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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

20 January 2010

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 04 of 2010  
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From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Vacancy at the Centre for the Development of Enterprise (CDE)

The CDE is inviting candidatures for the post of Head of Administration and Finances.

2. Applicants should, among others:

- (i) have a University Degree preferably in Law, Economics or Business Administration and specific relevant professional experience of at least 15 years, mostly as Administrative and Finance Manager preferably with an international organisation involved in the economic, industrial, banking or public service sector;
- (ii) have proven experience in a position related to legal matters, as well as labour law within a public organisation. Knowledge of IPSAS is an advantage;
- (iii) demonstrate a strong interest in the development of new enterprises in the ACP countries;
- (iv) be fluent in English and/or French and must be able to work in both of those languages. Knowledge of Spanish and/or Portuguese is an advantage;
- (v) have leadership, integrity, talent to organise, drive and flexibility; and
- (vi) have a sense of diplomacy that guarantees the development of an excellent relationship with both staff and managers.

3. Details of the job description for the post are available on the CDE website [www.cde.int](http://www.cde.int).

Applicants should note that:

- (a) they should send their application (in English or French) together with a Curriculum Vitae including a motivation letter, copy of diplomas, copy of identity card, and other relevant documents which substantiate their professional qualifications; and
- (b) they should be nationals of the signatory countries of the Cotonou Agreement.

Interested candidates are requested to forward their applications for the above post by Monday 07 February 2010 at latest directly to [hrg.government@hudson.com](mailto:hrg.government@hudson.com) Or

François Tomas  
Hudson Belgium  
Avenue Marcel Thiry 75  
1200 Brussels  
Belgium

It would be appreciated if the contents of this circular could be brought to the attention of all officers serving in your Ministry/Department.



S.K. Patil  
Supervising Officer

Copy to:  
Secretary to Cabinet and Head of the Civil Service

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