



Central Electricity Board (CEB)

VACANCY NOTICE **Corporate Secretary**

Applications are invited from suitably qualified candidates who wish to be considered for the post of **Corporate Secretary**.

Profile and Qualifications

A Degree holder in Law or Institute of Chartered Secretaries and Administrators (ICSA) qualified;

OR

An alternative qualification acceptable to the Board.

B Candidates should:

- Be a structured thinker, with an ability to communicate effectively and to relate to people at all levels;
- Have the ability to work under pressure and meet tight deadlines;
- Have strong oral and written communication skills in English and French;
- Be computer literate.

C Proven and established experience will be an advantage.

Salary and Other Benefits

An attractive salary and other benefits will be provided to the selected candidate, commensurate with qualifications and experience.

Main Responsibilities and Duties

Prospective candidates are requested to visit the CEB's website (<http://ceb.intnet.mu>) to take cognizance of the desired profile, main responsibilities and duties of the above post.

Mode of Application

Interested candidates should submit their applications on the prescribed form available at the CEB Corporate Office, Ebène or on our website (<http://ceb.intnet.mu>) together with a **comprehensive CV, photocopies of relevant academic and professional certificates plus evidence of work experience claimed**. The application

should be sent by registered post to the **Human Resources Manager, Central Electricity Board, Corporate Office, P.O. Box 134, Rue du Savoir, Cybercity, Ebène** on or **before the closing date**. The envelope should be clearly marked with the post applied for on the top left-hand corner.

Closing Date

14 August 2017

Note:

1. Prospective candidates not holding the appropriate qualifications are kindly advised NOT to apply.
2. Only the best qualified applicants will be called for the selection exercise. All applications will be treated in strict confidentiality.
3. The CEB reserves the right to make alternative arrangements or not to proceed with the filling of the vacancy.
4. Candidates are hereby informed that non-submission of documents as described under "Mode of Application" and applications not made on the prescribed form, will entail rejection of application.
5. Submission of a '**Certificate of Character**' is mandatory and candidates should produce same to the CEB on the date of the interview.
6. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

Acting General Manager
31 July 2017