



The Mauritius Tourism Promotion Authority is hiring trainees for the Administrative/Human Resources Department.

The Mauritius Tourism Promotion Authority (MTPA) operating under the aegis of the Ministry of Tourism is the official body responsible for promotion of Mauritius as a tourist destination abroad.

It is situated at the 4th and 5th Floor of Victoria House, St Louis Street, Port Louis.

Duties are as follows:

- (i) The preparation, scrutiny and processing of straight forward documents, records, etc.
- (ii) he preparation of simple documents subjects to check/ follow up;
- (iii) Simple administrative/ human resource work under supervision;
- (iv) Drafting replies to simple correspondence
- (v) To carry out simple research in connection with official documents.

We are currently looking for degree holders in:

- BSc (Hons) Management
- BSc (Hons) Human Resource Management
- BSc (Hons) International Business Management

Duration: Full time- For an initial period of 3 months

Remuneration: A stipend will be paid depending on highest Qualification + Bus Fares Refund

Working Days/ Time: From Monday to Friday- 8:45 to 16:00

Send your CV/ Motivation Letter on: rima@mtpa.mu

By: 09 September 2023