



# Seychelles Pension Fund

## VACANCY LIST

### FINANCIAL CONTROLLER

#### JOB SUMMARY

Responsible for the accounting operations of SPF which include financial planning, control and budget management. Provide periodic financial reports, maintenance of an adequate and efficient system of accounting records. Assist in providing the necessary support in the operational decision-making and ensure effective financial management within SPF.

#### MINIMUM QUALIFICATION & EXPERIENCE

MBA or a first degree in Financial Management or a related financial field plus 3 years experience as a Finance Manager/Financial Controller or  
ACCA Professional Level plus 5 years experience in any finance, management or audit related field.

#### SKILLS/COMPETENCIES:

Excellent analytical skills  
Proactive and able to take initiative  
Ability to positively influence a team  
Proficient planning and organising skills  
Good communication skills both written and verbal  
Ability to compile and write reports  
Quality and detail oriented  
Committed to professional and ethical standards  
Good Interpersonal skills

### MAINTENANCE MANAGER

#### JOB SUMMARY

Responsible for coordinating and supervising technical work during general maintenance and routine upkeep of the institution's investment properties and equipment. The role also requires providing support for scoping and monitoring of minor capital real estate projects being undertaken.

#### MINIMUM QUALIFICATION & EXPERIENCE

University Degree in Civil or Structural Engineering, Project Management, Facilities Management or related field plus a minimum of 3 years relevant working experience.  
Or  
Advanced Diploma in the construction and civil engineering fields plus a minimum of 5 years relevant working experience.

#### SKILLS/COMPETENCIES:

Good communication skills both written and verbal  
Ability to be resourceful  
Good negotiation skills  
Excellent planning and organizing skills  
Proactive and able to take initiative  
Committed to professional and ethical standards  
Team and customer orientated

### SENIOR PROPERTY MANAGEMENT OFFICER- INNER ISLANDS

#### JOB SUMMARY

To oversee and supervise the properties on inner islands (Praslin & La Digue) including staff management, assisting tenants, contractors and in-house maintenance team.

#### MINIMUM QUALIFICATION & EXPERIENCE

Diploma in General Management or Office Management with a minimum of 3 years working experience in relevant field.  
Or  
Advanced Level in Business Studies with a minimum of 2 years working experience in relevant field.

Knowledge in Property Management and driving License is a plus..

#### SKILLS/COMPETENCIES:

Good communication skills  
Ability to work as a team and lead the team  
Good verbal and writing skills  
Ability to compile and write reports  
Excellent planning and organizing skills  
Quality and detail oriented  
Excellent interpersonal skills  
Computer literate  
Good analytical skills  
Proactive and able to take initiative  
Committed to professional and ethical standards

### STATISTICIAN

#### JOB SUMMARY

Contribute to the function and objectives of SPF by coordinating data collection, conducting data analysis, ensuring data integrity, maintaining critical statistics, identifying trends and patterns, and producing reports to assist SPF in the planning and decision-making processes.

#### MINIMUM QUALIFICATION & EXPERIENCE

Bachelor's Degree in Statistics, Mathematics or Computer Science and a minimum of 3 years experience conducting statistical analysis and related duties.

#### SKILLS/COMPETENCIES:

Good verbal and written communication skills  
Quality and detail-oriented  
Excellent planning and organising skills  
Good understanding of statistical concepts and methodologies  
Proficiency in statistical software programs  
Good analytical skills  
Proactive and able to take initiative  
Committed to professional standards  
Team orientated  
Confidential  
Strong work ethics

### ASSISTANT ENFORCEMENT MANAGER

#### JOB SUMMARY

Responsible to assist in ensuring that all employers who employs Seychellois workers are up to date with payments of employers and employees mandatory pension contributions as per the SPF Act. Provide support to Enforcement Manager in the effective development and implementation of enforcement/compliance program. Conduct and provide guidance on the inspections of complex cases.

#### MINIMUM QUALIFICATION & EXPERIENCE

Diploma in Business Studies and Accounting or Diploma in General Management plus 2 years of relevant work experience  
Or  
Certificate in General Management plus 3 years of relevant work experience.

Class 2 driving license is required.

#### SKILLS/COMPETENCIES

Good communication skills both written and verbal  
Ability to be resourceful  
Good analytical skills  
Good negotiation skills  
Proactive and able to take initiative  
Committed to professional and ethical standards  
Team and customer oriented  
Proactive and able to take initiative  
Committed to professional and ethical standards

**SALARY:** The above posts come with attractive packages commensurate with qualifications and experience.

**Please note that should you be short listed, SPF may request that you obtain and submit a Police character certificate.**

Interested candidates should download and complete an Application Form from the Seychelles Pension Fund website ([www.pensionfund.sc](http://www.pensionfund.sc)) or request an Application Form by e-mail ([hr@spf.sc](mailto:hr@spf.sc)).

Application Forms are also available at the reception on the ground floor of the Pension Fund's Office at Caravelle House.

Your cv, copies of certificates, references and a passport size photograph should be attached to your Application Form and forwarded to:

Head of Human Resources & Administration  
Seychelles Pension Fund  
Caravelle House,  
Victoria, Mahe, Seychelles  
Tel: 4294699 Fax: 224740  
Email – [hr@spf.sc](mailto:hr@spf.sc)

**WE WILL RESPOND TO SHORTLISTED CANDIDATES ONLY.**

**CLOSING DATE: 12 APRIL 2024**