



**CALL FOR APPLICATION
VOLUNTEER POSITION
MAURITIUS PILOT YOUTH DIASPORA VOLUNTEERING PROJECT
MU10.REI2023.VP-07
REPUBLICATION**

SECTION 1

Position Information

Position Title	Executive Assistant's Support Volunteer
Host Organization	M-Kids Association
Duty Station	M-Kids Learning Centre
Position Number	MU10.REI2023.VP-07
Organizational Unit	Administration
Reports directly to	Executive Assistant

SECTION 2

Organizational Context and Scope

M-Kids is a registered national NGO dedicated to alleviating the suffering of *vulnerable children* and empowering them through multi-stakeholder programmes and activities, without discrimination, to create a bright future where every child can prosper.

Mission:

M-Kids' mission is to "improve the well-being of children and empower the most vulnerable among them through impactful, sustainable multi-stakeholder programmes and activities". In the pursuit of this mission, M-Kids intervenes in four key areas:

1. Child Poverty Alleviation.
2. Remedial Education & Life Skills Empowerment.
3. Psycho-Social Support & Therapy.
4. Youth & the Environment.

Vision:

M-Kids envisions a society where "No child is left behind" is a reality. M-Kids aspires to a society where:

- All children have equal access to basic needs of modern living;
- All children feel safe and supported at all times;
- And the most vulnerable children are afforded protection and opportunities through affirmative policies and actions.

SECTION 3

Responsibilities and Accountabilities

- Provides administrative support to the executive assistant of the NGO.
- Assists in organising and maintaining files, documents, and records.
- Drafts, proofreads, and edits various communications.
- Coordinates meetings, conferences, and events.
- Gathers and organises information for reports and presentations.
- Facilitates communication with internal and external stakeholders.
- Assists with miscellaneous tasks such as travel arrangements and expense reports.
- Acts as a liaison between the executive assistant and internal staff, external partners, stakeholders, and donors, facilitating effective communication and coordination.
- Any other relevant tasks

SECTION 4

Required Qualifications and Experience

EDUCATION

Bachelor's degree in any field

EXPERIENCE

Demonstrated experience of 1 year in the above-mentioned responsibilities

SECTION 5

Languages

REQUIRED

English and French

DESIRABLE

Mauritian Creole would be an added advantage.

SECTION 6

Competencies

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All volunteers must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 1

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Call For Application Submission Guidelines

Interested candidates are invited to submit their application online through this [link](#), by the 9 September 2023 (23:00 Mauritius time). For more information on the project, click on this [link](#).

All applicants will receive written notification of the outcome of the selection process. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken. IOM reserves the right to decline disclosure of the specificity of decision derived by the IOM mission due to reasons related to confidentiality.

IOM reserves the right to accept or reject any Application, and to annul the selection process and reject all Expression of Interest at any time, without thereby incurring any liability to the affected applicant.

For more information, please contact IOM in writing sending an email to iommauritius@iom.int.