



Call for Application

Volunteer Positions

Nou Rasinn: Look Forward, Give Back

Pilot Youth Diaspora Volunteering Project - Mauritius

Republication

The International Organization for Migration (IOM), in partnership with the Ministry of Foreign Affairs, Regional Integration and International Trade and concerned stakeholders, is implementing the “Mauritius Pilot Youth Diaspora Volunteering” project, also entitled ‘NOU RASINN’ to better engage with its diaspora and harness its valuable potential. To learn more about the project, click [here](#)

Who can apply?

- ✓ A member of the Mauritian diaspora, as per the definition below:

“... a member of the Mauritian Diaspora who is / was a citizen of Mauritius holding a valid Mauritian passport or not, as well as descendant(s) of that citizen, living/residing abroad, whether the descendant(s) hold a valid Mauritian passport or not”

- ✓ **AND** be aged between 18 to 35 (inclusive) at the time of submitting your application.

Call For Application Submission Guidelines

For more details regarding the volunteering positions, please see the post descriptions annexed to this Call for Application. Please be informed that in addition to the eligibility criteria of the project, each volunteering position has its own specific requirements.

Interested candidates are invited to submit their application [online](#) by the 01 October 2023 (23:00 Mauritius time), with clear reference to the post description (MU10.REI2023.VP-XX)

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 iommauritus@iom.int

MU10.REI2023.VP-01

SECTION 1

Position Information

Position Title	General Maintenance - Volunteer
Host Organization	Association Pour Personnes En Larmes
Duty Station Position	ARCH Rehab Centre/ARCH Training Centre
Number	MU10.REI2023.VP-01
Organizational Unit	Operational Department
Reports directly to	Supervisors and Centre Manager

SECTION 2

Organizational Context and Scope

Association Pour Personnes En Larmes, founded 2006, aims at empowering the vulnerable (homeless, drug addicts and vulnerable women) of the Mauritian society through rehabilitation and training. Its main activities revolve around life skills, capacity building and job skills with the goal to help beneficiaries to regain the mainstream with a sustainable capacity to keep a job and lead a stable life.

The volunteer is expected to partake in day-to-day operations as per a timetable which will be devised as soon as the person joins the team according to the daily planning. The volunteer will participate in activities with both beneficiaries and staff according to professional skills. Volunteer may be allowed to teach beneficiaries as per professional skills mentioned in

SECTION 3

Responsibilities and Accountabilities-

- Assist in receiving, inspecting, and organizing incoming inventory, maintain inventory records, including tracking stock levels.
- Assist in classes with beneficiaries – music, art, drama, cooking, indoor and outdoor sports & games,
- Assist with the daily organization of activities.

Please note for this volunteering position the volunteer will be required to bring their personal laptop.

SECTION 4

Required Qualifications and Experience

EDUCATION

Minimum Secondary level

education

EXPERIENCE

Demonstrated experience in social field would be an advantage and also having meticulous organizational skills.

Note: The heart to serve is not an option but a requirement.

SECTION 5

Languages

REQUIRED

Mauritian Creole

DESIRABLE

English and/or French

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.



MU10.REI2023.VP-02

SECTION 1

Position Information

Position Title	Sports/Fitness - Volunteer
Host Organization	Association Pour Personnes En Larmes
Duty Station Position	ARCH Rehab Centre/ARCH Training Centre
Number	MU10.REI2023.VP-02
Organizational Unit	Operational Department
Reports directly to	Supervisors and Centre Manager

SECTION 2

Organizational Context and Scope

Association Pour Personnes En Larmes, founded 2006, aims at empowering the vulnerable (homeless, drug addicts and vulnerable women) of the Mauritian society through rehabilitation and training. Its main activities revolve around life skills, capacity building and job skills with the goal to help beneficiaries to regain the mainstream with a sustainable capacity to keep a job and lead a stable life.

The volunteer is expected to partake in day-to-day operations as per a timetable which will be devised as soon as the person joins the team according to the daily planning. The volunteer will participate in other related activities.

SECTION 3

Responsibilities and Accountabilities

Sports & Fitness Volunteer

- Conduct classes regarding sports/fitness and any other related activities.
- Assist in classes with beneficiaries – music, art, drama, cooking, indoor and outdoor sports and games.

Please note for this volunteering position that the volunteer is required to bring their personal laptop.

SECTION 4

Required Qualifications and Experience

EDUCATION

Approved trainer with a recognized qualification in fitness instruction, or equivalent

EXPERIENCE

Demonstrated experience of at least 1 year in sports/fitness instruction Note: The heart to serve is not an option but a requirement.

SECTION 5

Languages

REQUIRED

Mauritian Creole

DESIRABLE

English and/or French

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. 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.



MU10.REI2023.VP-03

SECTION 1

Position Information

Position Title	Volunteer Trainer in Cookery and Pastry
Host Organization	Association Pour Personnes En Larmes
Duty Station	ARCH Rehab Centre/ARCH Training Centre
Position Number	MU10.REI2023.VP-03
Organizational Unit	Training Department
Reports directly to	Supervisors and Centre Manager

SECTION 2

Organizational Context and Scope

Association Pour Personnes En Larmes, founded 2006, aims at empowering the vulnerable (homeless, drug addicts and vulnerable women) of the Mauritian society through rehabilitation and training. Its main activities revolve around life skills, capacity building and job skills with the goal to help beneficiaries to regain the mainstream with a sustainable capacity to keep a job and lead a stable life.

The volunteer is expected to partake in our day-to-day running as per a timetable which will be devised as soon as the person joins the team according to our daily planning. The volunteer will participate in activities with both beneficiaries and staff according to professional skills. Volunteer may be allowed to teach beneficiaries as per professional skills mentioned in position options.

SECTION 3

Responsibilities and Accountabilities

Trainer in Cookery and Pastry

- Train the trainers in cookery and Pastry during weekdays

Please note for this volunteering position that the volunteer is required to bring their personal laptop

SECTION 4

Required Qualifications and Experience

EDUCATION

Approved trainer with a recognized qualification in cookery and pastry, or equivalent

EXPERIENCE

Demonstrated experience at least 2 years in the field of cookery and pastry

Note: The heart to serve is not an option but a requirement.

SECTION 5

Languages

REQUIRED

Mauritian Creole

DESIRABLE

English and/or French

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.



MU10.REI2023.VP-04

SECTION 1

Position Information

Position Title	Environment Sustainability Volunteer
Host Organization	ECOSIS (MTIUS) LTD
Duty Station	11, Avenue des Capucines, Quatre Bornes
Position Number	MU10.REI2023.VP-04
Organizational Unit	n/a
Reports directly to	Program Coordinator

SECTION 2

Organizational Context and Scope

Ecosis provides consultancy services in strategic planning and management of sustainability programs making a positive impact on health, society and environment, enhancing operational and functional systems, ensuring economic, environmental performance which helps create a sustainable community.

Ecosis is passionate about creating positive change for a sustainable future and helping clients to tackle challenges and capitalize on opportunities associated with sustainable development.

SECTION 3

Responsibilities and Accountabilities

We are seeking a motivated Environment Sustainability Volunteer to join as volunteer. The volunteer role will be assisting the organizations in adopting sustainable practices and developing strategies to minimize their environmental impact.

Responsibilities:

- Conduct comprehensive sustainability assessments for client organizations, including analysis of energy usage, waste management, water consumption, carbon footprint, and supply chain sustainability.
- Collaborate with clients to understand their sustainability goals, objectives, and challenges, and develop tailored sustainability strategies and action plans.
- Perform research and analysis on emerging sustainability trends, regulations, and best practices to ensure clients are informed and compliant.
- Advise clients on the implementation of sustainable practices and technologies to reduce environmental impact and enhance operational efficiency.
- Conduct audits and evaluations of sustainability initiatives and programs to measure performance and identify areas for improvement.
- Develop and deliver training programs and workshops to educate clients on sustainable practices and promote awareness among employees and stakeholders.
- Provide guidance on the selection and integration of sustainable materials, technologies, and suppliers into client projects and operations.
- Collaborate with cross-functional teams, including engineers, architects, and project managers, to incorporate sustainability considerations into design, construction, and operations.
- Prepare and deliver clear and concise reports and presentations to communicate findings, progress, and recommendations to clients and internal stakeholders.
- Stay updated on industry standards, certifications, and regulations related to sustainability and advise clients on obtaining relevant certifications and recognition.

SECTION 4

Required Qualifications and Experience

EDUCATION

Degree holder in Environmental sustainability

EXPERIENCE

At least 5 years of experience in the sustainability field

SECTION 5

Languages

REQUIRED

English or French

DESIRABLE

Not applicable

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 – 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.



MU10.REI2023.VP-05

SECTION 1

Position Information

Position Title	Volunteer Computer Software Developer
Host Organization	EDYCS Epilepsy Group
Duty Station	EDYCS Epilepsy Health Service Center
Position Number	MU10.REI2023.VP-05
Organizational Unit	E001
Reports directly to	President Founder & the EpilepsyCare Administrator

SECTION 2

Organizational Context and Scope

Established in 2000, EDYCS Epilepsy Health Service Center is a unit operated under the aegis EDYCS Epilepsy Group NGO with prime objective to provide free medical and therapeutic services to patients diagnosed with epilepsy associated with other health comorbidities. Our core services at EDYCS Epilepsy Health Service Center are:

- Epilepsy care consultation
- Massage Therapy
- Psychological Counseling
- Home Visit
- Social and leisure programs
- Information
- Publication resources around epilepsy
- Training
- Community Awareness and Public education

Under the supervision of EDYCS President and Epilepsy Care Admin, a Volunteer Computer Software Developer is needed to develop and install a patient management software keeping tracks of

appointments, seizures occurring, AED treatment and other relevant information on the patient's follow-up at the Center.

SECTION 3

Responsibilities and Accountabilities

- Collecting and analyzing system of care at EDYCS Epilepsy Center
- Preparing a skeleton and stages of the software development
- Conducting research on existing patient management software
- Discussing key components of the software with EDYCS team
- Developing the software
- Installing the software
- Assist with data entry and other reports

Required Qualifications and Experience

EDUCATION

Bachelor's or Master's degree in Computer Science, Software Development, Software Engineering, or other relevant degrees

EXPERIENCE

At least 2 – 3 years' experience in software development including thorough understanding on Microsoft Applications.

Demonstrated keen interest to work in team within an NGO environment

SECTION 5

Languages

REQUIRED

For this position, either English or French speaking candidate is welcomed.

DESIRABLE

For this position, either English or French speaking candidate is welcomed.

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

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MU10.REI2023.VP-06

SECTION 1

Description du Poste

Titre du poste	Enquêteur pour un projet de capitalisation
Organisations d'accueil	Fédération des Maisons Familiales Rurales
Lieu d'affectation	Calebasses et sur les terrains
Reference du Poste	MU10.REI2023.VP-06
Department concerné	Communication et administration
Superviseur directe	Directeur

SECTION 2

Contexte et portée du projet

Le réseau Maisons Familiales Rurales (MFR) existe depuis bientôt 30 ans. Elle s'engage auprès des familles vulnérables à accompagner les jeunes dans la formation socioprofessionnelle à la pédagogie de l'alternance. Il y a 5 MFR à travers la République : trois MFR sur le sol mauricien et deux à Rodrigues.

Le volontaire sera amené à travailler sur une enquête auprès des anciens bénéficiaires (jeunes, familles, maîtres de stage, etc.) dans le but de produire un document de capitalisation de ces résultats. Ce document sera ensuite utilisé pour la communication et les plaidoyers futurs.

SECTION 3

Responsabilités

- Être à l'écoute des bénéficiaires et de leurs familles
- Rencontre des personnes sur le terrain
- Recenser les informations auprès les anciens bénéficiaires
- Compiler les données
- Rendre compte les activités menées
- Ouvert aux autres

SECTION 4

Qualifications et Expérience Requises

EDUCATION

Une personne qui puisse rédiger un document sur l'enquête menée. A un niveau d'analyse des données.

EXPERIENCE

A une expérience de terrain.

SECTION 5

Langages

REQUIS

Creole et Français

DESIRABLE

N/A

SECTION 6

Compétences

On s'attend à ce que le titulaire du poste démontre les valeurs et les compétences suivantes :

VALEURS - Tous les volontaires doivent respecter et démontrer ces cinq valeurs :

- **Inclusion et respect de la diversité** : respecter et promouvoir les différences individuelles et culturelles ; encourager la diversité et l'inclusion chaque fois que cela est possible.
- **Intégrité et transparence** : respecter des normes éthiques élevées et agir

conformément aux principes/règles et aux normes de conduite de l'Organisation.

- **Professionalisme** : être apte à travailler avec sang-froid, compétence et dévouement, et gérer les problèmes quotidiens en faisant preuve du discernement requis.
- **Courage** : Démontre la volonté de prendre position sur des questions importantes.
- **Empathie** : Fait preuve de compassion envers les autres, met les gens en confiance, les respecte et les traite équitablement.

COMPETENCES – indicateurs

- **Travail d'équipe** : mettre en place et promouvoir une bonne collaboration au sein de son unité et avec d'autres unités afin d'atteindre les objectifs communs et d'optimiser les résultats.
- **Obtention de résultats** : produire et obtenir de bons résultats rapidement et d'une manière axée sur les services ; privilégier l'action et faire preuve de détermination en vue d'obtenir les résultats convenus.
- **Gestion et partage des connaissances** : chercher en permanence à apprendre, à partager des connaissances et à innover.
- **Responsabilité** : s'approprier les priorités de l'Organisation et assumer la responsabilité de ses propres actes et des tâches qui lui sont déléguées.
- **Communication** : encourager, et contribuer à, une communication claire et ouverte ; expliquer des sujets complexes de manière instructive, stimulante et motivante.

Directives De Soumission Des Candidatures

Les candidats intéressés sont invités à soumettre leur candidature en ligne via ce [lien](#), avant le 9 septembre 2023 (23h00 heure de Maurice). Pour plus d'informations sur le projet, cliquez sur ce [lien](#).

Tous les candidats recevront une notification écrite concernant le résultat du processus de sélection. Si un candidat demande des éclaircissements supplémentaires, l'IOM fournira une réponse expliquant la transparence et l'intégrité du processus de sélection entrepris. L'IOM se réserve le droit de refuser de divulguer la spécificité de la décision prise par la mission de l'IOM pour des raisons de confidentialité.

L'IOM se réserve également le droit d'accepter ou de rejeter toute candidature, et d'annuler le processus de sélection ainsi que de rejeter toutes les expressions d'intérêt à tout moment, sans encourir de responsabilité envers le candidat concerné.

Pour plus d'informations, veuillez contacter l'IOM par écrit en envoyant un courriel à iommauritius@iom.int



MU10.REI2023.VP-07

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.



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

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.



MU10.REI2023.VP-09

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.



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, followup 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

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.



MU10.REI2023.VP-11

SECTION 1

Position Information

Position Title	Fundraising Volunteer
Host Organization	PILS (Prévention Information Lutte contre le SIDA)
Duty Station	Mauritius – Port Louis
Position Number	MU10.REI2023.VP-11
Organizational Unit	Fundraising SBU
Reports directly to	Fundraising Coordinator

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 our current Fundraising Coordinator and their day-to-day operations:

- Research, plan, coordinate, and manage all events.
- Manage fundraising campaigns and oversee donor relations.
- Write personalized thank you letters to donors.
- Identify prospective individual, foundation, and corporate donors. Develop strategies to cultivate those relationships.
- Generate initiatives that increase donor loyalty.
- Write grant applications.

- Provide accurate data collection for grant reporting and proposals.
- Ability to commit to the entire volunteering period.
- Organized and clear writing ability is required. Must be able to develop clear, detailed
- Comfortable in reaching out to organizations and donors, via email, phone, and in-person.
- Flexibility to work evenings and weekends when needed.

SECTION 4

Required Qualifications and Experience

EDUCATION

Diploma or undergraduate degree in any field

EXPERIENCE

Previous work experience in NGO organisation or fundraising environment

SECTION 5

Languages

REQUIRED

Mauritian Creole, French and English

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.



MU10.REI2023.VP-12

SECTION 1

Position Information

Position Title	Volunteer Translator and/or Interpreter
Host Organization	PILS (Prévention Information Lutte contre le SIDA)
Duty Station	Mauritius – Port Louis
Position Number	MU10.REI2023.VP-12
Organizational Unit	Monitoring Evaluation and Research Department
Reports directly to	MER Coordinator

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 seeking a skilled Translator to accurately interpret written and audio pieces in various languages while preserving their original meaning, format, and tone.

The responsibilities will include carefully reading and comprehending the context of the given material, utilizing specialized dictionaries and translation tools, and meticulously proofreading the final translations. Success in this role requires exceptional attention to detail and fluency in at least two additional languages, in addition to your native language.

The primary objective will be to deliver high-quality translated content that aligns with our internal requirements and enables us to effectively engage a broader audience.

Responsibilities:

- Read given material and research industry-specific terminology
- Convert text and audio recordings from one language to one or more others
- Ensure translated content conveys original meaning and tone
- Prepare subtitles for videos and online presentations
- Cross-reference specialized dictionaries and translation tools to check quality of translation
- Proofread translated texts for grammar, spelling and punctuation accuracy
- Follow up with internal team members and clients to ensure translation meets their needs
- Edit content with an eye toward maintaining its original format (e.g. font and structure)
- Network with field experts to stay current on new translation tools and practices

SECTION 4

Required Qualifications and Experience

EDUCATION

Studies in French language or relevant language studies. BSc in Translation, Interpreting or similar field is desirable

EXPERIENCE

Proven work experience as a Translator, Interpreter or similar role

SECTION 5

Languages

REQUIRED

French and Mauritian Creole

DESIRABLE

N/A

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

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.



MU10.REI2023.VP-13

SECTION 1

Position Information

Position Title	Front Desk Volunteer
Host Organization	PILS (Prévention Information Lutte Contre le SIDA)
Duty Station	Mauritius – Port Louis
Position Number	MU10.REI2023.VP-13
Organizational Unit	General
Reports directly to	TBD

SECTION 2

Organizational Context and Scope

PILS is an association 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

As a front desk representative, you will be the first point of contact for our company. Our front desk representative's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business. You will also coordinate front-desk activities,

including distributing correspondence and redirecting phone calls.

To be successful as a front desk representative, you should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential for this position. This role may require working in shifts, so flexibility is a plus.

Responsibilities:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical front desk representative duties such as filing, photocopying, transcribing and faxing

SECTION 4

Required Qualifications and Experience

EDUCATION

- Proficiency in Microsoft Office Suite
- High school degree; additional certification in Office Management is a plus

EXPERIENCE

- Proven work experience as a front desk representative, Front Office Representative, receptionist or similar role

SECTION 5

Languages

REQUIRED

French, English and Mauritian Creole required

DESIRABLE

- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance

- Solid written and verbal communication skills

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:

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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.



MU10.REI2023.VP-14

SECTION 1

Position Information

Position Title	Communication Volunteer
Host Organization	T1 Diams
Duty Station	Quatre-Bornes
Position Number	MU10.REI2023.VP-14
Organizational Unit	Communication Officer
Reports directly to	Communication Officer

SECTION 2

Organizational Context and Scope

T1 Diams is an organization dedicated to supporting individuals living with Type 1 Diabetes (T1D) in Mauritius. T1D is a chronic illness that requires lifelong management through insulin injections and frequent glucose tests, typically done 4 to 6 times daily.

Living with T1D poses significant challenges for children, adolescents, and adults alike. It impacts their daily routines, requiring meticulous attention to blood glucose levels, insulin administration, and carbohydrate counting. This relentless management regimen can be physically and emotionally demanding for individuals with T1D and their families.

T1 Diams is committed to providing comprehensive support to individuals with T1D, helping them navigate the complexities of their condition. Through our programs, we empower patients with therapeutic education, psychosocial support, and access to relief aid. We aim to alleviate the burden of daily management and enhance their quality of life.

SECTION 3

Responsibilities and Accountabilities

- Assist in providing support to beneficiaries.
- Assist in drafting project proposals for potential donors and funding opportunities in the

- organization areas of interest.
- Conduct research to strengthen proposals and concept notes.
- Be comfortable to appear in videos, medias, digital platforms would be an advantage (Influencer).
- Assist in event creation and development.

SECTION 4

Required Qualifications and Experience

EDUCATION

Bachelor's or master's degree in international relations, international development, law or a related field from an accredited academic institution

EXPERIENCE

Professional work experience in project implementation would be considered an asset.

SECTION 5

Languages

REQUIRED

For this position, fluency in English and French is required (oral and written).

DESIRABLE

Mauritian Creole and French would be an advantage.

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.