



BANK OF MAURITIUS

website: <http://bom.intnet.mu>

VACANCY

Post of Head/Director, Office of the Governor (Directeur de Cabinet) (Job ref: HOG/10/01)

The Governor is supported by a small, dedicated and multi-disciplinary Office which the Head/Director of the Office shall lead.

What the Position Involves

This position involves high-level policy, advisory and strategic work interacting with the Governor on a broad range of issues.

If selected, you will be required to assist the Governor in long-term strategic vision and planning advice, as well as formulating implementation plans at the day-to-day operational level.

You will need to ensure that the Office provides the Governor with timely, smooth, and comprehensive policy and operational, protocol and administrative support. You will maintain the Governor's long-term and day-to-day calendar, organizing and prioritizing his daily official appointments and professional engagements.

You will be called upon to interact regularly with the two Deputy Governors, Divisional Heads and Section Chiefs within the Bank and, externally, with Government Ministries and agencies as well as institutions in the Banking and Financial sector and other business and interest groups in Mauritius. You will also liaise closely and regularly with colleagues and counterparts in the Offices of Central Bank Governors in other countries and regional/international institutions and other external agencies with which the Bank interacts overseas.

Our expectations

To fill this challenging position, we are looking for a high-profile candidate with a recognized degree in Administration, Social Science, Law, or similar field of study. You must have at least ten years post-qualification experience with growing responsibilities, preferably in a position of comparable nature. Given the role, we will favour a candidate with a strong presence, pleasant personality, good telephone manners, networking skills, and a sense of urgency and ownership.

You would have a solid track record and demonstrated experience of providing strategic support and policy advice to senior management in Government departments or the corporate sector, whether locally or internationally, including policy development and administration.

The position is suitable for a self-starter, prepared to take the initiative, and used to deliver work of consistently high standard. You would also have proven skills and ability to plan and manage complex workflows as well as successfully delivering on results on a tight schedule in a high-pressure environment. You must be prepared to put in extra hours on a regular basis, including on week-ends, to provide effective support to the Governor for whom 60-70 hours per week is normal. If the appointment is at Head level, you may be eligible for an extra allowance.

Mastery of English and French, both written and spoken, is a must as you will be required to vet and/or prepare briefs, speeches, memoranda and correspondence for the Governor, ensuring high quality and content, and co-ordinate preparation of briefing material by line divisions as necessary.

The Office of the Governor is also the Communication cell of the Bank and serves as liaison between the Governor as Chief Spokesperson of the Bank with national/foreign media. This role involves handling press questions on a daily basis, initiating media contacts and being fully alert and responsive to media requests. You will also be required to assist in the development of outreach strategies as well as in the management and organization of special events which will be hosted under the aegis of the Office of the Governor.

Terms and Remuneration

The appointment may be at either Head or Director level for a fixed-term to coincide with the Governor's term of office.

The remuneration package will be negotiable and will be commensurate with qualifications, experience and skills.

At the end of the fixed term, the appointee, if already an officer of the Bank, will revert to his/her substantive position in the Bank.

Application

Interested applicants who feel they have the necessary aptitude, experience and drive to take up this challenging position, should submit their applications to the Second Deputy Governor by email at sdg@bom.intnet.mu or in a sealed envelope to:

Second Deputy Governor
Bank of Mauritius
Corner Royal Road and Bourbon Street
PORT LOUIS

no later than 1600 hrs on Tuesday 24th August 2010, together with their updated *curriculum vitae* with full details of their relevant experience and a note detailing how they can add value to the position, as well as their salary expectations. The job reference (HOG/10/01) should be clearly marked on the top left hand corner of the envelope.

Applications received after the closing date will not be considered.

Only the best qualified candidates will be called for interview.

The Bank reserves the right not to make any appointment following this advertisement.

Bank of Mauritius
17th August 2010