



# BOTSWANA STOCK EXCHANGE VACANCY

## COMMITTEE OF SADC STOCK EXCHANGES (COSSE) COORDINATOR

The Botswana Stock Exchange (BSE) is host to the Secretariat of CoSSE. CoSSE was established with the SADC objectives of promoting and transforming the whole Southern African Region into a dynamic and well-integrated economic block. The BSE wishes to recruit a dynamic professional to join the Product Development Department as CoSSE Coordinator to help with establishing real time network of national securities within SADC; to pave the way toward cross-border listings and trading and investments among different member exchanges of SADC in order to facilitate the process of financial integration within the Region.

### COSSE COORDINATOR

To coordinate and implement processes and procedures for providing administrative and other requisite support to CoSSE members.

### DUTIES & RESPONSIBILITIES

- Coordinating and assisting CoSSE members communication
- Providing administrative support to CoSSE such as organising logistics for meetings
- Maintaining CoSSE records and updating the CoSSE portal
- Developing annual activity plan for CoSSE and assisting CoSSE Chairperson to set the annual agenda
- Researching development agencies who operate in the capital markets space and lobbying for funding
- Drafting reports and presenting proposals to SADC structures such as CISNA, CCBG Financial Markets Steering Committee, Financial and Investment Protocol workshops
- Monitoring and engaging with CoSSE sub-committees to ensure progress and delivery of projects and assigned tasks.

## COMPETENCIES

- Research
- Attention to Details
- Self-Driven
- Business and Results Focused
- Communication
- Managing Information

Applicants should have a Bachelors' degree in Finance or Economics or related area.

The candidate should be citizen of CoSSE member countries

The candidate must have at least three (3) years working experience in the financial services sector in an Exchange, Stock Broking company, a Multi-Lateral Organisation or Investment Bank.

This engagement is for the duration of thirty-six (36) months.

**If you meet the requirements of the above position, please email a complete application inclusive of updated CV, ID and Certified Certificates to:**

Head of Finance and Administration

e-mail: [recruitment@bse.co.bw](mailto:recruitment@bse.co.bw)

**Applications should reach the BSE on or before the close of 30<sup>th</sup> November 2022.**

**Kindly note that BSE shall enter into correspondence with shortlisted candidates only.**