

# **Draft Policy Guideline**

## **CMSF Young Professional Programme**

### **1. Context**

Capital Market Stabilization Fund (CMSF) was established by the Bangladesh Securities and Exchange Commission (Capital Market Stabilization Fund) Rules, 2021 by the Bangladesh Securities and Exchange Commission (BSEC) in the exercise of the powers conferred by section 33(1) of the Securities and Exchange Ordinance, 1969. CMSF acts as a custodian of undistributed cash and stock dividend, non-refunded public subscription money and un-allotted rights shares from the issuer of listed securities. Cash and stocks in the fund will be returned back on due claim by the shareholders or investors at any time in the indefinite perpetuity.

### **2. Young Professionals Program (YPP)**

The Capital Market Stabilization Fund (CMSF) is mindful of the skill development needs of fresh graduates as well as the need for trained human resources requirements for the Capital Market. In this regard, two new programs are being contemplated. These are the Internship program and the Young Professionals Program (YPP). YPP looks for enthusiastic, career-focused graduate professionals. By joining CMSF, individuals will not only comprehend corporate operations but also have a strong understanding of the capital market. The Young Professionals Program (YPP) is a recruitment program to attract highly qualified and motivated individuals to CMSF. YPP provides the foundation for a challenging and rewarding professional career in an international development environment and offers a wide range of opportunities to develop professional skills and an understanding of CMSF's operations, policies, and procedures. Additionally, they will get the chance to practice effective networking, communication, decision-making, and critical thinking. We have panels of highly regarded and well-known government and non-government higher officials and leaders at CMSF. This is an excellent chance for the newcomers to learn from experience and expertise. Under a structured guideline, Young Professionals (YPs) will contribute to the achievement of CMSF's future strategy.

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### 3. Program Offerings

The CMSF Young Professionals Programme seeks to provide a unique opportunity for persons below the age of **30** years of exposure to Capital Market Stabilization, Planning and Development. It seeks to engage persons with a passion for development and the potential to become future leaders in their respective fields. Under this programme, highly qualified, motivated individuals will work in the CMSF in areas that are relevant to Capital Market Stabilization and will provide high-quality professional inputs in the respective areas. This highly selective programme requires candidates to demonstrate proven academic, credentials, professional achievement, and leadership qualities.

Selected Young professionals (YPs) are offered a **Contractual/Fixed-term appointment of ..... months/years**. YPs will be initially placed in one of the departments in the CMSF Head-office where they can gain foundational experience of CMSF's operations, then assigned to another department as a rotational assignment for **nine months**. The rotational assignment will be carried out in a field related to the initial placement whereby YPs are expected to broaden their experience and deepen their knowledge of the subject matter.

Throughout the program, YPs will be offered a variety of development opportunities. They will also be entitled to a number of learning programs, both in-house and external, some of them specifically designed to provide for the needs of the YPs. Towards the end of the program, YPs are encouraged to seek internal opportunities should they wish to remain in CMSF.

### 4. Eligibility

#### 4.1. Qualifications

**Essential:** Persons having Masters's degree in HRM/Public Administration/Development Studies/Management/Accounting/ Finance or any other relevant discipline from recognized and well-reputed university with very good knowledge of English.

**Desirable:** Persons with additional qualifications, research experience, published papers, and post-qualification experience in the relevant field would be preferred.

#### 4.2. Additional qualifications:

- Excellent communication skills and proficiency in Microsoft 365 (Word, Excel, PowerPoint, Outlook, etc.)
- Excellent written and verbal communication skills (English & Bangla)
- Outstanding organizational and time management skills.
- Able to work under pressure and maintain strict deadlines.
- Proactive approach to problem-solving.
- Ability to multitask.

- Responds positively to feedback and differing points of view.
- Ability to provide input to business process re-engineering and implementation of the new system.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

## **5. Work Experience**

A minimum of one-year working experience in financial organizations particularly in the Capital Market area will be added as an advantage.

## **6. Job Responsibilities (Not Limited To)**

- Support conducting in-depth research on the trends of the Capital Market and conduct direct buying and selling of listed securities.
- Assist in ensuring settlement of investors' claims as per Rules.
- Interact with relevant Stakeholders/Community of Practice (COP) on their needs
- Support to develop and regularly updating training and learning plan
- Recordkeeping of documents and important decisions to ensure information is organized and easily accessible.
- Provide assistance to compute taxes, prepare tax returns, ensuring compliance with HRM Department.
- Provide support in process improvement and change management.
- Organize routine activities (where needed) through secretarial and administrative support under the supervisor's guidance.
- Arrange internal and external meetings (including date, time, location, guest list, and invitations)
- Draft all forms of communications and notes as per dictation
- Any other tasks assigned by the supervisor

## **7. Place of Posting**

CMSF office, Dhaka

## **8. Period of Engagement**

YPO to be assigned for a period of 9 months. After successful completion of the assignment, he/she will be kept in the HR Roster for the future reference. Preferences will be given to the former YPOs at the time of the recruitment of Junior Executive of CMSF.

## **9. Performance Appraisal Board (PAB)**

A four (4) Members Performance Appraisal Board (PAB) be chaired by the Hon'ble Chairman of the CMSF will appraise the work and performance of the YP after every three months. The PAB will advise HR to continue or discontinue the contract of YPs based on the Annual Performance appraisal.

## **Structure of the Performance Appraisal Board (PAB)**

- a) Hon'ble Chairman – Chairperson
- b) Chief Operating Officer – Member
- c) Head of Human Resource Management – Member
- d) Head of the respective unit of CMSF – Member

## **10. Capacity Building**

CMSF Young Professionals shall be provided orientation training for a week for acquiring job-related skills.

## **11. Leave**

Along with all government holidays, additional leave of 12 days shall be allowed in nine-month tenure of service on a priority basis.

## **12. Recruitment of the New YPs**

Based on the requirement, the concerned division will send a request to the HR Division on a half-yearly basis i.e., by February and August of every year. HR will invite applications for the available slots in consultation with the senior management.

All the applications received in response to the vacancies advertised will be scrutinized and shortlisted by the HR Division in accordance with eligibility and other conditions prescribed and in the light of YPP Guidelines. This will be done by a Screening Committee consisting of the following:

- a) Head of the HR Division - Chair
- b) Assistant Manager level officer – Member

## **13. Annual Performance Report**

An annual Performance Appraisal of the Young Professionals would be undertaken through an Annual Performance Report (APR). In order to bring objectivity, an assessment would be done by the reporting officer of the Division and countersigned by the Head of the Division/Unit. The Division shall forward the APR for the preceding assessment year to HR and Admin within one month prior to completion of the term for each year. In case of Young Professionals working with Chairman, the assessment shall be conveyed by the Chairman to HR and Admin to the concerned Young Professionals.