:	None
Contract Period	6 Years
Location	Nairobi
Job purpose:	
Reporting to the Manager, Investments & Advisory, the job holder is responsible for driving capital markets initiatives and will take lead in structuring, launching, and managing financial instruments, including bonds, REITs, and other capital market products. They will play a critical role in advising clients, raising capital, ensuring compliance with regulatory requirements, and driving the growth of CPF Capital's investment advisory business.	
Key duties and responsibilities:,is	
<ol style="list-style-type: none"> 1. Capital Markets Advisory: <ul style="list-style-type: none"> • Develop and implement strategies for structuring and executing capital market transactions such as bonds, sukuku, REITs, and other securities. • Advise clients on market conditions, investment opportunities, and financing options • Provide expertise in innovative financing solutions, including sustainable and Shariah-compliant instruments. 2. Transaction Structuring and Execution: <ul style="list-style-type: none"> • Conduct due diligence and financial modeling for proposed capital market transactions • Prepare offering documents, prospectuses, and information memoranda for public and private securities offerings. • Oversee roadshows, investor engagements, and transaction execution processes. 3. Regulatory Compliance: <ul style="list-style-type: none"> • Ensure all capital market transactions comply with Capital Markets Authority (CMA) regulations and other relevant standards. • Liaise with regulatory bodies, legal advisors, and stakeholders to secure transaction approvals. 4. Market Research: <ul style="list-style-type: none"> • Monitor capital market trends, regulatory changes, and emerging opportunities in local and regional markets • Provide data-driven insights and recommendations to enhance CPF Capital's product offerings. 5. Stakeholder Management. <ul style="list-style-type: none"> • Cultivate relationships with institutional investors, government entities, financial institutions, and corporate clients. • Collaborate with internal teams and group entities such as CPFAM, LITEs, LASER, RUKISHA, CPF FS to deliver integrated solutions. 6. Capacity Building and Knowledge Sharing <ul style="list-style-type: none"> • Train and mentor junior team members on capital markets products and services. • Represent CPF Capital at industry forums, conferences, and panels. 7. Business Development: <ul style="list-style-type: none"> • Identify and pursue new business opportunities in capital markets. • Support the development of marketing strategies and client acquisition plans. 	

Knowledge, experience, and qualifications required	
Academic and Professional Qualifications/Memberships to professional bodies:	
<ol style="list-style-type: none"> 1. Bachelor's degree in finance, Economics, Business Administration, or a related field. 2. Professional Qualifications such as CFA, CPA or CISI 3. Master's degree in Finance, Economics, Business Administration or related field will be an added advantage. 	
Experience Required:	
<ol style="list-style-type: none"> 1. Minimum of 7 years of experience in capital markets, investment banking, or corporate finance. 2. Proven track record of structuring and executing capital market transactions. 3. Strong understanding of regulatory frameworks, including CMA guidelines. 	
Role Competencies	
Technical Competencies:	Behavioral Competencies:
<ol style="list-style-type: none"> 1. Expertise in financial modeling, valuation, and transaction structuring. 2. Knowledge of REITs, sukuks, green bonds, and other market instruments. 3. Proficiency in regulatory filings and documentation. 4. Ability to analyze market trends and provide strategic recommendations. 5. Strong problem-solving and decision-making skills. 6. Exceptional presentation and negotiation abilities. 	<ol style="list-style-type: none"> 1. Strategic thinking with a results-driven mindset. 2. Strong presentation and communication skills, with the ability to collaborate effectively across departments. 3. High ethical standards and the ability to handle confidential information with integrity.
<ol style="list-style-type: none"> 1. Strong relationship management and networking skills. 7. Ability to manage multiple transactions and meet tight deadlines. 8. Detail-oriented with excellent project management skills. 	