



فرص توظيف للقطريين ببورصة قطر



شواغر وظيفية

Database Administrator

مسؤول قاعدة بيانات

Market Development Manager

مدير شؤون تطوير السوق

Venture Market Manger

مدير شؤون السوق الناشئة

Sr. Internal Auditor

مدقق داخلي اول

Office Manager

مدير مكتب

Information Security Officer

مسؤول أمن المعلومات



Please Submit your CV by quoting the position number to

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Note: Only shortlisted Candidates will be contacted.

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شواغر وظيفية

مدقق أول داخلي

- وضع خطط التدقيق بما يتلاءم مع مهام ومسؤوليات التدقيق الداخلي وبما يكفل القيام بعمليات التدقيق الأولية والمتابعة وفقا للمعايير المهنية بما في ذلك متابعة ملاحظات ونتائج عملية التدقيق والتأكد من قيام الأطراف ذات العلاقة بعمل الإجراءات التصحيحية المطلوبة بشأنها.
- إعداد وتقييم نتائج أعمال التدقيق وتقديمها مع توصيات مدير التدقيق الداخلي على شكل تقارير شفوية ومكتوبة.
- التأكد من أن إتباع سياسات التدقيق ، وتقييم مدى كفاية وفعالية الإجراءات المحاسبية الداخلية وأنظمة التشغيل والضوابط.
- التنسيق مع مدققي الحسابات الخارجيين وتقديم المساعدة لهم عند الاقتضاء

مدير شؤون السوق الناشئة

- إجراء البحوث و الدراسات لتحديد و تطوير الشركات المرشحة للإدراج في السوق.
- تطوير العلاقات مع الجهات الحكومية التي تركز على قطاع الشركات الصغيرة والمتوسطة في قطر بما في ذلك بنك قطر للتنمية وغرفة قطر.
- تطوير العلاقات مع الجهات ذات العلاقة في السوق (مثل المصارف وشركات الوساطة والحسابات وشركات الاستشارات القانونية) مع التركيز على بناء العلاقات مع الشركات الصغيرة والمتوسطة في كل من قطر ودول مجلس التعاون الخليجي.
- تقييم أفضل الممارسات في قطاع الشركات الصغيرة والمتوسطة على الصعيد العالمي وإجراء تقييم مستمر لنهج بورصة قطر في هذا المجال وذلك من أجل تلبية متطلبات التنافسية والظروف المتغيرة في السوق.
- المساعدة في تنظيم المناسبات التي تستقطب قطاع الشركات الصغيرة والمتوسطة في قطر ودول مجلس التعاون الخليجي.
- إدارة بيانات و ملفات عملاء سوق بورصة قطر للشركات الناشئة

مسؤول قاعدة بيانات

- رصد قواعد بيانات الامن والمستخدمين.
- استكشاف أية مشاكل مع قواعد البيانات تركيب وتكوين قواعد البيانات..
- صيانة وإدارة الوصول إلى قواعد البيانات
- تحديث واختبار النظام

على المرشحين الذين يستوفون الشروط المذكورة أعلاه التقدم بطلباتهم على الايميل ادناه

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شواغر وظيفية

مسؤول أمن المعلومات

- تحديد وتقييم المخاطر الأمنية لتكنولوجيا المعلومات والسياسات والإجراءات والمعايير الفنية.
- تصميم وتخطيط وتنفيذ الضوابط الداخلية في مجال الأمن التقني.
- تصميم وصيانة ومراجعة تكنولوجيا المعلومات الهيكلية الأمنية.
- إدخال تحسينات في دعم مراقبة المخاطر تكنولوجيا المعلومات والسيطرة.
- التحقيق في تقرير عن أي حوادث أمنية
- إجراءات النسخ الاحتياطي والاسترداد وتنفيذ خطة التعافي من الكوارث

مدير مكتب

- تخطيط وتنسيق والحجز للإجتماعات ، ترحيب الزوار. أخذ محضر للإجتماعات ، إعداد العروض التقديمية ، توفير و متابعة لقرطاسية واللوازم المكتبية ، إدارة المطالبات والفواتير الحسابية ، الرد على الهاتف و متابعة المواضيع .
- الإدارة فعالة لمكتب مدير الإدارة (التسويق والمبيعات) يوما بعد يوم من خلال توفير الدعم الإداري المهني للمدير والموظفين الآخرين كما هو مطلوب ، تخطيط وتنسيق والحجز للإجتماعات ، ترحيب الزوار. أخذ محضر للإجتماعات ، إعداد العروض التقديمية ، توفير و متابعة لقرطاسية واللوازم المكتبية ، إدارة المطالبات والفواتير الحسابية ، الرد على الهاتف و متابعة المواضيع .

مدير شؤون تطوير السوق

- تطوير القواعد التنظيمية لتعزيز سوق قطر والبيئة التنظيمية للتمكين من تنفيذ الفرص الجديدة وزيادة قاعدة المستثمرين الأجانب المحلية.
- تصميم الهيكل و الإطار التنظيمي لإطلاق منتجات جديدة.
- تعزيز التكامل بين المبادرات هيكل قطر سوق في أسواق رأس المال الدولية.
- تطوير وتعزيز الإطار التنظيمي لتعزيز أحجام التداول والعائدات على كافة الأدوار.
- دراسة المقترحات الحكومة المنظمة للتنمية والتغيرات في أسواق قطر.
- قياد المبادرات مثل المتاجرة بنظام الهامش.

على المرشحين الذين يستوفون الشروط المذكورة أعلاه التقدم بطلباتهم على الایمیل ادناه

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Job Description



بورصة قطر
Qatar Stock Exchange

Job Title	Database Senior Officer
Dept.	IT
Reports to	Applications and Development Manager

Key Accountabilities

- Establish database services (data store, data warehouse, etc.) requirements.
- Implement and manage database services solution.
- Manage database's performance and capacity.
- Define data backup and recovery requirements.
- Perform and manage backup and recovery.
- Optimize the use of databases across QSE by staying current on any relevant enhancements

Knowledge, Skills and Experience Required

- Over 2 years of relevant experience
- Knowledge of and experience in various database administration functions
- Experience in using Microsoft Office tools
- Understanding of the principles of database management

Database Senior Officer (001)

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Job Description



Job Title	Market Development Manager
Dept.	Products and Market Development
Reports to	Director of Products and Markets

Key Accountabilities

- Develop QSE regulatory framework and rules to enhance Qatar Market Structure and Regulatory environment to enable implementation of new products and increase domestic foreign investor base
- Design regulatory framework and market structure for the launch of new products
- Enhance integration of Qatar Market Structure initiatives into international capital markets
- Develop and enhance regulatory framework to enhance trading volumes and revenues on all QSE roles
- Lobby Government and regulator to deliver initiatives which enhance Qatar as a financial centre and support the development of QSE's markets
- Respond to Government and Regulator proposals for development and changes of Qatar markets
- Responsible for driving initiatives like margin trading

Knowledge, Skills and Experience Required

- Over 5 years of relevant experience
- Extensive knowledge of the local and international financial markets
- Understanding of market liquidity requirements and product potentials.
- Good understanding of corporate actions consequences both from a corporate and a market perspective
- Negotiation skills to partner with market makers while bearing in mind the interest of the exchange

Market Development Manager (002)

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Job Description



Job Title	QE Venture Market Manager
Dept.	Listings
Reports to	Director of Listings

Key Accountabilities

- Work with Business Development Manager and Senior Business Development Officer to deliver sales plans and targets for new business opportunities for QE Venture Market.
- Research, identify and develop candidate companies in conjunction with SME community (including QDB and Qatar Chamber) for QE Venture Market.
- Research and prepare marketing material for business development function to assist in the marketing of QE Venture Market.
- Develop relationships with government organizations focused on SME sector in Qatar including QDB and Qatar Chamber.
- Develop relationships with market practitioners (banks, brokers, accountants and lawyers) with a specialist focus on SMEs both in Qatar and GCC.
- Collate and present company, sector and market data with a particular focus on data re SMEs in Qatar and globally.
- Provide general business development support.
- Evaluate best practice in SME sector globally and evaluate on an ongoing basis QSE approach in order to meet changing market and competitive conditions.
- Deliver agreed marketing communications' messages to target client base.
- Assist in the organization of SME targeting industry events in Qatar and the GCC as appropriate.
- Manage QE Venture Market client's files/data.
- Act as prime contact point both internally and externally for all matters relating to QE Venture Market database.

Knowledge, Skills and Experience Required

- Degree educated, preferably in Finance, Economics or Accounting.
- Ideally experience of working in financial markets and with background in SME sector.
- Ideally knowledge of SME sector in Qatar.
- Knowledge of the regulatory environment within the stock exchange universe useful but not essential.
- Strong interpersonal, written and oral communication skills including presentation skills.
- Good general PC and software skills including Word, Excel and Powerpoint.

QE Venture Market Manager (003)

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Job Description



Job Title	Senior Internal Auditor
Dept.	Internal Audit
Reports to	Director of Internal Audit/Risk

Key Accountabilities

- Assist the Internal Audit Director in identifying and evaluating significant exposures to risks within the functional infrastructures and processes.
- Develop audit plans which fulfill the responsibility of Internal Audit and performs initial and follow-up audits in accordance with professional standards including following up on audit findings to ensure that corrective actions have taken place.
- Perform general and application control reviews for simple to complex computer information systems.
- Perform information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Direct and perform reviews of internal control procedures and security for systems under development and enhancements to current systems.
- Maintain and develop computerized audit software.
- Evaluate audit findings; prepares and presents the results of audit work and recommendations to the Internal Audit Director in the form of oral and written communications.
- Consult with and advises administrators and relevant employees on various operational issues related to computerized information systems, and on general business operations as needed.
- Ensure that accepted accounting and audit principles and policies are followed, and evaluates the adequacy and effectiveness of internal accounting procedures and operating systems and controls.
- Liaise with and provide assistance to External Auditors, as appropriate.
- Keep abreast of QSE's policies and procedures, current developments in accounting and auditing professions, state-of-the-art technology, equipment, and/or systems, and changes in laws, as applicable.

Knowledge, Skills and Experience Required

- Over 3 years of related experience in finance, accounting or audit
- Knowledge of auditing concepts, principles, standards and procedures
- Understanding of key business processes and ability to identify opportunities for process improvement and control
- High attention to detail

Senior Internal Auditor (004)

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Job Description



Job Title	Office Manager
Dept.	CEO's Office
Reports to	CEO

Key Accountabilities

- Manage day to day operations in the CEO's office
- Oversee and manage the role of the Executive Assistant
- Receive and appropriately organize and file all communications addressed to the CEO and any other records
- Manage minor CEO projects from a logistics and administration point of view
- Manage CEO guest arrangements, meet and greet guests
- Travel with the CEO for overseas meetings as needed and manage logistics when overseas
- Prepare and edit any high priority or confidential correspondence, reports and presentations
- Indirectly oversee all Executive Assistants at QSE to ensure they meet Directors expectations and work quality standards for all EA's at QSE
- Work closely with Directors and HR to ensure EA's undergo training and development as required, including for those areas related to their Department (as needed)
- Manage EA's roster when EA's are on leave or unable to attend work
- Facilitate grievances or issues with HR and the Department

Knowledge, Skills and Experience Required

- Over 2 years of experience in a similar role
- Strong organizational skills
- Excellent interpersonal skills
- Strong ability to multitask and prioritize tasks appropriately
- Good Microsoft Office Skills
- Excellent oral and written communication skills

Office Manager (005)

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Job Description



Job Title	Information Security Officer
Dept.	Risk Management
Reports to	Director of Risk Management

Key Accountabilities

- Identify and assess IT and information security risks
- Develop and implement effective and comprehensive information security policies, procedures and technical standards
- Design, plan and implement internal controls, particularly technical security protocols
- Design, maintain and continuously review IT security frameworks and procedures
- Evaluate the security implications of specialized areas in technology or business strategy
- Review and improve IT risk monitoring and control procedures
- Investigate, report and follow up on security incidents
- Attain and maintain detailed knowledge of security legislation and regulations, security alerts and technology threats
- Develop, implement, test and maintain IT disaster recovery plans and strategies
- Test backup and recovery procedures and recommend improvements where necessary

Knowledge, Skills and Experience Required

- Over 5 years of relevant experience
- In-depth knowledge and experience of information security standards like ISO17799, ITIL, COBIT
- Strong technical skills (Active Directory, proxy, antivirus, network security, encryption, vulnerability assessment/penetration testing, web services security, etc.)
- Strong analytical and reasoning skills

Information Security Officer (006)

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