

MAURITIUS POST FOREIGN EXCHANGE CO. LTD

VACANCY FOR THE POST OF CONFIDENTIAL SECRETARY

The MAURITIUS POST FOREIGN EXCHANGE CO. LTD (MPFE) is Licensed by the Bank of Mauritius as a Foreign Exchange Dealer to offer Money Transfer and Money Changer Services. We are looking for suitably qualified candidates to fill the post of **CONFIDENTIAL SECRETARY** on a permanent basis.

I. QUALIFICATIONS AND OTHER REQUIREMENTS

A. Candidates should possess –

- i. School Certificate with credit in five subjects including English, French, Mathematics or Principles of Accounts obtained at not more than two sittings or passes not below Grade C in at least five subjects including English, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” or any other alternative equivalent qualifications acceptable to the Board, and,
- ii. Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”
- iii. Five (5) years working Experience in the field.

OR

B. Candidates should possess –

- i. School Certificate with credit in five subjects including English, French, Mathematics or Principles of Accounts obtained at not more than two sittings or passes not below Grade C in at least five subjects including English, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” or any other alternative equivalent qualifications acceptable to the Board and,
- ii. Ten (10) years working Experience in the field.

II. DUTIES

1. To arrange appointments and deal with enquiries.
2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
3. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
4. To ensure that meetings are well organised and take place in time and appropriate information is made available.
5. To coordinate and monitor the work of staff under the control of the Managing Director control;
6. To act as secretary for meetings and committees as and when required;

7. To assist in HR Management Functions
8. To assist in the selection and recruitment process;
9. To be responsible for hospitality;
10. To organize official functions as and when required and welfare activities as necessary;
11. To arrange for proper office accommodation, furniture and equipment;
12. To ensure the judicious use of office equipment (telephone, fax, word processors, photocopying machines, etc..) and to make arrangements for their proper maintenance and repairs;
13. To monitor the use of the MPFE Assets and to organize transport for official purposes;
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Confidential and Administrative Secretary in the roles ascribed to him/her.

III. REMUNERATION

An attractive remuneration package would be attributed to the selected Candidate.

IV. MODE OF APPLICATION

Interested and Qualified candidates should submit their application along with educational certificates, birth certificate, National Identity Card, testimonials, curriculum vitae and other relevant supporting documents which should be addressed to the Managing Director, Mauritius Post Foreign Exchange Co. Ltd, 1, Sir William Newton Street, Port Louis, 11328. Envelopes should be clearly marked on the top left-hand corner for the post applied.

V. CLOSING DATE

Application should reach the aforesaid address, not later than 15 00 hours (local time) on 9th October 2024. Applications received after the specified closing date and time will not be considered. The MPFE reserves the right –

- (i) to convene only the best qualified candidates for interview; and
- (ii) not to make any appointment following this advertisement.

04 October 2024