

SECRETARY TO THE BOARD

The Mauritius Revenue Authority (MRA), established by the MRA Act 2004, is a body corporate and acts as an agent of the State for revenue collection, management of the Revenue Laws and the provision of an enhanced service to the business community and taxpayers. As an equal opportunity employer, the MRA endeavours to attract and retain the services of high calibre employees to attain its objectives.

MRA is looking for qualified and experienced candidates, with proven integrity, for the post of **Secretary to the Board**.

Requirements:

- a) "A law practitioner, a legal consultant, or professionals possessing qualification or chartered membership with relevant professional bodies — such as The Chartered Governance Institute, ACCA, ACA, CPA, CIMA, Bar Council, and Association of Company Secretaries.
- b) A Bachelor's Degree in Business Administration, Law, Finance, Public Administration, Political Science, or a related field from a recognised institution may be considered.

Note

- a) A Master's degree or Postgraduate Diploma in the above fields, or in specialised areas such as Corporate Governance, Public Governance / Public Policy & Governance, Governance, Ethics & Development, or Risk & Governance, will be considered a strong advantage.
- b) Certification in Corporate Governance, Company Secretarial Practice, or Compliance will be an asset.

Experience:

- a) Minimum of 5 years' experience as Company Secretary in a Company having at least 200 employees.
- b) Knowledge and experience of tax administration, regulatory frameworks, or public sector governance will be highly valued.

Desirable Knowledge, Attitude and Competences:

- Proficiency in office management.
- Excellent Verbal and Written Communications Skills.
- Organisational and Time Management Skills.
- Meticulous in record keeping and attention to detail.
- Deep understanding of all laws and regulations relevant to MRA.
- Flexible, ability to work under pressure and meet deadlines.
- Ability to build relationships, work collaboratively, and handle confidential information with discretion.
- Proactive approach to problem-solving and multitask independently.
- Proficiency in Microsoft Office and **modern governance/board management software (e.g., Diligent, Board Effect)**, with readiness to adopt new digital tools.

Age Limit:

Candidates, unless already in the service of the MRA, should ideally have not reached their 55th birthday by the closing date, for the submission of applications, for the above post.

Mode of Application:

Interested candidates are requested to submit their applications, **online**, together with all relevant scanned documents, through MRA Website: www.mra.mu under the "Careers" tab, where all information is available. Candidates are also advised to read the **Instructions to Candidates** posted on the same platform.

Closing Date: Friday 24 April 2026

MRA reserves the right:

- i. to call only the **best qualified and experienced** candidates for the selection exercise; and
- ii. not to make any appointment as a result of this advertisement.