



Particulars for the post of Manager, Corporate Services

Roles and Responsibilities

To be responsible for providing management support, advice and organizational oversight to specifically address administrative and human resource policies, strategies, systems and processes in line with the goals and objectives of the Construction Industry Development Board

Qualifications:

By selection from among candidates who –

- A. are registered as Professional Accountant with the Mauritius Institute of Professional Accountants (MIPA) in accordance with section 51(2) of the Financial Reporting Act 2004

OR

- B. (i) are Members of the Institute of Chartered Secretaries and Administrators; and,
- (ii) possess a Master's degree in Management or Business Administration from a recognized institution or an equivalent qualification acceptable to the Council
- C. possess –
- (a) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”;
- (b) A degree in Finance or Administration or Management or Economics from a recognized institution; and

- (c) a Master's degree in Management or Business Administration from a recognized institution

OR

Equivalent qualifications to C(a), C(b) and C(c) above acceptable to the Council

D. Candidates should also -

- (i) reckon at least seven years post registration/qualification experience at senior management level preferably in the formulation of policy in the construction industry.
- (ii) be computer literate;
- (iii) have a sound track record in business administration, budgeting, human resource management and corporate services; and
- (iv) have good leadership, communication and business planning skills;

Note

Qualification at C(a) above should have been obtained prior to qualification at C(b) above and qualification at C(b) above should have been obtained prior to qualification at C(c) above. However, candidates who, as at 30 June 2008, did not possess the qualification at C(a) above, will also be considered provided they hold -

- (a) a Cambridge School Certificate or Passes at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Council; and

(b) a PhD or a second Master's Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Council.

Qualification (a) under '**Note**' should have been obtained prior to qualifications at C(b) and C(c) above and at (b) under 'Note'.

Candidates should produce written evidence of experience claimed.

Salary: Rs 48,750 x 1,250 – 50,000 x 1,500 – 56,000 x 2,000 – 60,000

Mode of Application: Please submit a detailed CV along with the Application Form and copies of Certificates and testimonials.

Age Limit: *Candidates unless already in the public service should not have reached their 40th birthday by the closing date for the submission of application.*