The Economic Development Board (EDB) Mauritius

The Economic Development Board (EDB) is a leading agency mandated by the Government to provide strong institutional support for strategic economic planning, promote Mauritius as an attractive investment and business centre, a competitive export platform as well as an international financial centre. It also acts as the main institution responsible for country branding, investment promotion and facilitates both inward and outward investment and fosters a conducive business environment.

Manager - (Ref:Man/Gen)

Qualifications:

- A bachelor’s degree in Engineering/Science/Information Technology/Economics/International Business or alternative qualifications acceptable to the Board
- Master’s degree in Engineering/Science/Information Technology/Economics/International Business or alternative acceptable qualification

Experience:

- 10 years’ post degree qualification experience
- Internal Candidates with 7 years’ relevant experience with significant achievement, could be considered

Candidate’s Profile:

- High level of Integrity and liability
- Should be results oriented
- Strong Interpersonal skills
- Leadership qualities with compelling communication, presentation, organisational and analytical skills;
- Fully conversant with sectors of economic activities, existing and emerging,

Core Responsibilities:

- Assist Head of Departments in devising and updating sectoral strategy
- Implement key actions as per the sectoral strategy to achieve objectives
- Collaborate with Strategy and Planning Unit for the resolution of policy issues as identified by the sector/exporting markets
- Oversee a portfolio of investors/exporters to facilitate the implementation of their projects
- Meet and counsel potential investors interested in sector and associated sectors
- Offer facilitation services to investors in portfolio and interacting with Ministries and authorities
- Assist Head of Departments in overseas Investment/Trade Promotion Missions
Manager - Communication Department (Ref: Man/Com)

Qualifications:
- A bachelor’s degree in Journalism, Marketing or Communications.
- Master’s Degree in Communication or journalism from a recognised educational institution

Experience:
- 10 years’ post degree qualification experience
- Internal Candidates with 7 years’ relevant experience with significant achievement, could be considered

Candidate’s Profile:
- Creative with excellent written and verbal communication skills in French and English
- Ability to work well under pressure and manage time effectively
- Strong knowledge and understanding of current trends in digital marketing and social media
- Experience with website management and web content creation.
- Ability to manage international country branding activities

Core Responsibilities:
- Develop content for social media, websites, newsletters, press releases and any other promotional materials
- Ensure the organization’s electronic platforms operate at the highest standards and remain up to date.
- Oversee the production of publications, both electronic and manual (e.g. websites, leaflets and brochures)
- Support the development and implementation of communication plans (target audience strategy and media relations)
- Initiate publicity campaigns in reputed press/magazines and support crisis communication management.
- Assist in the organization of events and missions when required.
- Support the Head of Department in shaping and communicating EDB’s mission and vision at a strategic level.
- Any other cognate duties as may be assigned by the Head of Department or Executive Management.
Manager - Strategy (Ref: Man/STR)

Qualifications:
- A bachelor’s degree in Engineering/Science/Information Technology/Economics/International Business or alternative qualifications acceptable to the Board
- Master’s degree in Engineering/Science/Information Technology/Economics/International Business or alternative acceptable qualifications

Experience:
- 10 years’ post degree qualification experience
- Internal Candidates with 7 years’ relevant experience with significant achievement, could be considered

Candidate’s Profile:
- Excellent analytical, presentation and communication skills
- Ability to Multitask
- Proven experience and well-established capacity in providing expert advice and issue opinion at strategic level
- Teamworking skills
- Project Management Skills
- Strategic Thinking
- Good Planning, analytical and Organizing Skills
- Ability to develop evaluation methodologies

Core Responsibilities:
- To identify key industry trends and analyse their impact on growth opportunities
- Assist in the implementation of sectoral action plan as per the department strategy
- Proven experience and well-established capacity in providing expert advice and issue opinions at strategic level
- To devise strategies for the development of the industry sector in line with EDB strategic objectives.
- Undertake technical, regulatory and economic assessments of projects
- Input, update and compile information on projects’ database for analysis
- Prepare action plans, Government budget proposals
- Design policies and make recommendations for solving economic problems
Manager - CEO/DCEO Office (Ref: Man/CEO)

Qualifications:

- A bachelor’s degree in Engineering/Science/Information Technology/Economics/International Business or alternative qualifications acceptable to the Board
- Master’s degree in Engineering/Science/Information Technology/Economics/International Business or alternative acceptable qualifications

Experience:

- 10 years’ post degree qualification experience
- Internal Candidates with 7 years’ relevant experience with significant achievement, could be considered

Candidate’s Profile:

- Very Good Knowledge of the Mauritian Economy
- Strong interpersonal skills and ability to work effectively in a team-based environment and under tight time constraints
- Possesses a thorough understanding of the interlinkages between various macroeconomic concepts.
- Possesses the skills to conceptualize, conduct economic analyses and derive policy-relevant findings.
- Contributes to or leads policy-based operations, economic reports or other work on macro-economic, fiscal, growth, and structural policy issues.
- Proven sense of initiative, results orientation, team work and leadership qualities, and ability to work effectively across sectors.
- Strong communication skills, including the ability to speak persuasively and to present ideas clearly and concisely with senior authorities.
- Strong work ethic, discrete with excellent judgment
- Excellent organizational skills with high attention to details
- Excellent analytical and decision making skills
- Ability to work well under pressure with high level of drive
- Ability to work irregular hours and adapt to changing schedules

Core Responsibilities:

- Research, monitor and analyses economic trends
- Develop and manage a statistical database for analysis
- Prepare agendas for meetings, briefing materials and presentations to support the CEO’s office.
- Oversees and follows-up with staff on the timely and quality execution of planned activities related to strategic projects and decisions taken by the CEO
- Reviews and comments on materials and documents related to the execution of high profile strategic projects and programs being presented to the CEO thus ensuring accuracy and quality
- Carry out research and relevant studies on specific topics related to business, policy and others as required and prepare reports on findings
- Providing inputs for speeches of CEO
- To coordinate with internal staff and external stakeholders including government, international agencies and industry specialists