

## MAURITIUS MEAT AUTHORITY

### VACANCY NOTICE

#### POST OF ADMINISTRATIVE SECRETARY

Applications are invited from suitably qualified candidates for the post of Administrative Secretary on a contract basis for a period of one year.

**Salary** : Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 –  
40,800 x 1,525 – 49,950 x 1,625 – 62,950

**Qualifications & Experience** : **Candidates should be a member of the Institute of Chartered Secretaries and Administrators.**

#### **NOTE**

In the absence of qualified candidates, by selection from among candidates who: -

- (i) possess a Degree in Management or Public Administration and Management or Business Administration or Human Resource Management from a recognized institution or an equivalent qualification from a recognized institution acceptable to the Board;
- (ii) reckon at least three years' post-qualification experience at Senior Management level;
- (iii) have the ability to lead and motivate a team of officers;
- (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and  
Responsibilities**

To be responsible for the overall good functioning of the Mauritius Meat Authority with respect to administrative services.

**Duties  
of**

1. To be responsible to the General Manager  
of the Mauritius Meat Authority for the  
following:

- i. To advise and assist in the formulation and review of administrative policies and procedures;
- ii. To provide advice and guidance to Senior Management on the work programs of the Board and relevant sub-committees, co-ordinate and prepare papers for timely submission to Board/Committee members;
- iii. To deal with issues relating to provision of office accommodation, furniture, equipment, security and other related issues;
- iv. To ensure the smooth functioning of the Registry and the Human Resource Section;
- v. To prepare the Annual Report and submit same to the Board;
- vi. To provide training for the staff of the Authority
- vii. To maintain discipline among staff and ensure a safe working environment;
- viii. To organize and undertake preparatory work preceding negotiations with Unions;

- ix. To liaise with Ministries /Departments on administrative matters and parliamentary questions; and
  - x. To consult legal advisers on legal issues and represent the Authority in court and other institutions, as and when required.
2. To be the Secretary of the Mauritius Meat Authority Board and to ensure that decisions taken are communicated to members and properly implemented.
  3. To be responsible for the implementation of the Performance Management System in the Authority.
  4. To use ICT in the performance of his duties.
  5. 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 Administrative Secretary in the roles ascribed to him.

**Mode of Application** : Application together with CV and copies of academic and professional qualifications should be addressed to the General Manager, Mauritius Meat Authority, Abattoir Road, Roche Bois not later than Friday 4<sup>th</sup> December 2020 at 12.00 hours.

**Mauritius Meat Authority**  
**Abattoir Road**  
**Roche Bois**  
**Tel Nos : 242-6022, 242-5884**  
**Fax No.: 217-1077**  
**Email : [mauritiuseat@intnet.mu](mailto:mauritiuseat@intnet.mu)**

19 November 2020