



VACANCY INFORMATION PACKAGE

Position

Position title:	Chief Executive Officer
Reports to:	Board of Directors for SPSE
Status:	Full time – 3 Year Fixed Term Contract subject to renewal based on performance
Remuneration Package:	FJ\$89,578 to FJ\$140,394 includes Base Salary plus a performance based bonus, superannuation, housing allowance, a fully maintained company vehicle, company mobile phone, premium health insurance policy and other benefits

About us

The South Pacific Stock Exchange (SPSE) is the only licensed securities exchange in the South Pacific, licensed under the 2015 Companies Act of Fiji. It facilitates mobilisation of funds through capital raising in the primary market and provides an effective, fair and transparent platform for trading of securities in the secondary market. Through a subsidiary, Central Share Registry Limited, SPSE also handles all the registry matters for most of the listed companies. With a market capitalisation of over FJD1 billion, SPSE is about to enter an exciting new phase in its development which presents a challenging but rewarding time to lead this team.

Established in 1979, the organisation progressed from a trading post to an open outcry trading mechanism in 1996. In 2010, SPSE installed a state-of-the-art electronic trading system sub-licensed through National Stock Exchange of Australia. SPSE has 19 securities listed on its 4 boards with 3 stockbroking firms who have representatives licensed to trade in the market.

Given that the market is still developing, SPSE focuses on the following areas:

- Promotes investor education and stock market awareness programs to encourage saving and investing
- Encourages the listing of new companies
- Ensures compliance by listed companies and brokers
- Performs market surveillance to ensure the maintenance of market integrity
- Ensures proper dissemination of information to the market
- Maintains transparent and efficient trading and settlement processes

About the Opportunity

Reporting to the Board of Directors, the Chief Executive Officer will be responsible for driving the strategic direction of the organisation and overseeing the day to day operations and financial management of SPSE. The CEO will play a key role in the management of all existing projects and ensure attainment of long term sustainability of the organisation by identifying new business opportunities. The CEO will be required to liaise and engage with a range of stakeholders including government representatives to ensure the organisation's success.

Position Description

The Chief Executive Officer (CEO) is responsible for the direction and leadership of the organisation and the achievement of the organisation's strategic plan, annual goals and objectives. The CEO is also responsible for providing consistent high level advice to the Board of Directors on operations, policy and planning.

Position Responsibilities

1. Manage the organisation in accordance with the financial and business plans, strategies and budgets
2. Develop and maintain sound financial practices and policies that contribute to the financial sustainability of the organisation
3. Ensure compliance with contracts, relevant regulations and legislations, including maintaining an awareness of changes that impact business insurance, superannuation, workers compensation, and taxation requirements
4. Develop and implement organisational policies and procedures that promote the effective utilisation of resources and support the organisation's strategic direction
5. Effectively manage staff performance, ensuring the completion of probation and performance reviews, updating of position descriptions and duty statements
6. Ensure the provision of relevant professional development and training to all employees
7. Maintain and develop an organisational culture that ensures high levels of engagement
8. Ensure that the organisation continually strives to improve the quality of the services it provides and to foster innovation, learning and professional growth
9. Monitor the industry, market and trends and undertake activities to ensure the long term sustainability of the organisation
10. Ensure a high level of corporate and regulatory compliance within the organisation and amongst other stakeholders as the front line regulator
11. Coordinate the identification, assessment and management of organisational risks
12. Develop and maintain relationships within the industry and with key external stakeholders to enhance partnership, funding/assistance for projects being carried out by SPSE.

Selection Criteria

Applicants should:

- Either hold postgraduate qualification, preferably at a Masters level, or a recognised degree with relevant postgraduate diploma;
- Minimum of six years appropriate work experience including at least three years at a managerial level;
- Sound leadership skills, exceptional interpersonal and communication skills and a proven record of successful staff management;
- Demonstrated experience and skill in developing and managing budgets including the ability to read, understand, interrogate and present a Profit and Loss statement, Cash Flow and Balance Sheet;
- Demonstrated experience and skill in high level strategic and operational planning to ensure the achievement of organisational objectives; and
- Up to date knowledge and understanding of the capital markets industry.

How to Apply

All applications will be regarded as confidential and must include:

- A covering letter
- A copy of your resume
- Copies of educational certificates with accompanying transcripts
- Names and contact details of three referees

Please do not include original documentation in your application.

Applications with detailed and verifiable curriculum vitae clearly marked "Chief Executive Officer Vacancy" and addressed to:

The Chairperson,
South Pacific Stock Exchange,
GPO Box 11689,
Suva

or hand delivered to SPSE Office at:

Level 2, Provident Plaza 1
FNPF Boulevard
33 Ellery St
Suva

or e-mailed to info@spse.com.fj.

Applications must be received no later than 5.00pm on **Friday, 7th April 2017**.