



Central Bank of Seychelles

P.O. Box 701, Victoria, Mahe, Seychelles

Technical Services Division

VACANCY: Personal Secretary to Head of Division

The Technical Services Division is responsible for the management of the ICT Infrastructure of the Central Bank of Seychelles. We are inviting a serious, organised and diligent person to join the division as the Personal Secretary to the HoD. The ideal candidate is a good communicator, with working knowledge of Microsoft Word, Outlook and Excel.

Qualifications

Required: Diploma in Secretarial Studies AND at least 2 years experience, OR Certificate in Secretarial Studies AND at least 3 years experience, OR 5 years in a similar position, PLUS at least grade C in O' Level/IGCSE English and Mathematics

Preferred: Microsoft Office Word, Excel and Outlook competency certificates

To apply

If you are looking for a challenge, send a completed application form (available for collection at the reception of the Bank and downloadable at http://www.cbs.sc/acro/EMPLOYMENT_APPLICATION_FORM.pdf) along with an up to date CV, copies of references and copies of certificates either by email to vacancies@cbs.sc or by post or deliver to the reception of the Bank.

Closing date

5th January 2010

