



MAURITIUS REVENUE AUTHORITY

VACANCY NOTICE

The Mauritius Revenue Authority (MRA), established by the MRA Act 2004, is a body corporate and acts as an agent of the State for revenue collection, management of the Revenue Laws and the provision of an enhanced service to taxpayers.

The MRA is looking for qualified and experienced candidates, with the proven integrity, for the following posts:

- A. Section Head (IS Department)**
- B. Team Leader (HR & Training)**
- C. Assistant Systems Analyst (IS Department)**
- D. Finance Officer**
- E. Secretary**

A. Section Head (IS Department)

Qualifications

Higher School Certificate with 3 subjects at A-Level (Maths & Physics will be an advantage).

Bachelor degree from a recognised university/institution in Information Technology/Information Systems/Computer Science or any equivalent qualification relevant to the above field

Possession of an Master's degree in the above fields or Business Administration will be an advantage

Professional Certification in the ICT field will be a further advantage (e.g. MCSE, CCNS, etc)

Experience

10 years' experience in a large Information Systems department, of which 5 years' should be in a senior role, including relevant experience in project management and implementation of high level information systems

NOTE: The post of Section Head will be filled on a fixed term contract basis for a period of 3 years, with possibility of renewal.

B. Team Leader (HR & Training)

Qualifications

Either a university degree in Human Resources Management; or

A university degree in any field and a professional qualification in Human Resource Management from a recognised institution

Experience

7 years' experience in human resource management, of which 3 years should be in a senior position

Note:

- (i) Experience in Training Management, Employee Relations & handling of court cases would be an advantage
- (ii) Candidate should be proficient in the use of office tools (Word, Excel and Powerpoint)
- (iii) Experience in operating a Human Resource Management System (HRMS) based on the Oracle or SAP would be an added advantage

C. Assistant Systems Analyst (IS Department)

Qualifications

Higher School Certificate with 3 subjects at A-Level

Bachelor degree from a recognised university/institution in Information Technology/Information Systems/Computer Science or any equivalent qualification relevant to the above field

Industry recognised certifications in Information Systems implementation (for example OCP/MCSD) and experience in all phases of the implementation of Information Systems in an Oracle/SAP environment will be a definite advantage

Experience

At least 2 years post qualification experience in the implementation of Information Systems based on ERP or RDBMS or web technologies

D. Finance Officer

Qualifications

A university degree in Accountancy, Economics, Finance or Commerce or an equivalent professional qualification in any of those subjects

Experience

3 years' experience in the finance department of a large organisation

E. Secretary

Qualifications

Either a Cambridge Higher School Certificate or passes in at least two subjects obtained in one certificate at the General Certificate of Education "Advanced Level", and a Certificate in Secretarial Studies.

Experience

3 years' experience as secretary.

Should be well versed with office packages.

Mode of application

A copy of latest declaration of asset and application forms (available on the same website) duly filled-in and supported by photocopies of all certificates and **evidence of experience claimed**, should be sent to the following:

Director, HR & Training, Mauritius Revenue Authority, Custom House, Mer Rouge, Port Louis

Closing date: 1600 hours on 30 November 2011

Note

- (A)
- i. The MRA encourages persons with disabilities to apply for the said posts.
 - ii. Envelope to be marked by the relevant post applied for on the top left-hand corner.
 - iii. Application should be made on the official MRA application form with copies of all relevant documents. Application not made on the prescribed form and/or incomplete application, and non- submission of the required documents may entail elimination from the selection exercise.
 - iv. Candidates may be required to sit for an assessment prior to the interview.
 - v. Late applications **will not** be considered.
- (B) MRA reserves the right:
- i. To call only the **best qualified and experienced** candidates for the selection exercise; and
 - ii. Not to make any appointment as a result of this advertisement.