

VACANCY: GRADUATE TRAINEE-BUSINESS DEVELOPMENT(VICTORIA FALLS)

The Department

The VFEX Markets department is in charge of both the primary and secondary markets of the exchange. The primary market entails the acquisition of new listing clients and the facilitation of capital raising by issuers. The secondary market entails secondary market trading of listed securities and market surveillance. The department is also in charge of admission of trading and member participants and their regulation.

The role

As part of the VFEX Markets team, the Graduate Trainee's overall responsibility is to assist the department on business development, trading and market data services.

What will you be doing?

The GT-Business Development will be required to achieve the following key responsibilities:

Public Relations

- Attending to client inquiries and updating VFEX social media handles, and
- coordinating investor education activities

Business Development

- Initiate new listing opportunities
- Develop material to guide potential listings (including brochures, listing guides and web articles)
- Coordinate market training activities
- Research new products and services

Office Management

- Ensuring safety for office records and infrastructure.
- Monitoring ICT equipment.

What are we looking for?

To successfully fill this role, you will have the following:

- Excellent research and report writing skills.
- Outstanding team player and communicator
- Strong statistical skills
- Advanced Microsoft Excel knowledge

Minimum Experience:

- Business related degree from a reputable institution
- Any progress towards a professional qualification such as CFA will be an added advantage
- Minimum 6 months industrial attachment

How to apply

Do you feel you possess the above criteria? Do you have the vision, energy, and initiative required? If you do, then this is the opportunity for you. To apply, submit your cover letter and CV to **jobs@zse.co.zw**.

The deadline of submission closes at 5:00 pm on 8th of February 2023

If the right candidate comes along we have the right to hire before deadline