



BOTSWANA STOCK EXCHANGE VACANCY

MARKET DEVELOPMENT INTERN – INTERNATIONALISATION DESK

The Botswana Stock Exchange (BSE) is one of the leading exchanges in Southern Africa and plays an increasingly important role in the country's economic development by meeting the growing demand for investment products and access to capital. The BSE wishes to recruit a dynamic professional to join the Market Development Department as a Desk Officer for the Internationalisation activities.

MARKET DEVELOPMENT INTERN

To coordinate and implement administrative responsibilities of the BSE's memberships to continental and international bodies.

DUTIES & RESPONSIBILITIES

1. Assist the BSE in coordinating and meeting its internationalisation strategy by carrying out responsibilities under each membership.
2. Assist in reviewing and evaluating reports.
3. Assist in providing research & analysis.
4. Assist in coordinating communication with stock exchanges and stakeholders.
5. Coordinate meetings and maintain records of working group meetings.
6. Engaging member organisations to ensure progress of assigned tasks
7. Maintenance of the relevant information portals.
8. Contribution to newsletters and annual reports.

SKILLS & COMPETENCES

1. Writing
2. Communication
3. Negotiation
4. Business & Assertiveness
5. Planning & Coordination
6. Research

Applicants should have a Bachelors' degree in Economics and Political Science, Philosophy Politics and Economics (PPE) or related area. No prior experience required.

This engagement is for the duration of twenty-four (24) 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

Applications should reach the BSE on or before the close of 20th January 2023. Kindly note that BSE shall enter into correspondence with shortlisted candidates only.