



Sugar Investment Trust

Ground Floor, NG Tower, Cybercity, Ebene,
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CAREER OPPORTUNITY

Corporate Secretary (Reference: SIT/CS/2024)

The **Sugar Investment Trust (SIT)** is a dynamic and fast-growing organization that has rapidly evolved from a company with activities essentially in the sugar sector to an organization with a strong and well diversified portfolio of activities, including leisure, renewable energy and property development. Our focus is on providing quality service and achieving client satisfaction.

Applications are invited from suitable candidates for the post of Corporate Secretary.

A. GENERAL DESCRIPTION

The Corporate Secretary will report to the Chief Executive Officer and will be responsible for:

- (i) the preparation and conduct of board meetings, committees and annual meetings of shareholders;
- (ii) the preparation, publication and distribution of annual reports and all statutory filings in line with the relevant laws in Mauritius; and
- (iii) any other such duties provided in the Companies Act 2001.

B. QUALIFICATIONS

- (i) a law practitioner, a qualified auditor, a member of the Institute of Chartered Secretaries and Administrators of the United Kingdom or a member of the Chartered Institute of Management Accountants of United Kingdom; **OR**
- (ii) a member of a professional association of company secretaries approved by the Minister under section 111(2) of the Companies Act 1984 or by the Minister under subsection (2).

C. CANDIDATE PROFILE

- (i) reckon at least five (5) years' post qualification experience;
- (ii) possess both strong and effective oral and written communication as well as presentation/negotiation skills;
- (iii) have a strong command of English and French language;
- (iv) be trustworthy and able to adopt a multi-disciplinary approach to problem-solving;
- (v) be versatile and adaptable to different work situations and conditions;
- (vi) have a high degree of professional ethics, integrity and confidentiality;

- (vii) demonstrate sound knowledge of operational, procurement and bidding procedures and regulations; and
(viii) be computer literate.

D. REMUNERATION

An attractive salary package which will be commensurate with qualifications and experience.

E. JOB SPECIFICATION

1. To provide the Board with guidance as to its duties, responsibilities and powers;
2. To inform the Board of all legislations relevant to or affecting meetings of shareholders and directors;
3. To prepare and conduct board committees and annual meetings of shareholders;
4. To ensure that minutes of all meetings of shareholders or directors are properly recorded in accordance with paragraph 8 of the Fifth Schedule of the Company Act and all statutory registers are properly maintained;
5. To certify in the annual financial statements of the company that the company has filed with the Registrar of Companies all such returns as are required of the company under the Company Act;
6. To ensure that a copy of the company's annual financial statements and where applicable the annual reports are sent in accordance with sections 219 and 220 of the Company Act to every person entitled to such statements or report;
7. To ensure that all statutory filings have been made in line with the relevant laws in Mauritius;
8. To be in charge of the Registry of the SIT Group; and
9. Any other such duties provided in the Company's Act 2001.

F. MODE OF APPLICATION

Candidates should send their applications duly accompanied by photocopies of their certificates/references and curriculum vitae by registered post not later than **Tuesday 11th June 2024 by 16:30hrs** to the Team Leader – HR / Admin, Sugar Investment Trust, Ground Floor, NG Tower, Ebène, 72201.

Envelopes should be clearly marked with the respective post applied on the top left corner.

Notes:

- Candidates may be requested to submit a Certificate of Character;
- Salary in respect of the above-mentioned posts will be negotiable;
- Late applications and applications sent by email will not be considered;
- Only the best candidates will be called for an interview; and
- SIT reserves the right not to make any appointment following this advertisement.

Date: 10th May 2024