

Job Description

Assistant Manager- Investor Awareness & Market Research

(Maldives Stock Exchange Primary Role, Support to Maldives Securities Depository)

Position Title

Assistant Manager, Investor Awareness & Market Research

Entity

Maldives Stock Exchange (MSE)

Department

Market Development / Business Development

Employment Type

Full-time, Permanent (subject to probation and performance evaluation)

Salary:

Negotiable (based on qualification and experience)

Reporting Line

Reports to Head of Business Development (or equivalent)

Provides structured support to MSD on ancillary client facing services

Role Purpose

The Manager Investor Awareness & Market Research is responsible for planning, implementing, and managing investor education, awareness, and market research initiatives of the Maldives Stock Exchange.

The role supports the public interest mandate of MSE to promote informed investor participation, market transparency, and capital market development. The position also provides structured support to Maldives Securities Depository (MSD) for ancillary services, including client education and service related materials, where required.

This is a market development role focused on education, research, and outreach, distinct from regulatory, compliance, or operational functions.

Key Responsibilities

1. Investor Awareness, Education & Outreach (MSE)

- Design and implement investor awareness and education strategies aligned with MSE's market development objectives.
- Develop and manage annual investor awareness calendars, including:

- Public seminars and workshops targeting different investor segments
- Education programs with schools, universities, NGOs, and professional bodies
- Corporate roadshows and issuer/investor information sessions
- Online webinars and digital awareness campaigns
- Develop and maintain investor education materials such as guides, fact sheets, risk disclosures, and product explainers.
- Coordinate media and digital campaigns through television, radio, print, and social media platforms.
- Act as the central coordination point for all investor education initiatives of MSE.

2. Market Research & Analysis (MSE)

- Design, administer, and manage primary and secondary market research initiatives, including:
 - Investor surveys
 - Market participation and liquidity studies
 - Product and service demand assessments
- Conduct impact assessments of investor awareness programs and recommend improvements based on data and analysis.
- Prepare research concept notes, analytical briefs, and reports to support market development initiatives.
- Provide research based inputs to management on market trends, participation gaps, and development opportunities.

3. Market Development Support (MSE)

- Support the design, testing, and rollout of new market products and services approved by management.
- Assist in preparation of:
 - Listing guides and roadmaps
 - User manuals and system guides
 - Market-facing explanatory materials
- Support issuer outreach and onboarding initiatives through information sessions and engagement activities.
- Identify service delivery gaps from an investor and issuer perspective and recommend improvements.

4. Ancillary Support to MSD

- Provide structured support to MSD for:
 - Client awareness and education materials relating to depository, registry, and ancillary services
 - User guides and service explainers for MSD systems and platforms
- Provide support in administering e-voting and registrar services to MSD as and when required.

5. Budgeting & Reporting

- Prepare and manage the annual investor awareness and market research budget.
- Monitor expenditure against approved budgets and report variances to management.
- Prepare periodic reports on programme implementation, research findings, and outreach outcomes for management review.

6. Coordination & Institutional Support

- Coordinate with internal departments, external partners, and service providers involved in awareness and research activities.
- Support event management and logistics for investor education programmes.
- Undertake additional market development related functions as assigned by management.

Qualifications & Experience

Mandatory

- Bachelor's degree in finance, Business Administration, Economics, Marketing, or a related field.
- Strong written and verbal communication skills in English and Dhivehi.

Preferred

- Experience in investor education, market research, financial services, or public sector outreach programmes.
- Familiarity with capital markets or financial products.
- Experience in preparing research reports or managing public engagement initiatives.

Skills & Competencies

- Strong presentation and facilitation skills.
- Analytical and research capability with attention to data quality.

- Ability to plan and manage multiple programmes and timelines.
- Strong stakeholder coordination and communication skills.
- Ability to work independently while aligning with institutional objectives.
- High standard of professionalism and public-facing conduct.

Interested applicants please email CV to info@stockexchange.mv by 19th January 2026. For more information, please contact +960 330 7878.