

11th December 2018

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: | Senior Officer, Operations |
| Employer: | Maldives Stock Exchange Company Pvt. Ltd |
| Employment Type: | Fulltime |
| Salary: | MVR 10,000/- |
| Probation: | 03 months |
| Minimal Qualifications: | Undergraduate Degree in Business Administration or Accounting with minimum 01 year work experience, OR Advanced Diploma in Business Administration, Accounting with minimum 03 years of work experience. |
| Interpersonal Skills: | Good command of language (Dhivehi/English) |

Job Description:

- Administer daily trading operations of the Exchange.
- Administer day-to-day accounting and bookkeeping functions.
- 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 January 2019-March 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 20th December 2018. For more information please contact : +960 330 6868