



VICTORIA
FALLS
STOCK
EXCHANGE

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VACANCY: GRADUATE TRAINEE – BUSINESS DEVELOPMENT
LOCATION: 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, market surveillance and market data services. 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 will be public relations, generating new business opportunities, market research and general office management for the Victoria Falls Stock Exchange ("VFEX").

What will you be doing?

The successful candidate will be required to achieve the following key responsibilities:

- Attending to client inquiries and updating VFEX social media handles, and
- Coordinating investor education activities
- 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
- Ensuring safety for office records and infrastructure.
- Monitoring ICT equipment.

What are we looking for?

To successfully fill this role, you need to have the following attributes:

- Good research and report writing skills.
- Outstanding team player and communicator
- Strong statistical skills
- Good innovation and business development skills
- Advanced Microsoft Excel knowledge
- Holder of Statistics, Mathematics, Finance or related business degree.

Minimum Experience:

- 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 Wednesday, 11th of July 2022. Preference will be given to Applicants from Victoria Falls and other surrounding areas.