



Seychelles Meteorological Authority

VACANCY

We are seeking motivated candidates for the position of **Human Resources and Administration Director** at the Seychelles Meteorological Authority. That will be responsible for planning, directing and coordinating all activities of human resources and administrative matters to reach maximum levels of employees' productivity and creativity throughout the workforce and reporting directly to the Chief Executive Officer.

Minimum Qualifications, Skills and Experience

Candidates with a degree must have 7 years of relevant experience or at least 2 years of experience as a Senior Human Resource Officer and Budget Management Officer.

OR

Candidates with a Diploma in HR Management or Administration/General Management must have 8 years of relevant work experience, including 2 years as a Senior Human Resource and Budget Management Officer.

Please send your CV, references, cover letter, and relevant certificates to the CEO at v.amelie@meteo.sc and cc: rania.bristol@meteo.sc. For questions, contact us at 4670707 or 4670700.

Closing Date: Wednesday 19th March 2025