



The Mauritius Tourism Promotion Authority is hiring trainees for the Administrative 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 4<sup>th</sup> and 5<sup>th</sup> Floor of Victoria House, St Louis Street, Port Louis.

**Duties are as follows:**

- i. Preparation, scrutiny and processing of straight forward documents, records, etc.
- ii. The preparation of simple documents subjects to check;
- iii. Simple Registry, finance, human resource and procurement and supply work under supervision;
- iv. Drafting replies to simple correspondence

**We are currently looking for degree holders in:**

- BSc (Hons) International Business Management
- BSc (Hons) Management
- BSc (Hons) Management (Minor: Entrepreneurship)
- BSc (Hons) Tourism; Leisure and Recreation Management

**Duration:** Full time- For an initial period of 6 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](mailto:rima@mtpa.mu)

**By: 31 August 2024**