



# Career Opportunity

## **Assistant Manager (AM) Product Management & Research Department**

Pakistan Stock Exchange is the only Stock Exchange of Pakistan, having its TREC Holders in Karachi, Lahore and Islamabad. PSX's mission is to contribute to the economic development of Pakistan by providing a fair, transparent, and efficient marketplace to facilitate capital formation for the benefit of investors, issuers and all stakeholders. In order to support its mission critical operations, PSX has implemented state of the art technology infrastructure and applications.

PSX is looking for a talented, qualified and highly motivated individual for the role of **Assistant Manager** in the Product Management & Research Department which shall be **based in Karachi Office**. A competitive salary package will be offered to the chosen candidate. PSX is an equal opportunity employer and female candidates are encouraged to apply.

The position's key responsibilities, skillset and educational requirements are given below. Interested candidates can apply at Company's Website <https://www.psx.com.pk/psx/careers> or at email address [hr@psx.com.pk](mailto:hr@psx.com.pk) by **May 22, 2023**.

### **Key Responsibilities:**

- Support in various aspects of PSX product development and research including creation of new products, research reports and historical data analysis
- Assist in defining and building the business case for new product development by conducting primary and secondary research
- Conduct detailed research on global exchange products, regional comparison of securities market products/policies and regulation, along with detailed studies of pricing and licenses
- Assist in the periodical rebalance process of Indices and/or the associated implementation of any changes
- Collaborate with internal and outside stakeholders to develop and ESG/sustainability framework for PSX indices/products
- Conduct research/analyze Environmental, Social and Governmental (ESG) issues in detail
- Carry out sustainability research involving reviewing various documents such as sustainability guides, company annual reports, as well as other corporate and third-party publications. The research involves both qualitative and quantitative analysis
- Collaborate with internal and outside stakeholders to develop and ESG/sustainability framework for PSX indices/products
- Assist in Data Vending Products, Exchange Traded Funds, Indices, Fixed Income Securities etc.
- Assist in managing other products/research related projects/tasks of various sizes and scope
- Develop Business Requirements Documents (BRD) and Market Material for various exchange products, Index Brochures, Notices, and Marketing Material for new indices
- Assist in other miscellaneous department tasks including preparation of general documents/ minutes of meetings / various write ups for research purposes

### **Required Skills:**

- The candidate should have a strong understanding of ESG
- Should have the ability to multitask and prioritize assignments to produce high-quality work in a demanding, fast-paced environment
- Should have excellent written and communications skills
- Should be good with MS Office, well-versed in using MS Excel (Advance User)
- Knowledge of VBA, Power BI, Tableau etc., is beneficial

### **Preferred Education, Experience and Certifications:**

- Minimum Bachelor's degree in Business/Finance/Economics from a reputed university
- 1-3 years of work experience in a financial organization or market research will be a plus
- Preference will be given to CFA level-II candidate