

## VACANCY NOTICE

### Post of Administrative Officer

The Mauritius Institute of Professional Accountants (MIPA) was founded in January 2005, under the Financial Reporting Act 2004, to regulate the accounting profession, promote the highest standards of professional and business conduct, and enhance the quality of services in Mauritius.

MIPA is looking for an Administrative Officer to join the MIPA Secretariat.

### Key Responsibilities

- Administration of members' database
- Day-to-day administrative tasks
- Office accounts including but not limited to maintaining all invoices/delivery orders for submission to accountants
- Preparation of banking
- Assist in organising MIPA Events
- Issuing correspondences
- Liaising with members of MIPA
- Source and negotiate on terms and rates with office suppliers/vendors
- Responsible for issuing employee access cards, printing of name cards, replenishment of stationery and pantry supplies etc.
- Responsible for overall office maintenance including managing office equipment, supplies and office security
- Filings
- Any other duties as assigned

### Eligibility Requirements

Candidates should:

- Hold a Higher School Certificate (HSC),
- Have at least one-year experience in a similar post,
- Be self-driven and result oriented,
- Be a team player and have good team spirit,
- Have good communication skills,
- Be well versed with Microsoft Office.

### Application

Interested candidates are requested to apply by sending a cover letter with their CV to the CEO by email on [info@mipa.mu](mailto:info@mipa.mu) at latest 14 February 2020.

MIPA reserves the right not to make any appointment further to this advertisement.

**MIPA**

**04 February 2020**