



## **Internship - Terms of Reference**

**Title:** Intern

**Department :** Operations Department

**Duration:** 3 months

**Start Date :** Immediate

**Location:** Maldives Stock Exchange Company Pvt Ltd.

### **Who we are:**

Maldives Stock Exchange Company Pvt. Ltd (MSE) was licensed by CMDA to operate the Maldives Stock Exchange, in January 2008. The Interim Securities Trading Facility operated by CMDA was subsequently transferred to MSE. Maldives Stock Exchange was incorporated as a private sector exchange, to establish a market mechanism for trading and settlement of securities in the Maldives, as well as to provide a regulatory framework to standardize and monitor persons dealing in securities on the Stock Exchange.

Maldives Securities Depository Company Pvt. Ltd (MSD) was licensed as a subsidiary company of MSE on January 2008, to undertake the function of a Central Depository and clearing settlement function for the Maldives Stock Exchange.

### **What you will do:**

- Assist the Head of Operations in undertaking operational functions of the Maldives Stock Exchange (MSE) and Maldives Securities Depository (MSD).
- Undertake monitoring of daily trading operations of MSE and MSD.
- Administer MSD account opening application, applications for deposits, Private Share Transfer (PST) forms, Inter Account Transfer (IAT) forms, withdrawal of shares, preparation of clearing and settlement balance sheets.
- Undertake administrative record-keeping and filing and ensure all administrative functions are managed efficiently and effectively on a day to day basis.
- Assist in customer relations including answering phone calls, customer queries, checking and responding to emails.
- Undertake any other functions as may be assigned by the Chief Executive Officer, Chief Operations Officer and Head of Operations.

### **Learning opportunities for the Intern:**

- General understanding of the functions of Maldives Stock Exchange and Maldives Securities Depository.
- Insight and hands-on experience in MSE and MSD's operational matters.
- Work experience to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary service.

### **Minimum qualifications and experience**

- Currently enrolled or completed a Bachelor's Degree / programme in Finance, Accounting or Business Administration
- Excellent oral and written communication skills in English and Dhivehi;
- Internet proficiency and solid knowledge of standard office applications (Word, Excel, Powerpoint);
- Creative, open-minded team player with strong initiative and willingness to learn.

### **Remuneration**

- Based on qualification and experience.

### **Applications**

If you are interested in an internship with MSE, please send the completed application form, CV and cover letter in English via e-mail to [info@stockexchange.mv](mailto:info@stockexchange.mv).

Deadline for applications: 15th May 2018 [Tuesday] by 1600 hrs.