



**THE STATE INVESTMENT CORPORATION LIMITED**

## **VACANCIES**

### **POST: Investment Executive**

Responsible to : Senior Investment Executive

### **QUALIFICATIONS:**

1. Degree in Finance or Accounting or Economics or an alternative acceptable qualification.
2. Holders of professional qualifications will have an advantage.

### **Experience:**

- Minimum five years' experience in position of Investment Analyst or in the Investment, Finance or related field.

### **Skills and aptitudes:**

- Excellent computer skills including Microsoft Office (Word, Excel, Outlook, Power Point).
- Excellent analytical skills.
- Good in problem solving and interpersonal skills.
- Ability to perform multi tasks and adapt to changes in work environment.
- Excellent written and oral communications skills.
- Ability to work under pressure and meet deadlines.

### **Duties and Responsibilities**

1. To Assist and collaborate with the Senior Investment Executive.
2. Carry out economic research and analysis, set up and maintain a database for investments.
3. Appraise Business Plans and perform due diligence exercise including market, financial, legal, risk and return analysis.
4. Organise site visits, meetings and liaise with Clients.
5. Collect economic and financial information of business, industry and market conditions for the purpose of investment decisions and identify new business opportunities.
6. Interact with external services providers (auditors, legal advisers, property valuers, financial consultants etc).
7. Prepare Investment Committee Papers, Board Papers and draft reports.
8. Draft Investment Agreements, project follow-up and monitoring during and after implementation phase.
9. Collect and analyse information including financial statements of investee companies to assess and monitor performance of investments.
10. Assist in developing financial models, reviewing asset allocation, and managing investment portfolio.
11. Represent SIC on Board of investee companies (if required)
12. To perform any other cognate duties.

**Salary Scale: Rs 54,000 x 1,600 - 57,200 x 2,000 - 65,200 x 2,600- 75,600 x 3,300 - 102,000**



THE STATE INVESTMENT CORPORATION LIMITED

## VACANCIES

### **POST: Assistant Investment Executive**

Responsible to: Senior Investment Executive

### **QUALIFICATIONS:**

- Degree in Finance or Accounting or Economics or an alternative acceptable qualification.
- Holders of professional qualifications will have an advantage.

### **Experience:**

- Minimum two years' experience in the position of Investment Analyst or in the Investment, Finance or related field.

### **Skills and aptitudes:**

- Excellent computer skills including Microsoft Office (Word, Excel, Outlook, Power Point).
- Good analytical skills.
- Excellent written and oral communications skills.
- Ability to work under pressure and meet deadlines.

### **Duties and Responsibilities**

1. Provide assistance to the Investment Department.
2. Undertake desktop research and compilation of data of socio-economic and financial nature.
3. Assist in appraising Business Plans, perform due diligence exercise and financial analysis.
4. Assist in organizing site visits, meetings and liaising with Promoters.
5. Collect economic and financial information of business, industry and market conditions for the purpose of investment decisions and identify new business opportunities.
6. Assist in the preparation of Committees Papers, Board papers and other ad hoc Reports.
7. Assist in drafting Investment Agreements, follow-up and monitoring of projects during/after implementation phase.
8. Gather information including financial statements of investee companies to assess and monitor performance of investment.
9. Represent SIC on Board of investee companies if required.
10. To perform any other cognate duties.

**Salary Scale: Rs 34,000 X 1, 100 - 42,800 x 1,400 - 54,000 x 1,600 - 57 ,200 x 2,000 - 65,200 x 2,600 -75,600 x 3,300 - 78,900**



THE STATE INVESTMENT CORPORATION LIMITED

## VACANCIES

### **POST: Administrative and Finance Officer**

Responsible to: Senior Administrative / Finance Officer

### **QUALIFICATION:**

- Degree in Finance or Accounting or ACCA Level 2 completed or alternative acceptable qualification.

### **Experience:**

- Minimum of 3 years' experience in a similar position.

### **Skills and aptitudes:**

- Excellent computer skills including knowledge of Microsoft Office (Word, Excel, Outlook, Power Point).
- Knowledge of an accounting software, such as Sage Pastel would be an advantage.
- Good written and oral communications skills.
- Time-management and organisation skills.
- Ability to work under pressure and meet deadlines.

### **Duties and Responsibilities:**

1. Perform financial, accounting and administrative duties.
2. Record transactions on accounting software.
3. Assist in preparation of Management Accounts and annual Financial Statements of the Corporation and its Subsidiaries.
4. Liaise with external & internal auditors in relation to their audit assignments.
5. Assist in the preparation of budgets.
6. Process payments of invoices.
7. Perform bank reconciliations.
8. Manage accounts receivable and payable.
9. Preparation of returns to be filed with regulatory bodies.
10. Assist in payroll processing.
11. Assist in procurement procedures.
12. Perform any other cognate duties.

**Salary Scale: Rs 34,000 x 1,100 - 42,800 x 1,400 - 54,000 x 1,600 - 57,200 x 2,000 - 65,200 x 2,600 -75,600 x 3,300 - 78,900**

The Responsibilities/ Duties shall include but not limited to the above description: -

## **MODE OF APPLICATION**

Interested candidates are invited to send their application together with the photocopies of their educational certificates, a detailed CV, supporting documents and evidence of working experience by registered post to “The Managing Director, The State Investment Corporation Limited, 15<sup>th</sup> Floor Air Mauritius Bldg, President John Kennedy Street, Port Louis or by email at [jobs@stateinvestment.mu](mailto:jobs@stateinvestment.mu) not later than **Thursday 14<sup>th</sup> March 2024** by 15.00 hrs. Late applications will not be considered.

The post applied for should be clearly marked on the top left corner of the envelope.

## **DISCLAIMER**

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