



MEF is the vital voice of Mauritian enterprise. It is the largest organisation of the private sector with members from all sectors of the economy and all categories of enterprises, small, medium and large. It is a key player in the economic and social development of Mauritius.

## ► Industrial Relations Adviser

### Duties

- Support and assist employers on Employment Relations issues
- Conduct research/studies and lecture on IR/HR
- Represent the Federation on boards and committees

### Requirements

- Diploma/Degree in Law, Industrial Relations
- At least 6 years of experience in Industrial Relations, especially Mauritian employment laws
- A relevant Master degree and/or experience in negotiations and collective bargaining will constitute an advantage

## ► IT Lecturer/Officer

### Duties

- Responsible for the IT training department
- Develop & implement training programmes
- Liaise with local and international institutions

### Requirements

- Degree in IT
- Prior experience in training will constitute an advantage

## ► IT System Administrator

### Duties

- Responsible for IT infrastructure
- Manage and set up system applications
- Assist in end-user queries

### Requirements

- Degree in IT or IT related field
- At least 3 years work experience
- Familiar with website administration
- MCSE or equivalent qualification in Windows would be an advantage

## ► Training Officer

### Duties

- Design and develop training programmes
- Ensure day to day delivery of courses
- Liaise with stakeholders and educational and training institutions

### Requirements

- Master degree in HR / Management / Training
- Experience in training
- Good understanding of the operation of education and training bodies

**Applications should reach the Director at latest by 30 November 2009**

Mauritius Employers' Federation MEF-MCCI Building, Ebène Cyber City, Ebène

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