

Job Description

Assistant Manager - Operations

Position Title: Assistant Manager – Operations

Entity: Maldives Stock Exchange (MSE)

Department: Operations

Employment Type: Full-time, Permanent

Salary: As per approved

Reporting Line

- Reports to the Head of Operations - MSE.
- Works in coordination with Group Executive Management and Shared Services Heads, as directed by the Head of Operations.

Role Purpose

The Assistant Manager, Operations supports the Head of Operations in managing, controlling, and delivering the operational functions of the Maldives Stock Exchange, with responsibility for coordinating day-to-day exchange operations and ensuring that the market operates in a fair, orderly, transparent, and efficient manner.

The role also provides operational support to the Legal & Compliance, Finance, and Business Technology functions where operational data, process execution, controls, reporting, or institutional coordination are required. The position is central to maintaining market integrity, operational resilience, regulatory compliance, and service quality.

Key Responsibilities

1. Trading Operations Management

- Manage and supervise day-to-day trading operations to ensure orderly and continuous market functioning.
- Ensure that market opening, trading sessions, market closures, trading halts, price adjustments, order management, and related operational activities are carried out in accordance with approved rules and procedures.
- Coordinate with Business Technology teams on system availability, operational readiness, production changes, incident response, and business continuity arrangements.
- Review and escalate trading exceptions, operational incidents, and trading irregularities, and ensure that decisions and follow-up actions are properly documented.
- Act as the officer responsible for all operational functions of MSE whenever the Head of Operations is absent or unavailable.

2. Issuer Compliance Oversight (Operational Support)

- Manage the operational administration of issuer obligations under the MSE Listing Rules and disclosure requirements.
- Coordinate the receipt, review, tracking, publication, and recordkeeping of periodic and event-based disclosures from an operational perspective.

- Coordinate the operational review of listing applications, corporate actions, waivers, and other issuer submissions, and follow up with issuers on outstanding information.
- Provide operational inputs, data, and process validation to Legal & Compliance and assist in preparing materials for Listing Committee consideration.

3. Trading Member Oversight

- Manage operational monitoring of trading members' compliance with MSE Rules, trading procedures, reporting obligations, and system requirements.
- Coordinate trading member onboarding, access administration, operational communications, inspections, reviews, and follow-up actions.
- Escalate repeated breaches, control weaknesses, or conduct concerns to the Head of Operations and Legal & Compliance.

4. Market Surveillance & Integrity

- Manage daily operational market surveillance to identify potential market abuse, unusual trading patterns, price or volume movements, and operational anomalies.
- Ensure that alerts, preliminary reviews, evidence, escalation decisions, and case records are maintained in accordance with approved procedures.
- Coordinate with Legal & Compliance on investigations, regulatory reporting, information requests, and engagement with the Capital Market Development Authority (CMDA).

5. Viyana Board & Special Market Segments

- Manage the operational administration of the Viyana Board and any other specialised market segments.
- Ensure compliance with segment-specific operational rules, procedures, admission requirements, disclosure processes, and ongoing administration.
- Coordinate issuer onboarding and operational support for securities admitted to specialised boards.

6. Legal Compliance & Finance Support

- Provide operational inputs and supporting information for regulatory submissions, rule implementation, compliance monitoring, inspections, management accounts, budgeting, financial reporting, and audit processes.
- Coordinate with Legal & Compliance on the operational implementation of regulatory directives, policy changes, and remedial actions.
- Coordinate with Finance, Administration & Human Resources on operational budgets, procurement inputs, variance explanations, records, and audit queries.

7. Process Documentation & Continuous Improvement

- Maintain and periodically review operational manuals, standard operating procedures, checklists, registers, forms, and process documentation.
- Review workflows and recommend improvements that enhance efficiency, accuracy, control, resilience, and service quality.
- Coordinate operational requirements, user testing, implementation, and post-implementation review for system enhancements and automation initiatives.
- Maintain the operational risk and incident records for the operations function and coordinate timely mitigation and remediation measures.
- Coordinate operational matters with CMDA, issuers, trading members, investors, service providers, and other stakeholders.

Qualifications & Experience

Mandatory

- Bachelor's degree in Business Administration, Finance, Accounting, Economics, Law, Information Systems, or a related field.
- Strong experience in operations management within financial services or regulated institutions.
- Practical understanding of stock exchange operations and market processes.

Preferred

- Experience in capital markets, exchanges, depositories or clearing institutions.
- Familiarity with issuer compliance, market surveillance, and trading operations.
- Experience supporting audits, inspections and regulatory engagements.

Skills & Competencies

- Strong operational leadership and sound judgement.
- High level of risk awareness and attention to detail.
- Ability to coordinate across operations, compliance, finance, and technology functions.
- Strong documentation, reporting, and process management capability.
- Clear written and verbal communication skills.
- High standards of integrity, discretion, and professionalism

Interested applicants are invited to submit their CV and supporting documents to info@stockexchange.mv no later than 27th August 2026. Only shortlisted candidates will be contacted. For more information, please contact +960 330 7878.