

CALL FOR APPLICATIONS

N°: COI/AC/2019/002

Job title: Office Assistant
Supervisor: Directly under the authority of the MASE Officer in Charge
Duty Station: Mauritius
Position financed by: MASE Programme

1. CONTEXT

1.1 IOC Context

The Indian Ocean Commission (IOC) is an intergovernmental regional cooperation organization comprising 4 ACP States (Comoros, Madagascar, Mauritius, Seychelles) and a European Union outermost region, La Réunion (French overseas department).

Due to their geography, history and culture, the 5 islands share common values and interests, in a global changing environment. The IOC's mission is to strengthen the bonds of friendship and solidarity among peoples and to contribute through regional cooperation to the sustainable development of its member states. Multiple reflections have clarified the different fields of its intervention. Since 2005 the 4 strategic axes are:

- political and diplomatic cooperation,
- economic and trade cooperation,
- sustainable development in a context of globalization,
- strengthening regional cultural identity

The IOC is currently managing a portfolio of about ten projects totalling approximately € 100 million. The IOC General Secretariat establishes partnerships with donors, regional and international cooperation agencies and organizations, businesses and NGOs. The IOC is working closely with regional organizations in Eastern and Southern Africa in the implementation of some projects that go beyond the geographical scope of the organization. This is the case of the European Union-funded Maritime Security Promotion Programme (MASE), for which the IOC implements two components under the overall coordination of the Inter-Governmental Authority for Development (IGAD).

1.2 Context of the MASE project

The MASE programme is a response to the regional strategy and action plan against piracy and maritime safety. The programme, financed by the 10th EDF to the tune of € 37.5 million, is implemented by IGAD, COMESA, EAC and IOC. It is a five-year programme extended to 2019-2020 which is implemented in the ESA-IO region.

The **overall objective** of the programme is to improve maritime safety in the ESA-IO region and thus contribute to global security and to create an environment conducive to the economic development of the region and beyond.

The **specific objective** of the programme is to strengthen the capacity of the ESA-IO region in the implementation of its regional strategy and action plan.

The MASE Programme Financing Agreement entered into force after the final signature on 12 June 2013 by the Secretary-General of the Inter-Governmental Development Agency (IGAD), who is the regional authorizing officer for the programme, under the auspices of the Inter-regional Coordination Committee (IRCC). The financing agreement provides for a sub-regional delegation of IGAD's powers to other regional organizations (ROs), COMESA, EAC and IOC, for the implementation of the 5 results of the programme. Following Programme 1, the IOC has been assigned the responsibility to implement the overall communication and visibility strategy.

The MASE funding agreement aims to achieve five results in line with the regional strategy and plan of action against piracy and the promotion of maritime security:

- Result 1: Alternative livelihoods through vocational development initiatives and advocacy against piracy are supported; Maritime coordination mechanisms are reinforced in Somalia
- Result 2: National and regional legal, legislative and infrastructural capacities for the arrest, transfer, detention and prosecution of pirates are developed and strengthened;
- Result 3: Strengthening regional capacity to disrupt the financial networks of pirate leaders and their financiers while addressing structural vulnerability factors and minimizing the economic impact of piracy;
- Result 4: Strengthening of national and regional capacities for maritime tasks and support functions;
- Result 5: Regional coordination and information exchange

Each of the four regional organizations in the ESA-IO region is responsible for the specific component for which it has been assigned to lead. The relevant regional organization and the relevant EU delegation are responsible for validating the reports as follows:

- For Result 1, the Intergovernmental Authority on Development (IGAD) and the EU Delegation in Djibouti in collaboration with the EU Delegation in Somalia;
- For Result 2: East African Community (EAC) and the EU Delegation in Tanzania;
- For Result 3: Common Market for Eastern and Southern Africa (COMESA) and the EU Delegation in Zambia;
- For Results 4 and 5: IOC and the EU Delegation in Mauritius

Specific context

With the reorganisation of the Anti-piracy Unit to be based at the General Secretariat of the Indian Ocean Commission, the job holder is now required to perform at the IOC Office at Ebène for a specific support to the MASE team in logistic and administrative matters.

2. DESCRIPTION OF THE POSITION

2.1 Objectives of the mission

The Office Assistant will work under the supervision of the Officer in Charge and provide support to all members of the APC.

His/her duties and responsibilities include but are not restricted to:

- Keeping order within the office premises.
- Small purchases of office consumables and stationeries.
- Help out with the logistical preparation and running of meetings, training session, public gatherings etc.
- Collect and deliver packages & parcels and other documents within and outside premises including port office.
- As office messenger: run errands, collecting and delivering mail and other documents from/to post office or couriers.
- Supporting secretarial activities and duties (photocopies, archive, administrative assistance, menial jobs etc.).
- Any other assignment within his/her area of competence.

2.2 Qualifications and skills

The candidate for the position must:

1. Hold a school certificate or any equivalent qualification
2. Have relevant work experience in a similar or any equivalent position.
3. Display a pleasing personality.
4. Demonstrate reliability, resilience & cleanliness as a person.
5. Show proficiency in reading & writing will be an advantage.

3. INSTRUCTIONS TO CANDIDATES

3.1. Eligibility

Candidates must be nationals of Mauritius.

3.2. Application form

Each application must include:

- A letter of motivation from the candidate;
- A curriculum vitae (CV) prepared in accordance with the model annexed to this notice of invitation to tender;
- Copies of certificates if any
- A copy of the candidate's passport or identity card.

3.3. Additional information before the deadline for submission of applications

If the IOC provides additional information on the call for nominations, it shall communicate this information through the IOC website (www.coi-ioc.org) **before 15th May 2019.**

3.4. Deadline for applications

FRIDAY 24TH MAY 2019 at 16.00 (Mauritius time)

Applications received after this date will not be considered.

3.5. Submission of applications

Applications may be sent by e-mail, by post or by hand to the following address:

Human resources department
General Secretariat of the IOC
Blue Tower, 3rd floor, Rue de l'Institut, Ebène, Mauritius
Tel: (230) 402 6100, Fax: (230) 465 6798
Email: hr@coi-ioc.com

For applications to be submitted by mail or by hand, the following information must appear on the outer envelope:

- the aforementioned address to which applications must be submitted;
- the reference of the call for candidate's procedure to which the candidate responds (in this case COI/AC/2019/002);

For applications to be sent by e-mail, it is recommended to put the application file in a single PDF file which will be transmitted as a file attached to the candidate's message.

3.6. Selection of applications

The recruitment process is as follows:

- A pre-selection phase based on a dossier carried out by the Human Resources Department, which could be assisted by a recruitment office;
- A phase of selection of the shortlisted candidates: interview by telephone, Skype or interview in person.
- Approval of the result of the selection by the competent authorities;
- Notification to the successful candidate.

It should be noted that confirmation of the recruitment of a candidate is also subject to the following conditions:

- the successful candidate has met the medical requirements in force;
- the successful candidate has not been convicted by a judgment which has the force of res judicata (i.e., against which there is no further appeal) for any offense involving his conduct.

3.7. Terms of recruitment and duration of the contract

This full-time contract is expected to be signed in the first half of 2019 and will end mid-2020.

3.8. Remuneration

The basic annual salary will be determined in accordance with the provision of the programme estimates of the MASE Project.

4. EVALUATION OF APPLICATIONS

- Applications received after the deadline for submission of applications will be rejected.
- Incomplete applications, in particular those without a CV, will be rejected.
- Applications submitted by non-eligible candidates will be rejected.
- Each application file (not rejected) will be evaluated in accordance with the evaluation grid below:

	Maximum
Qualification and skills	20
General professional experience	20
Specific professional experience	60
Total	100

NB: Only candidates with a minimum score of 75/100 would be qualified for the interview or competition.

CURRICULUM VITAE

1. **Family name:**

2. **Names:**

3. **Birth Date:**

4. **Nationality:**

5. **Marital Status:**

6. **Gender:**

7. **ID Card number:**

Passport number:

8. **Address:**

9. **Phone (Home):**

Mobile:

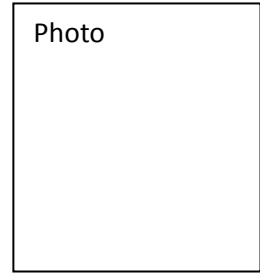
10. **E-mail:**

11. **Education: secondary cycle**

Institution (Name and country)	Start date	End date	Certificate (s) obtained (e.g. BEPC, CAP, Baccalaureate, SC, HSC, GCE 'O' level, GCE 'A' level)

12. **Education: tertiary cycle**

Institution (Name and country)	Start date	End date	Diploma (s) obtained (Certificate, diploma, degree / degree, masters, doctorate)



13. Other vocational trainings

Area (technical management, human development and others)	Skills developed

14. Professional experience

Start	End	Position	Business / Institution / Consultancy	Short description of tasks

Note: Start with your current situation

15. Specific experience in the region

Start	End	Country	Actions

16. Languages skills

Language	Read	Oral	Written	Remarks

Note: Indicate your level of knowledge on a scale from 1 (excellent) to 5 (rudimentary).

17. Affiliation to a professional organization

Start	Name	Address	Area (Management, HR, Research, etc.)	Contribution to your person

18. References

Name	First Name	Position	Business / Institution	Contact information

Justification in the absence of reference:

Note: IOC reserves the right to contact the reference persons. If you are unable to provide references, please provide justification.

19. Other relevant information

Item (Publication reference, etc.)	Details

Signature:

Date: