

20th August 2019

Terms of Reference

Maldives Stock Exchange Company Pvt. Ltd is seeking a full-time staff for the below mentioned position:

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|-------------------------|--|
| Title: | Operations Officer |
| Employer: | Maldives Stock Exchange Company Pvt. Ltd |
| Employment Type: | Fulltime |
| Salary: | MVR 6000 |
| Probation: | 03 months |
| Minimal Qualifications: | O Level/ A Level |
| Interpersonal Skills: | Good command of language (Dhivehi/English) |

Job Description:

- Provide support in administering daily trading operations of the Exchange and Depository.
- Undertake administrative functions of the institution.
- Assist in all customer relations services of the company.
- Any other functions assigned by management.

We are also seeking an intern from September 2019 – November 2019. Detailed below are the criteria for the internship.

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|-----------------------|---|
| Title: | Internship |
| Employer: | Maldives Stock Exchange Company Pvt. Ltd |
| Employment Type: | Fulltime |
| Salary: | MVR 3,000 |
| Term: | 03 months |
| Interpersonal Skills: | Excellent command of language (Dhivehi/English) |
| Interests: | Administration / Finance / Marketing |

Interested applicants please email CV to info@stockexchange.mv by 27th August 2019.
For more information please contact: +960 330 6868