

# SIC MANAGEMENT SERVICES CO.LTD.



## Vacancy Notice

### **Head of HR and Administration**

SIC Management Services Co. Ltd (SICMS), which provides management services to all casinos owned by the State Investment Corporation Ltd, is currently looking for a Head of HR and Administration for the Casinos namely:

- **Casino de Maurice Limited**
- **Le Grand Casino Du Domaine Limitee**
- **Le Caudan Waterfront Casino Limited**
- **Grand Baie Casino Ltd**

**Post:** Head of HR and Administration

**Reports to:** Managing Director of the SIC or any other person designated by the Board

#### **Terms of Employment**

The selected candidate will be employed on a one-year contractual basis and will be on the payroll of SICMS.

#### **Duties and Responsibilities**

- To attend to HR Issues
- To perform general office/administrative functions for the smooth operations of the Casinos.
- Plan and coordinate administrative procedures/systems and devise ways to streamline processes.
- To ensure smooth and adequate flow of information within the Casinos to facilitate other business operations:
- To monitor costs and expenses and to assist in budget preparation.
- To oversee the departments/staff of the following facility services: Maintenance, Security, Training, Health and safety, Transport, Office Admin, Bar, Welfare, Legal, roster, leaves, sickness and absences.
- To plan, co-ordinate, monitor and supervise the activities of administration staff for all the Casino units:
- To develop and maintain a proper filing and documentation unit.
- To co-ordinate the works of Executive Assistants and Secretaries
- Be familiar with all operational/administrative procedures in place at the Casinos.
- Ensure that the Casinos are in compliance with set policies and regulatory regulations.
- Advise the CEO/designated Officer and Board on all related administrative issues.
- To perform any other cognate duties, as may be assigned.

Note: The above is an outline of the main duties of the post. These may be reviewed, when necessary, in line with the development of the Company

#### **Eligibility Criteria**

- A degree in HR/Administration/Management/ or any relevant qualifications acceptable to the Board, plus 10 years working experience at mid-Management level
- Excellent organisational and multitasking abilities
- Ability to work under pressure
- The selected candidate will be expected to work outside normal working hours in accordance with the exigencies of the service of the company.

#### **Mode of Application**

Interested candidates are invited to Visit the SIC website on [www.stateinvestment.mu](http://www.stateinvestment.mu) and are requested to send their application and CV duly accompanied by photocopies of their Certificates/references, CV by registered post should reach the addressee not later than **02<sup>nd</sup> March 2026 at 15.00 hrs** with mention made on the top left hand-side of the envelope "**HEAD OF HR/ ADMIN for the Casinos**", to be addressed to:

**The Director  
SIC Management Services Co Ltd  
c/o The State Investment Corporation Limited  
Level 15, Air Mauritius Centre  
6, President John Kennedy Street  
Port Louis.  
Reference : CAS/Head/HR/ADMIN /2026/002**

#### **Notes**

- Candidates may be requested to submit a character Certificate
- Salary in respect of the above- mentioned posts will be negotiable.
- Late applications will not be considered.
- Only the best candidates will be called for an interview and
- The Company reserves the right to call only the best candidate to participate in the selection exercise and not to make any appointment following this advertisement.

**Date : 16<sup>th</sup> February 2026**