



# CALL FOR APPLICATION VOLUNTEER POSITION

MAURITIUS PILOT YOUTH DIASPORA VOLUNTEERING PROJECT  
MU10.REI2023.VP-08

## SECTION 1

### Position Information

Position Title	Personal Assistant Volunteer
Host Organization	PILS (Prévention Information Lutte contre le SIDA)
Duty Station	Mauritius – Port-Louis
Position Number	MU10.REI2023.VP-08
Organizational Unit	Direction
Reports directly to	Executive Director

## SECTION 2

### Organizational Context and Scope

PILS is an organization committed to the fight against AIDS, which was founded in 1996. Its aim is to offer a support structure to people living with HIV in Mauritius. Since 2013, PILS has officially become a member of the Coalition PLUS, a union of French-speaking community associations grouped together in the fight against HIV/AIDS. The objective of this international union is to put patients and people at risk of HIV/AIDS infection back at the centre of initiatives to fight the pandemic.

## SECTION 3

### Responsibilities and Accountabilities

We are looking for a responsible Personal Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to manager's working life and communication.

#### Responsibilities

- Acting as the point of contact between the manager and internal/external clients
- Screening and directing phone calls and distributing correspondence

- Handling requests and queries appropriately
- Managing the manager's calendar and scheduling meetings and appointments
- Making travel arrangements
- Taking dictation and minutes
- Ordering office supplies
- Producing reports, presentations, and briefs
- Devise and maintaining office filing system

#### SECTION 4

### Required Qualifications and Experience

#### EDUCATION

High school diploma or equivalent

#### EXPERIENCE

- 1 year of experience as a Personal Assistant would be an advantage.
- Proven work experience as a Personal Assistant
- Knowledge of office management systems and procedures
- MS Office and English proficiency
- Outstanding organisational and time management skills
- Up-to-date with latest office gadgets and applications
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality

#### SECTION 5

### Languages

#### REQUIRED

French, English, Mauritian Creole.

#### DESIRABLE

- If a Knowledge of office management systems and procedures
- MS Office and English proficiency
- Outstanding organizational and time management skills
- Up-to-date with latest office gadgets and applications
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality
- Looking for someone Lively and Dynamic

#### SECTION 6

### Competencies<sup>1</sup>

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**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 – Choose a level.

**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 13 August 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](mailto:iommauritius@iom.int).