



SEYCHELLES PENSION FUND

Vacancies

1. Accounts Technician

Job Summary

Prepare monthly rental invoices and bank reconciliations, update and reconcile rent register, and prepare and post journals on a timely basis.

Minimum qualifications & experience

Diploma in Business Studies and Accounting, or Certificate in AAT or A Level Accounting with a minimum of 1 year working experience, or O'Level Account with a minimum of 4 years qualifying relevant post experience in the field of work.

Skills/Competencies

Excellent planning and organising skills, good interpersonal skills, quality and detail oriented and committed to professional and ethical standards, team and customer orientated.

2. Investment Analyst

Job Summary

Undertake financial analysis and risk management duties related to investments in real assets and financial assets of the Seychelles Pension Fund.

Minimum qualifications & experience

Bachelor's Degree in Economics, Finance, Investment or other Business related fields plus 2 years' experience in relevant field.

Skills/Competencies

Solid communication skills both written and verbal, excellent analytical skills, excellent presentation skills, excellent planning and organizing skills, excellent interpersonal skills, committed to professional and ethical standards, quality and detail oriented, excellent negotiation skills, proactive and able to take initiative, team and customer orientated.

3. IT Audit Manager

Job Summary

To assist the organisation by protecting its internal controls and data within its technology system. Safeguard information by identifying weaknesses and create strategies to prevent security breaches.

Minimum qualifications & experience

Bachelor's degree in Information Technology or Accounting with at least 2 years working experience as an IT Auditor and a Certified Information Systems Auditor (CISA certification), or a minimum of CISA certification with at least 5 years working experience in similar position.

Skills/Competencies

Solid communication skills both written and verbal, committed to professional and ethical standards, team and customer orientated, financial and IT application skills, clear understanding of system & software development methodologies, proactive and able to take initiative.

Salaries: Negotiable depending on qualifications and experience

Closing Date: 11th December , 2019

Interested candidates should download and complete an application form from the Seychelles Pension Fund website (www.pensionfund.sc) or request an application form by e-mail (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:

Human Resources & Administration Manager Seychelles Pension Fund Caravelle House, Victoria, Mahe, Seychelles Tel: 4294699 Email – hr@spf.sc

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