



Chief of Staff - Job Description

EABX Public Limited Company (**EABX**) is a newly incorporated company whose purpose is to establish and operate an over-the-counter securities exchange. As a market organizer, EABX will serve the dual roles of a self-regulatory organization, providing frontline regulation of market conduct, and provision of a trading and trade reporting platform that will enhance transparency, safety, liquidity, and the deepening of the domestic debt market. EABX is sponsored by the Kenya Bankers Association (KBA) and the National Treasury, Kenya with technical support of FSD Africa.

EABX is looking to recruit an individual who will have the power and responsibility to make sure that all administrative, strategic, and operational aspects are running smoothly for the CEO and other executives. The CoS will handle several principal duties, all focused on managing risk, making time, information, and decision processes more effective. Ultimately the Chief Of Staff will be a member of the executive committee possessing strong leadership qualities and is a detail-oriented, organized, analytical, and strategic thinker.

Responsibilities

- Work directly with the CEO to grow the company, with a focus on building and streamlining operations and systems, documenting standard operating procedures and nurturing relationships with key stakeholders;
- Be a thought partner, drive execution of action items and proactively identify opportunities to add value to the CEO and company;
- Works closely with the senior executives on key projects, helping them to navigate through uncertainty and risk;
- Interacts with regulatory agencies regarding approval of the company's emerging products;
- Own and continuously improve the company's operating cadence (e.g., executive team meetings, leadership offsites, quarterly reviews, quarterly board meetings);
- Reviewing Internal and External Communications: drafting company newsletters, reports, pitch decks, speeches, or presentations for the CEO;
- Leading annual strategic planning for the company;
- Creating & updating dashboards for reviewing key performance indicators;
- Carry out risk and internal controls examinations and include reviews for market risk in trading, clearing and settlement activities and firm assets, including VAR (value at risk), economic models (margin methodologies), scenario analyses, stress testing, and daily back testing, review funding, liquidity and credit risks, including counterparty credit risk across all products and businesses, credit limits, pricing models, valuation, guarantees, collateral, margin, and settlement and legal risks;
- Ensure a well-documented system of internal controls designed to manage material risk exposures which will enable the business to identify, analyse, and manage the risks inherent in the firm's activities;
- Provide the business, through a detailed risk matrix, with critical control indicators that assess economic, regulatory, and operational risks;
- Drive the processes associated with the introduction of new products and client offerings;

- Research, analyse and keep abreast of financial markets specifically OTC products, competitors and regulatory changes/ trends and assist in formulation and implementation of new products, policies, and rules; and
- Assist with other projects and duties as assigned.

Qualifications

- Relevant undergraduate, postgraduate, and professionally certified related qualifications;
- At least 6 years of overall professional experience with a focus in the financial and capital markets industry;
- Possess demonstrable expertise in matters relating to money markets, capital markets, trading, clearing, settlement and related matters;
- Seniority, gravitas, and credentials to engage with internal stakeholders as well as external partners at the highest levels, customers and suppliers;
- Excellent analytical, organizational, problem solving skills, and attention to detail;
- Excellent writing, verbal, and interpersonal communication skills, including the ability to distil and present complex information plainly and succinctly;
- Ability to take initiative, strong project, and time management skills with the ability to multitask, prioritize and manage multiple assignments and time sensitive deliverables, and learn new topics quickly;
- Advanced understanding of MS PowerPoint, Excel, and Word (or equivalent) to develop executive presentations and documents; and
- High tolerance for ambiguity and complexity, while being efficient with limited resources.

Preferred Qualifications

- You have the organizational skills, meticulous attention to detail, high sense of responsibility, and generalist skill set to take on a wide range of high priority tasks in support of the CEO and executive team. You are dependable, and always deliver quality work.
- Your written (including decks) and verbal communication is compelling and precise. You can quickly take complex concepts and communicate them briefly, simply, and persuasively. You've demonstrated the ability to communicate at executive or board levels of large companies or organizations.
- You're confident creating, scrutinizing, and improving everything from revenue models to pivot tables; and
- You are business savvy, including understanding the industry, competitors, and technology and what is required for sustained operating results.

If you believe you possess and can clearly demonstrate your ability in the required relevant criteria for the above role, please submit your application, including authentic certified copies of relevant academic and professional certificates and testimonials, your curriculum vitae, details of current position, current remuneration, as well as email and telephone contacts of three (3) referees who can speak of your competence, character, and integrity.

All applications MUST be submitted through info@eabxgroup.com, and must be received not later than Friday, 22nd July 2022 addressed to:

**The Chief Executive,
EABX Public Limited Company (EABX Plc),
Nairobi, Kenya.**