



CALL FOR APPLICATION VOLUNTEER POSITION

MAURITIUS PILOT YOUTH DIASPORA VOLUNTEERING PROJECT

MU10.REI2023.VP-09

REPUBLICATION

SECTION 1

Position Information

Position Title	Volunteer in Human Resources
Host Organization	PILS (Prévention Information Lutte contre le SIDA)
Duty Station	Mauritius – Port Louis
Position Number	MU10.REI2023.VP-09
Organizational Unit	Human Relations Department
Reports directly to	Human Relations Administrator

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

Assist the HR department in daily functions and the maintenance of HR services. Responsibilities include:

- Update our internal databases with information regarding new employees, contact details,

and forms.

- Compile payment data such as paid leave, work schedules, and bank account numbers.
- Screen CVs and job application forms. Schedule and confirm interviews with candidates.
- Publish, update, and remove job postings on job sites, employment pages, and social media.
- Prepare HR reports as needed.
- Handle employee requests regarding benefits.
- Review and distribute company policies in digital or printed format.
- Participate in organizing company events and job fairs.
- Any other related tasks.

SECTION 4

Required Qualifications and Experience

EDUCATION

Diploma level or bachelor's in human resources, or a related field

EXPERIENCE

- Up to 1 Year of Work experience
- Good baseline of Workers Rights act, OSH Act and Data protection Act.
- Looking for someone Lively and Dynamic & open minded
- Adaptability skills.
- Basic knowledge and ability to work with our key populations.
- Basic knowledge of HIV/AIDS.
- Enthusiastic and dynamic.

SECTION 5

Languages

REQUIRED

Mauritian Creole is must, English and French

DESIRABLE

N/A

SECTION 6

Competencies¹

■ 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 – 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 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.