



# CALL FOR APPLICATION VOLUNTEER POSITION

MAURITIUS PILOT YOUTH DIASPORA VOLUNTEERING PROJECT  
MU10.REI2023.VP-10

## SECTION 1

### Position Information

Position Title	Grant and Finance Volunteer
Host Organization	PILS (Prévention Information Lutte Contre le SIDA)
Duty Station	Mauritius – Port Louis
Position Number	MU10.REI2023.VP-10
Organizational Unit	Finance and Grant Management
Reports directly to	Grants and Operations Manager

## 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

- Support the Finance Operations Unit in updating follow up tools (Projects and Proposals, follow up tables) on a continuous basis.
- Produce / review project related tools and processes (project codes, factsheets, kick off meetings, reporting reviews, completion reviews)

- Support the Finance Operations Unit in reviewing the requests for new grants, extensions and amendments.
- Contribute to the development of guidance, tools, and templates notably those geared towards improving the functionality of the grants and commitment management
- Assist in filing finance and project documents.
- Assist in recommending and reviewing the payment in respect of the grants.

#### SECTION 4

## Required Qualifications and Experience

### EDUCATION

Candidates must have an undergraduate degree in Finance, Accounting, or a relevant Field

### EXPERIENCE

- Previous relevant work experience would be an advantage, especially in areas of accounting or financial management.
- Academic exposure to grants management, program management and/or monitoring and evaluation is an asset

#### SECTION 5

## Languages

### REQUIRED

French, English, Mauritian Creole.

### DESIRABLE

N/A

#### SECTION 6

## Competencies<sup>1</sup>

■ 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.

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**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).