



## **Vacancy for the post of Secretary**

The Mauritius Institute of Biotechnology Ltd (MIBL) is the leading biotechnology agency mandated by Government to catalyse the growth of the medical, marine, agricultural, industrial and environmental biotechnology sectors in Mauritius. MIBL is also entrusted with the responsibility of investing in potential business ventures in the field of biotechnology.

### **The particulars for the post are as follows:**

#### **1. Job Profile**

The main responsibilities of the Secretary include managing and organizing confidential information, scheduling and coordinating meetings, maintaining files and records, drafting and editing correspondence, and providing administrative support to executives or other high-level staff.

#### **2. Key Duties & Responsibilities**

- a) Act as personal secretary to the Chief Executive Officer and to perform related secretarial duties.
- b) Manage agendas, arrange for appointments and maintain schedules (email, meetings, calendar, conferences, etc) for the Chief Executive Officer or high executives.
- c) Take messages/notes and transmit them accordingly.
- d) Receive and direct visitors to appropriate offices.
- e) Perform any such related duties as may be assigned.

#### **3. Candidate Profile**

- a) The candidate should hold five credits at O level (including English, French and Mathematics) and two "A" level Cambridge Higher School Certificate or equivalent. A Diploma holder in Secretarial Studies would constitute an advantage.
- b) Three years' experience as a secretary or in an administrative role.
- c) An up-to-date working knowledge of the latest software packages (for, e.g., Microsoft Word, Excel) related to secretarial work.
- d) Excellent written and verbal communication skills to interact effectively with executives, staff, and external stakeholders.
- e) Strong time management skills to prioritize tasks, meet deadlines, and handle multiple assignments simultaneously.

#### **4. Mode of Application**

Application form can be downloaded from the MIBL's website at [www.mibl.govmu.org](http://www.mibl.govmu.org)  
Interested candidates are invited to submit their application and Curriculum Vitae by  
Email: [contact@miblm.com](mailto:contact@miblm.com) by the 20th of May 2024.

Applications received after closing date will not be retained. Only the best qualified candidates will be convened for an interview.

MIBL reserves the right not to make any appointment as a result of this advertisement.