

Mauritius Institute of Professional Accountants (Established under Financial Reporting Act 2004)

VACANCY NOTICE

Post of Events and Communications Officer

The Mauritius Institute of Professional Accountants (MIPA) was founded in January 2005, under the Financial Reporting Act 2004, to regulate the accountancy profession, promote the highest standards of professional and business conduct, and enhance the quality of accountancy services in Mauritius. MIPA has more than 3,300 members and is a member of the International Federation of Accountants and Pan African Federation of Accountants.

MIPA is looking for a junior profiling willing to start a career in communication and events management.

Overview of duties:

- Plan and organise events with attention to financial and time constraints
- Liaise with vendors, speakers, and stakeholders during the event planning process
- Book venues, photographers, and schedule speakers
- Maintain event budget
- Manage all event set-up, tear down and follow-up processes
- Oversee event happenings
- Conduct final inspections on the day of the event to ensure everything adheres to MIPA's standard
- Evaluate event's success and submit reports
- To coordinate and implement public relations, information, and education activities
- To develop general information materials such as Annual Report, Strategic plan, and Newsletter of MIPA
- Initiate and maintain contact with the media
- Arrange interviews and news conferences
- To write speeches and press articles for MIPA
- To update the website of MIPA and develop communication strategies
- To maintain and update the social media platforms of MIPA
- To take photographs, develop and maintain a historical record of significant events and activities of MIPA
- To carry out research work and assist the legal officer in the development, planning and communication regarding new legislations
- To conduct mass-mailing for MIPA and report on responses received

Eligibility requirements:

- Degree in either marketing, communication, public relations, media studies, project management or any related discipline from a recognised university or an equivalent qualification acceptable to MIPA.
- Proactive and dynamic character
- Ability to work under pressure and respect deadlines
- Fluent written and spoken English and French
- Have at least one-year experience in a communication and events role

Terms

The appointment will be on a permanent basis. Salary and employment package will be commensurate with calibre, qualifications, and expertise.

Application

Interested candidates are requested to apply by sending a cover letter with their Curriculum Vitae to the CEO by email on info@mipa.mu at latest **15 January 2021** clearly marked as subject "Application for the Post of Events and Communications Officer."

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