

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.

The Mauritius Revenue Authority (MRA) is looking for qualified and experienced candidates with proven integrity, for the post of **Secretary to the Board (Grade 5)**.

Qualifications

A professional qualification or chartered membership with relevant professional bodies — such as The Chartered Governance Institute (CGI, formerly ICSA), ACCA, ACA, CPA, CIMA, and Bar Council.

Certification in Corporate Governance, Company Secretarial Practice or Compliance will be an asset.

A Bachelor's Degree in Business Administration, Law, Finance, Public Administration, Political Science, or a related field from a recognised institution may also be considered.

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 a strong advantage.

Experience:

Minimum 10 years of progressive experience in governance, board secretariat, or compliance functions, including at least 5 years in a senior advisory/leadership role within a large and complex organisation.

Knowledge and experience in tax administration, regulatory frameworks, or public sector governance will be highly valued.

Selected Candidates will be offered the option to join the MRA either on:

- i. probationary basis for a period of one year, to be followed by appointment in a permanent capacity, after successfully completing the probationary period and/or assignments, as may be required and assessed for that purpose;
or
- ii. on a contract basis for a period of 3 years, renewable thereafter on satisfactory performance. Employment on contract entails payment of a gratuity equivalent to 2 months' salary upon the satisfactory completion of every 12 months of service.

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: Thursday 13 November 2025

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.