

CHIEF OF OPERATION (COO) CAPITAL MARKET STABILIZATION FUND

Capital Market Stabilization Fund (CMSF) has been established by the Bangladesh Securities and Exchange Commission (BSEC) under the Bangladesh Securities and Exchange Commission (Capital Market Stabilization Fund) Rules, 2021. As per the Rule, CMSF acts as a custodian of cash and stocks in favour of the investors as received by transferring unclaimed and undistributed cash or stock dividend, non-refunded public subscription money and un-allotted rights shares from the issuer of listed securities. Cash or stock deposited in the fund will be paid or settled on due claims by the shareholders or investors at any time. The CMSF will be utilized to stabilize the capital market ensuring liquidity to the market by buying and selling of listed securities, making investment in other securities, providing loan to market intermediaries, lending and borrowing of listed securities and settlement of investors' claims.

CMSF is searching for the position of the “**Chief Of Operation (COO)**” with proven leadership skills, experiences on capital market products and technologies, as well as a robust track record of successes and achievements. The incumbent will be responsible to the Board of Governors for overall management of the fund.

Chief of Operation (COO) shall be responsible for:

- oversee the efficient functioning of the CMSF in accordance with the terms of reference approved by the Board and BSEC (Capital Market Stabilization Fund) Rules, 2021;
- liaise among the BSEC, Stock Exchanges, CDBL, ICB and others regulatory bodies;
- be the representative of the CMSF in respect of all external investigations, law enforcements, prosecution agencies and courts of law and related matters;
- design and implement an effective plan as per the goals and objectives set by the CMSF Board of Governors (BOG) and report the fund performances and others directly to the BOG and the Commission;
- provide investment and financial management advices to the BOG;
- monitor and control fund managers to achieve desired targets;
- ensure settlement of investors' claims in timely manner;
- monitor the overall operation and compliance activity of the fund;
- act as the secretary to comply to the secretarial functions of the board.
- complete the additional tasks as given by the Board of Governors (BOG) from time to time;

Qualification & Experience:

The candidate must have at least any of the following educational qualification/knowledge and professional experiences:

- (a) Knowledge in accounting, finance, economics or capital/securities market (**bachelor**) or professional qualifications of Chartered Accountant or Cost and Management Accountant or Chartered Financial Analyst; and

- (b) At least 12 (twelve) years of corporate management or professional experiences including at least 5 (five) years of experiences in capital/securities market (at least as a head of division in organizational level II).

Additional Requirements:

- (a) Proven leadership and managerial skills.
- (b) Ability to work under strenuous circumstances and deliver effective result within strict timeline.
- (c) Sound knowledge on capital market, bond market, operations of security lending and borrowing (SLB) & risk management, ability to overall capital market analysis of margin rules, merchant banking etc.
- (d) Maximum age 50 years as on **10 Oct, 2021**. Age may be relaxed for a highly deserving candidate.

Employment Status:

Full-time (Contractual or permanent depending on the potentiality of the candidate).

Job Location:

Dhaka.

Compensation Package:

Attractive compensation package will be offered to the really deserving candidate and incentive bonus based on performance/ KPIs.

Other conditions:

- (a) In respect of exceptional candidate with international exposure in capital market or relevant field, the above qualification may be relaxed by the BOG of the Fund mentioning the reason thereof.
- (b) The recruitment of the COO of CMSF will be guided by the Bangladesh Securities and Exchange Commission (Capital Market Stabilization Fund) Rules, 2021.
- (c) A shareholder or director of any capital market intermediary is not eligible for this position.
- (d) The Board reserves the right to accept / reject any application without assigning any reason whatsoever. Only short-listed candidates will be contacted.

Instruction:

Prospective candidates are invited to submit application with full résumé and recent passport size photograph(s) by **10 Oct, 2021** to Chairman, Capital Market Stabilization Fund (CMSF), 8 Rajuk Avenue, Motijheel C/A, Dhaka-1000 or to the e-mail: chairman.cmsf@gmail.com. Please mark the envelope and/or email heading as “Application for the position of **Chief Of Operation (COO)**”.