



“Administrative Officer”

Reporting to the NCCG Committee and its Chair

To assist the NCCG to meet its objectives and be responsible for providing secretarial, clerical and administrative support to the NCCG

Outline of job role and purpose

- Provide company secretarial services to the Committee
- Plan and prepare meetings, conferences and conference calls, and convene meetings of the Committee, its sub-committees and/or working groups
- Attend to general office duties such as handling inbound and outbound calls and general correspondences
- Maintain the files/ documents and statutory registers of NCCG for record-keeping
- Review and maintain the NCCG’s website
- Keep track of media mentions around the NCCG, the national code and the adoption of corporate governance
- Prepare and file Reports of Chair and Financial Statements within the statutory deadlines
- Coordinate trainings and/or other activities of the NCCG

Candidate qualification and profile

- Holder of a degree in Law, Management, Business, Finance, Corporate Governance and/or Sustainability or an equivalent qualification
- Company Secretarial qualification or equivalent
- Good knowledge of Corporate Governance and related laws, regulations and guidelines
- At least 2 years work experience in a similar role
- Good command of English and French (spoken and written)
- Excellent communication skills and enthusiastic personality
- Good knowledge of Microsoft Office package, internet/intranet
- Ability to work with a high level of professionalism at all times
- Ability to show discretion when handling sensitive and confidential information
- Ability to work efficiently and autonomously

Detailed application and curriculum vitae should be sent by **Monday 20th June 2022** on info@nccg.mu

The selected candidate will be hired on an initial two-year contract basis (renewable thereafter).