



# BOTSWANA STOCK EXCHANGE VACANCY

## MARKET DEVELOPMENT INTERN

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 and help contribute to the development of Botswana's capital market.

### MARKET DEVELOPMENT INTERN

To assist the Market Development team with the management of the Stock Market Simulator initiative and provide support for all BSE digital platforms.

### DUTIES & RESPONSIBILITIES

- Plan and coordinate public participation in the stock market simulator and facilitate virtual competitions to promote public interest.
- Coordinate and participate in training of the public/ potential investors on how to use the simulator and its benefits.
- Ensure that all the technical equipment required to operate the simulator are all in working order and accessible to the users at all times.
- Provide technical assistance and support to simulation users.
- Coordinate and plan for ongoing maintenance of the simulator.
- Addressing daily enquiries or queries raised by clients on the Stock Market Simulator
- Perform other duties in the market department such as administration and monitoring of the website, social media platforms, mobile applications and the data display screens.

### COMPETENCIES

- Proficiency with computers
- Creative and Innovative
- Business Acumen
- Research and Analytical Skills
- Customer Oriented

The potential candidate should have a Business-Related Degree. No prior experience required.

This engagement is for the duration of twelve (12) months.

**If you meet the requirements of the above position, please email a complete application inclusive of updated CV, Certified Certificates and the names of two non-related referees 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 20<sup>th</sup> January, 2023. Kindly note that BSE shall enter into correspondence with shortlisted candidates only.**