



The Rwanda Stock Exchange Limited was established with the objective of carrying out stock market operations. The Stock Exchange was officially launched on January 31st, 2011 and it is in the process of enhancing its operations and institutional capacity.

It is in this regard that Rwanda Stock Exchange intends to recruit a qualified and competent candidate for the following position:

Operations Officer

Specific responsibilities

The Operations Officer of Rwanda Stock Exchange shall be responsible for the overall market operations and Trading for the institution. Detailed job specifications include:

Description of Duties

The Operations Officer will undertake the following duties:

- To ensure smooth, efficient and effective trading operations.
- To review and develop trading rules and procedures, in line with market development.
- To develop, maintain and manage the RSE Index.
- To oversee clearing, delivery and settlement system of the Exchange.
- To ensure that the CSD system operates efficiently and effectively.
- To organize and develop operational and information technology systems at the Exchange
- To lead, organize and motivate staff in the Trading Department.
- To perform other duties as may be assigned by the Chief Executive Officer.
- To liaise with the other departments in the formulation and implementation of the I.T. strategy of the Exchange.
- To compile data and information on the capital market operations

Qualifications and Experience

- A degree in Economics, Finance or ICT field. A Masters' degree would be an added advantage.
- Strong analytical capability (Operations oriented).

- Minimum 5 years work experience in a relevant institution or at least at least three years in capital market industry.
- Firm and resolute in decision-making.
- Tact and diplomacy in dealing with human affairs.
- Be competent in computer operations.
- Proven exposure to public speaking and/or teaching.

Interested candidates may send their CV, testimonials and covering letter to the following address: info@rse.rw

The Chief Executive Officer, Rwanda Stock Exchange Ltd., 1st Floor, KCT Building, Avenue du Commerce,

P O Box 5337 Kigali Rwanda

Deadline: 10th/07/2024.