

ADMINISTRATIVE OFFICER

THE ECONOMIC DEVELOPMENT BOARD (EDB)

The Economic Development Board (EDB) is the Government of Mauritius' apex institution responsible for:

- Investment promotion, export facilitation, and business facilitation;
- Positioning Mauritius as an international financial centre and business hub; and
- Supporting structural reforms that improve the business environment.

ROLE PURPOSE

To provide administrative and operational support to ensure the efficient processing of applications, effective stakeholder communication, and proper monitoring of projects in line with EDB's mandate.

QUALIFICATIONS & EXPERIENCE

- University Diploma in Administration, Management, Business Studies, or related field.
- University Degree in relevant field will be an advantage.
- At least 3 years of experience in administrative roles.

KEY RESPONSIBILITIES

Application Processing

- Receive, review, and process applications in accordance with established procedures and guidelines.
- Ensure completeness and accuracy of submitted documents.
- Maintain proper records and filing systems for all applications.

Customer Service & Queries

- Respond promptly and professionally to queries from clients, investors, and stakeholders.
- Provide accurate information on procedures, requirements, and application status.
- Escalate complex issues to the relevant officers where necessary.

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KEY RESPONSIBILITIES (CONT)

Follow-up on Applications

- Track the progress of applications and ensure timely processing.
- Liaise with internal departments and external stakeholders to obtain required information.
- Follow up with applicants on pending documents or additional requirements.

Data Entry & Record Management

- Input and update data accurately on internal systems and databases.
- Maintain up-to-date records and ensure data integrity.
- Generate basic reports as required.

Project Monitoring

- Assist in monitoring the status and progress of approved projects.
- Maintain tracking tools and dashboards for ongoing projects.
- Report on key updates, delays, or issues to supervisors.

SKILLS & COMPETENCIES

- Strong organisational and time management skills.
- Ability to work independently and as part of a team.
- High level of integrity and confidentiality.
- Good communication and interpersonal skills.
- Attention to detail and accuracy.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to handle multiple tasks and meet deadlines.
- Customer-oriented approach.

MODE OF APPLICATION

Interested candidates are invited:

- 👉 To submit their motivation letter together with a copy of their Curriculum Vitae to <https://events.investmauritius.org:2053/recruitment/login.jsf> at latest by **Tuesday 30 June 2026**.

Only the best qualified candidates will be convened for interview.

EDB reserves the right not to make any appointment following this advertisement.

12 JUNE 2026