

Job Description

Job Title	Assistant Manager - Market Development & Client Relations
Entities	Maldives Stock Exchange (MSE) Maldives Securities Depository (MSD)
Department	Business Development
Employment Type	Full-time, Permanent (subject to probation and performance evaluation)
Salary	Negotiable [based on qualification and experience]
Reports to	Executive Management of MSE & MSD

Maldives Stock Exchange is seeking an energetic, creative, and results-driven individual to join our Business Development team as Assistant Manager, Market Development & Client Relations. This role is ideal for a professional with experience in business development, marketing, public relations, client engagement, and market analysis. The successful candidate will support initiatives to expand the Exchange's market presence, strengthen client and stakeholder relationships, develop market-focused strategies, and promote innovative services across the Maldives Stock Exchange and Maldives Securities Depository. The Assistant Manager will be responsible for supporting the Business Development Department in carrying out the following functions.

Key Responsibilities

1. Market Development & Strategic Collaboration
 - Conduct ongoing research to identify potential listings on the Main Market and support engagement efforts with prospective issuers.
 - Research, identify, and pursue opportunities for potential private issuances in line with market development objectives.
 - Support the implementation and growth of the Private Securities Segment through Viyana, including ongoing client engagement and service support.
 - Assist in the development and enhancement of the Depository system through stakeholder consultation, client feedback, and business development support.
 - Identify and recommend potential business opportunities by engaging with prospective partners and exploring local and international collaboration prospects.
 - Assess potential business opportunities by analyzing market strategies, financial information, available options, and recommending commercially viable initiatives.
 - Coordinate with the Business Technology and Operations teams to support the development of integrated, innovative products and services that meet market and client needs.
 - Analyze market trends, financial data, and sector developments to support informed decision making and contribute to business growth.
2. Ancillary Services:
 - Support client relations and event coordination for AGM Management services, Registrar services, ensuring a professional and responsive client experience.
 - Assist in developing marketing strategies and product recommendations to strengthen the positioning and uptake of AGM Management services.
 - Contribute to the development of service-based growth strategies and recommendations to enhance the Exchange's ancillary service offerings.
 - Develop and support marketing initiatives to improve awareness, client engagement, and satisfaction across AGM Management and Registrar services.

3. Client Management:

- Act as a key point of contact for existing and prospective clients, ensuring timely communication and a smooth, positive client experience.
- Build and maintain strong, long-term relationships with clients across the Exchange's and Depository's range of services.
- Monitor client needs, feedback, and service expectations to support continuous improvement and relationship development.
- Maintain accurate client records and engagement history to ensure continuity, effective follow-up, and informed relationship management.

4. Public Relations:

- Assist in managing communications with regulators, government agencies, and key stakeholders to ensure alignment with market policies and regulations.
- Support the development and execution of PR strategies to enhance the visibility and reputation of the Maldives Stock Exchange both locally and internationally.
- Contribute to the creation of media content and maintain relationships with media to promote the Exchange's activities and initiatives.
- Support media relations and stakeholder engagement efforts to strengthen public understanding of the Exchange and its role in the capital market.
- Help build and maintain partnerships with regional and international financial institutions, exchanges, and market participants to support cross-border awareness and investment opportunities.
- Assist in developing public awareness campaigns and educational programs to promote market literacy and engagement

5. Operational Support:

- Provide administrative support for daily trading and settlement functions, ensuring smooth operations.
- Assist with general customer relations, ensuring clients receive timely and accurate information on company services.
- Provide administrative and coordination support for business development activities, meetings, and reporting

Required Qualifications and Skills

- Bachelor's degree in Finance, Business Management, Marketing, Public Relations, or any other related field
- Minimum two year work experience in a related field will be complimentary
- Good interpersonal and client-relationship skills, with a proactive and confident approach to developing new business opportunities
- Familiarity with capital markets or financial products, investor services, or related market development activities.
- Experience in preparing research reports or managing public engagement initiatives
- Strong written and verbal communication skills (English and Dhivehi)
- Strong presentation, negotiation, and client engagement skills.
- Proficiency in Microsoft Office applications.
- Ability to plan, coordinate, and manage multiple programmes, client engagements, and timelines effectively.
- Strong stakeholder coordination and communication skills
- Ability to work independently while aligning with institutional objectives
- High standard of professionalism, confidentiality and public-facing conduct

Interested applicants please email CV & supporting documents to hr@stockexchange.mv by 10th September 2026.

For more information, please contact +960 330 7878

