

# APPLICATION FOR EMPLOYMENT

## Chief Operating Officer

Financial Services Commission, Mauritius

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**Position: Chief Operating Officer**

**Reference: COO/APR2026**

**Closing Date: Monday, 27 April 2026 at 17:00 hrs (local time)**

### Guidance Notes and Instructions for Applicants

These notes are intended to help you complete the Application Form. You should read them carefully as the decision to short-list candidates is based solely on information provided in the application form.

- The application form must be completed and forwarded by email ([recruitment@fscmauritius.org](mailto:recruitment@fscmauritius.org))
- Missing information or incomplete applications are likely to result in the application being discarded.
- When completing your application, please ensure that you give priority to education and qualifications that are relevant to the job requirements.
- Qualifications claimed in the application form must have been completed at the time of the application.
- It is the responsibility of the candidates to provide supporting evidence from a competent authority ascertaining the equivalence of professional qualifications obtained.
- Birth certificate, school leaving certificate, examination certificates, testimonials, certificate of character or any other papers should not be sent with the Application Form unless specified otherwise, but these should be readily available and produced when requested.
- Giving any false information in your Application Form will lead to rejection of the application or, if appointed, may lead to dismissal.
- Only shortlisted candidates will be contacted.
- Applications received after the closing date mentioned in the advertisement will not be accepted.
- For any section of the Application Form, you may provide additional information in the format required and indicate which part of the Application Form you are referring to. Adhering to the format of the Application Form is key consideration in the selection process.
- Should there be any matter not covered by the Application Form that the candidate wishes to be considered with his application, the details must be given on an additional sheet to be annexed thereto.
- The CV is complimentary information to the Application Form.
- Sections marked with an asterisks (\*) are mandatory.
- The FSC reserves the right not to make any appointment following this advertisement without any obligation to give any reason to the candidate(s) of the grounds of its actions.

#### How to Complete This Form:

Fill in all fields digitally using a PDF reader (Adobe Acrobat, Preview, etc.). Save and email to: [recruitment@fscmauritius.org](mailto:recruitment@fscmauritius.org)

**PERSONAL PROFILE**

Surname \*

Forename \*

Maiden Name

Title (Mr/Mrs/Miss) \*

Marital Status

Date of Birth (DD/MM/YYYY) \*

Place of Birth

Nationality \*

National Identity Card Number \*

Passport Number \*

Date of Issue \*

Country of Residence \*

Residential Address \*

Contact Number \*

Email Address \*

LinkedIn Profile (if applicable)

## EXECUTIVE SUMMARY OF PROFESSIONAL PROFILE

**Instructions to candidates:**

Write a paragraph of a maximum of 20-25 lines and 1500 words. \*

Ensure that the summary is brief and covers your professional qualifications, background, leadership experience, and key areas of expertise.

Highlight what makes you the most suitable candidate for the position.

### Executive Summary \*

## KEY SKILLS AND LEADERSHIP COMPETENCIES

**Instructions to candidates:**

Provide a brief statement of a maximum of 8-10 lines under each selected competency demonstrating depth and impact.

Provide at least one actual / real-life example that demonstrates your competency in each, illustrating what you did and what was the organisational/business impact of your actions/initiatives.

### Strategic Leadership \*

### Operational Excellence \*

### Regulatory and Compliance Expertise \*

### Financial Management \*

### Stakeholder Engagement \*

**Change Management \***

**Risk Management \***

**Policy Development \***

**Digital Transformation \***

**People Leadership \***

## KEY CAREER ACHIEVEMENTS

**Instructions to candidates:**

*Highlight your main career achievements.*

*List your most significant career accomplishments, focusing on measurable/meaningful impact. Example: Led organisational transformation resulting in a 30% increase in operational efficiency.*

*Describe each achievement in 5-6 lines.*

**Achievement 1 \***

**Achievement 2**

**Achievement 3**

**Achievement 4**

**Achievement 5**



**BOARD MEMBERSHIP / COMMITTEES (IF APPLICABLE)****Instructions to candidates:**

List all the board memberships positions that you hold or have held to date

Provide a maximum of 5-8 lines for key contributions

This section can be left blank if not applicable.

Board Membership Position	Organisation	Country	From (DD/MM/YY)	To (DD/MM/YY)	Key contributions as a Board Member

## EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

### Instructions to candidates:

Provide complete and accurate details of your academic and professional qualifications

Information should be presented in reverse chronological order (most recent first)

Only include recognised and accredited qualifications

Avoid listing secondary school qualifications unless specifically required

Ensure dates and details are accurate and verifiable

Clearly indicate any qualifications that are in progress

Use the tables below to provide the requested information

### List Academic Qualifications

Name of degree/field of study and specialisation	Name of Institution	Country	Achievement Level (Diploma, Degree, Masters, etc.)	Year of Completion

### List of relevant professional certifications, designations, or licences

Certification Name	Awarding Body	Country	Status (Completed / In Progress)	Year obtained (or expected completion date)

List of short courses or executive programmes from recognised institutions that are relevant to senior leadership roles

Programme Name	Awarding Body	Country	Status (Completed / In Progress)	Year obtained (or expected completion date)

## PROFESSIONAL AFFILIATIONS

**Instructions to candidates:**

List any current memberships in professional bodies and industry associations

Name of Professional Body	Membership Grade / Category	Country	Date From

## LEADERSHIP AND MANAGEMENT EXPERIENCE

**Instructions to candidates:**

Provide a concise brief (maximum of 12-15 lines) on your leadership and management experience, focusing on the scale, scope, and impact of your role.

Your response must clearly address the following: size of the team you managed and structure that was under your purview, the key functions or departments under your leadership, and the budget size and authority that you managed.

## PUBLICATIONS/ THOUGHT LEADERSHIP (IF APPLICABLE)

**Instructions to candidates:**

List any relevant publications or thought leadership contributions, including articles, research papers, speaking engagements, or industry contributions. Where applicable, provide the title, date, and a brief description of your contribution.

This section can be left blank if not applicable.

Date	Event / forum (research, article, speech, presentation etc.)	Title and or Description

## SYSTEMS AND TECHNICAL EXPERTISE

### Instructions to candidates:

Provide a concise overview of the systems, platforms, and technical tools you have experience using in your leadership or operational roles. Focus on tools that are relevant to strategic, operational, or regulatory functions  
List systems/tools by name for each of the categories in the table below  
If a category is not relevant for you, say "not applicable"

Category	List the systems / tools	Level of proficiency (Basic, Intermediate, Advanced, Expert)
ERP		
Data and analytics		
Regulatory / compliance		
Project management		
Financial/accounting		
Other (specify)		

## ADDITIONAL INFORMATION

(a) Are you or have you ever: (i) been subject to any disciplinary measures (including but not limited to warning(s)/dismissal(s)/suspension(s)), (ii) been subject to criminal proceeding(s)/investigation(s) and, (iii) been the subject of any civil measures in relation to any debts or financial mismanagement? \*

### Answer (a) \*

Yes  No

*In the affirmative, please provide full details, including (i) the nature of same (ii) details of each outcome and (iii) the date of each outcome.*

(b) Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last 10 years? \*

### Answer (b) \*

Yes  No

*If yes, indicate nature of offence and date of outcome.*

## REFERENCES

**Instructions to candidates:**

Please provide name and contact details of two professional referees. \*  
 Referees must be people who know you in a capacity to comment on your suitability for the position for which you have applied. One of your two referees should be either your current or previous employer.

	Referee 1	Referee 2
<b>Name</b>		
<b>Position</b>		
<b>Organisation</b>		
<b>Contact details (Or state: "Available upon request")</b>		

## DECLARATION

**Important - PLEASE READ THE ADVERTISEMENT CAREFULLY:**

Incomplete, inadequate or inaccurate filling of the form may cause the applicant's elimination from consideration. It is an offense to give false information or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.

I hereby certify that I have read the Guidance Notes and Instructions for applicants and declare that the particulars in this application are true and accurate and that I have not willfully suppressed any material fact.

I also consent for my personal data to be disclosed to any third party as part of the recruitment process.

**I agree to the above declaration \***

Yes       No

**Full Name of Applicant \***

**Date \***

Note: You will be required to submit a signed copy of the application form at a later stage in case you are selected / shortlisted. You may be requested to provide certificates / documentary evidence of the statements you have made above. Do not, however, send any certificate / documentary evidence until you have been asked to do so.

**Please save this form and email it to: [recruitment@fscmauritius.org](mailto:recruitment@fscmauritius.org) | Reference: COO/APR2026 | Closing Date: Monday, 27 April 2026 at 17:00 hrs (local time)**