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## GM/Head of Operations

Location: Karachi

### Engaging tasks await you to

- Supervise and taking leading role and responsibility of the Exchange's operations, including but not limited to:
  - Trading Right Entitlement Certificate Holders' Affairs
  - Companies Affairs
  - Administration
  - Budgeting of Operations Department
  - Human Resources including departmental staffing, development and performance measurement/ management
  - Oversight of IT operations along with the MD
- Provide supportive role in marketing initiatives for new listings of companies, introduction of new Products and advocacy activities.
- Liaise with regulatory, law enforcement, government agencies in terms of inquiries/communications/actions related to the PSX and the capital market under guidance of the Board and the Managing Director
- Have close coordination with the Chief Regulatory Officer (CRO) for framing of Regulatory Procedures for new products, improvement in existing Products suggested by commercial wing and compliance related matters.
- Contribute in various Board Committees of commercial nature, as and when required.
- Maintain close relationship with regulators, other capital market institutions, market participants, industry experts and other stake-holders.
- Lead all activities relating to securities trading on PSX platform, address queries and resolve complaints related to commercial operations and customer services.
- Ensure effective implementation of approved business policies, procedures and system of internal controls.
- Keep the Managing Director updated on important developments as related to Exchange's operations, public interest and integrity of the Capital market.
- Act as a Business Continuity Manager of the Exchange and actively participate in the overall business continuity management system in close coordination with Chief Information Se-

### You possess following skills and experience

- Should be a member of a recognized body of a professional accountants or possesses a post-graduate degree in finance, accountancy, business management, commerce, economics, capital market and financial services or other related discipline from a university recognized by the Higher Education Commission of Pakistan, or equivalent
- Should have a minimum experience of seven years in a senior level managerial position preferably as chief operating officer/ Head of Operations at the securities exchange or have served at a senior management position preferably as chief operating officer/ Head of Operations for a period of ten years in any other company of substantial size in the regulated financial services sector.
- Should not have been in service as any senior management position with any TRE certificate holder or an associated company of such TRE certificate holder during the last three years.
- Age of candidate should not above sixty years of age.
- Should have strong communication and interpersonal skills. The role requires frequent presentations and interactions with PSX Board of Directors and senior management.
- Should have a deep understanding of human resource management principles, practices, and procedures.
- Should have a demonstrated ability to groom existing managers to be the leaders and develop staff to become future managers.
- Should have an experience in strategic planning and execution as well as understanding of the organization's goals and objectives.
- Should have a proven leadership ability to apply in solving business problems.
- Should have a reasonable knowledge of applicable laws and regulations relating to Operations.
- Should have the ability to set and manage priorities under the overall guidelines provided by the Board of Directors