

# BIBLE SOCIETY OF MAURITIUS

## Recruitment Announcement

### Applications are invited for the post of 'Administrative officer'

The Bible Society of Mauritius (BSM) is in the process of recruiting an Administrative/ Communications Officer with a strong focus on marketing and communications.

#### ***The Role***

The main purpose of this position is to support the Executive Director in all her duties, with a particular focus on attending to general administrative, communication and marketing tasks. The right candidate will be given a unique opportunity to grow and thrive in an environment that will allow her/him to contribute to the growth of BSM.

#### ***Main responsibilities***

A detailed list of responsibilities for the above role is attached to this correspondence and can be requested from the Bible Society of Mauritius at [info@biblesociety-mauritius.org](mailto:info@biblesociety-mauritius.org)

#### ***The Person***

The ideal candidate should:

- possess at least a first degree, preferably in the field of Business Administration or Marketing or Communications from a recognised institution, and should be bona fide member of a recognised Christian church in the Republic of Mauritius.
- have excellent communication skills (written and spoken in English/French/Creole)
- have a good command of IT tools such as Microsoft Office, publishing software, social media apps etc.
- be a self-starter/self-reliant person who recognises the need for lifelong learning as key to personal growth and successful performance

#### ***Mode of Application***

Interested candidates are invited to send by registered post:

1. a handwritten letter of motivation in English
2. an updated CV
3. copies of academic/professional qualifications (originals to be produced when required)
4. a recent Certificate of Character (less than 3 months)

at the following address, with mention on the top left corner of the envelope: "*Administrative officer*":

The Executive Director,  
Bible Society of Mauritius  
Corner S. Fouquereaux & de Gaulle streets  
Eau Coulée, Curepipe

***Closing date:*** June 20, 2024

#### ***Disclaimer***

The Bible Society of Mauritius reserves the right to call only the best candidates to participate in the selection exercise and not to make any appointment following this advertisement.

Date : May 31 2024