

CALL FOR APPLICATIONS

Nº: COI/AC/2021/003

Post:	Project Assistant to assist IOC in implementation.
Project:	Port security and safety of navigation in Eastern and Southern Africa and the Indian Ocean
Category of post:	Category 3: Middle Management
Reporting & working line:	Under the direct supervision and authority of the Officer in Charge of Economic Affairs at the General Secretariat of the IOC, Head of Department – “Economy, Connectivity & Maritime Security” and in close collaboration with the Programme Coordinator, the Communication Officer, and other services of the General Secretariat
Place of work:	Secretariat-General IOC, Ebene, Mauritius
Post funded by:	European Union (EU)

1. BACKGROUND

The **Port security and safety of navigation in Eastern and Southern Africa and the Indian Ocean** programme, funded by the European Union to the tune of 28 M EUR aims at improving port security and the safety of navigation in the ESA-IO region. To that end it will strengthen the capacities of maritime affairs authorities, government, and port agencies, inter alia, to undertake Port State Control Inspections on board and it will ensure the transposition and implementation of international legislation. The programme requires good coordination with a large number of countries, their authorities and those of the ports concerned as well as the assurance of complementarity with the Maritime Security (MASE) program of the Indian Ocean Commission (IOC).

The programme also aims at improving port security legislation and at the adoption of the related compliance framework and its effective enforcement by the ports of the region. This component would address compliance with the International Ship and Port Facility Security Code and preparation of a Port Security Plan as well as implementation of a cargo targeting mechanism to track illicit trade, drug trafficking and smuggling of weapons.

Finally, the programme will support the development of regional information sharing, reporting and exchange of data on cargo and passengers. This involves capacity building for Law Enforcement Agencies (LEAs) and Customs Officers to track terrorist or organised crime actors travelling to the region as well as identification and seizure of suspicious cargoes and shipments.

The **overall objective** of the programme is to enhance maritime security and safety in the region of Eastern and Southern Africa and the Indian Ocean (EA-SA-IO) in line with the African Union’s 2050 Africa’s Integrated Maritime Strategy (2050 AIM Strategy)

The programme is implemented by three Agencies, namely:

- UNODC/IMO for the Results 1 and 2,
- INTERPOL for the Result 3 – Outcome 2, and

- IOC for the Result 3 – Outcome 1, Communication and Visibility and the general coordination of the whole programme.

The **purpose of the project** is to enhance coordination within the beneficiary countries as well with the implementing partners given the wide range of stakeholders that are involved in enhancing port security and safety of navigation.

With reference to the results listed in the Financing Agreement, the expected result from the activities of this Programme Estimate is the following:

Result 3, output 1: A regional information sharing mechanism and data exchange system on cargo and passengers is developed and used by the beneficiary countries.

1. Coordination: overall programme coordination of implementing partners and national authorities and agencies on behalf of the other Duly Mandated Regional Organisations (DMROs) is carried out, leading gradually to the overall completion of the Port Security Financing Agreement's objectives.
2. Communication and Visibility: A Communication and Visibility Plan of the Action is prepared at the start of implementation and the identified measures are implemented throughout programme operational life to ensure public knowledge of the programme in all beneficiary countries and visibility to the EU – IOC partnership.

The contracting authority is the IOC as Regional Authorising Officer.

A **Steering Committee (SC)** will be set up indicatively consisting of representatives of the IOC, representatives of all implementing partners, representatives of the EU and of other participating countries and representatives of the Port and Maritime Authorities, Customs and Law enforcement Agencies from the participating countries. Observers from COMESA, SADC and EAC might be considered on an ad-hoc bases. The Steering Committee (SC) will be responsible for reviewing the overall policy and strategic directions of the programme, monitoring the overall performance and coherence between the different components, as well as ensuring the coordination with other regional organisations of the region and also provide guidance as appropriate and will analyse the progress reports. It will tentatively meet once annually and more when necessary.

A **Technical Committee (TC)** will be set-up for elaborating technical positions in preparation of the Steering Committee and will be responsible for supervising the programme implementation and reporting on a quarterly basis. The TC will consist of the following members: representatives of the IOC, representatives of the UNODC and of IMO, representatives of INTERPOL and representatives of the EU Delegations in the concerned countries.

2. JOB DESCRIPTION

The IOC requires the support of a dedicated Project Assistant to provide assistance for the implementation of Result 3, Outcome 1 of the Port security and safety of navigation in Eastern and Southern Africa and the Indian Ocean programme.

Objectives

The objective is to improve the IOC's capacity to for the implementation of the Ports Security Programme.

He/she will work under the direct supervision and authority of the Officer in Charge of Economic Affairs at the General Secretariat of the IOC and will work in close collaboration with the Programme Coordinator.

The Project Assistant will:

- Support the IOC in its role as the regional organisation and provide support to the activities and tasks of the Coordinator, and consultants for monitoring, planning, and consistency in the implementation of the 3 components of the project.
- Compilation of data and monitoring of the reporting of the activities of the 3 components according to their respective results framework as well as the deadlines and requirements in terms of monitoring the achievements and reporting obligations of the programs and projects implemented are respected.
- Coordination with the departments concerned (SAF, Procurement, Communication, Internal Audit) for the IOC component in their monitoring of compliance with financial commitments for programming, appraisal and implementation of projects and programs, as well as audit exercises.
- Monitor the implementation of the 3 project components in accordance with the results framework and the approved detailed work plans and budgets.
- Support the organization of meetings.
- Identify trends and innovative experiences in project monitoring; and
- To carry out any other tasks entrusted by the Officer in Charge.

2.1 Main tasks

In addition to the above, the main tasks to be executed are as follows:

- Support, follow-up and reporting of organisation of meetings, seminars, and workshops.
- Monitor and report on the progress of activities in English and a summary in French.
- Maintenance of an inventory related to the services, plan and schedules, record, and reports in respect to the programme's activities.
- Participate in and contribute to missions as may be required.
- Coordinate and support the involvement of the various Ministries and Agencies concerned.
- Work with the various groups and related groups of the programme.
- Maintain a contact list of the partners, stakeholders etc. of the programme.
- Maintain contact with and act as a front office for all group stakeholders.
- Support for the organisation, planning, administration and conduct of all the meetings that are convened and organised under the programme including the organisation,

logistics and administration of the Steering Committee Meeting, Technical Committee, other workshops, and ad hoc coordination meetings in relation to the programme.

- Support for the documentation and administration of all processes of the programme; and
- Undertake other relevant activities as deemed essential.

2.2 Reports

The project assistant is expected to report to the Officer in Charge of Economic Affairs at the General Secretariat of the IOC, Head of Department – “Economy, Connectivity & Maritime Security”. He/she will also work in close collaboration with the Programme Coordinator, the Communication Officer, and other services of the General Secretariat.

He/she will have to submit the following reports:

Name of report	Content	Time of submission
Outcome 1 Report	Inception report and Action Plan	No later than 3 weeks after the start of implementation
Interim Report	Action Plan updated and reviewed and presentation of activities undertaken with outcomes	Every 2 months
Final Report	Draft final report as amended with comments	Draft final report to be submitted not later than 3 weeks before the end of the contract and final report within 1 week of receiving comments on the draft of the final report

He/she shall provide the following reports written in English including an executive summary both in French and English.

All final versions of the reports shall be submitted to the IOC Secretariat in MS Word and in MS Excel format by email as well as a printed version (2 copies each).

2.3 Qualifications, experience, and profile

- Bachelor’s degree or equivalent in international relations, maritime safety, or a related discipline.
- At least 3 years of demonstrable experience working with project management and regional and international cooperation and implementation of projects in related field.
- At least three years of specific experience in maritime security and safety sector
- Experience in developing and implementing large-scale regional projects.
- Strong report writing and analytical skills.
- Good communications skills both written and spoken with full proficiency in English and French languages is compulsory.
- Hand on experience in Africa and/or in the South Western Indian Ocean region and Small Islands Developing States.
- Demonstrated experience working at regional/international level, including with international staff.

- Fully bilingual (French and English)
- Timing of availability will be a key factor.

2.4 Key documents to be made available to the Assistant:

1. Relevant Financing Agreement, Work Plans, Programme Estimates of the Port Security and Safety of Navigation Programme.
2. Other relevant documents.

2.5 Support to the Assistant

The Project Officer will be based at the IOC Secretariat and will be provided with a PC, Internet connection and Phone. Missions abroad, if any, shall be undertaken during the period of the contract. Costs will be covered by the budget of the Programme.

3. INSTRUCTIONS TO APPLICANTS

3.1 Eligibility

Potential candidates from member states of the IOC are encouraged to apply.

3.2 Applications

Each application shall include:

- A letter of motivation
- A curriculum vitae (CV) set out according to the model annexed to this call for applications.
- Copies of university and other tertiary qualifications.
- A copy of the applicant's identity card or passport.

3.3 Additional information prior to the deadline for submission of applications

Should the need arise, the IOC will communicate any additional information concerning this call for applications through the IOC website www.commissionoceanindien.org before **Monday 19th April 2021**.

3.4 Deadline for submission of applications

Friday 30th April 2021 at 16:00 (Mauritian time)

Applications received after this deadline will not be considered.

3.5 Submission of applications

Applications may be sent by email, post, or bearer, to the following address:

The Secretariat-General of the IOC
Blue Tower, 3rd Floor
Rue de l'Institut
Ebène
Mauritius
Tel : (230) 402 6100, Fax : (230) 465 6303
Email : hr@coi-ioc.org , copie : kaleivani.kistnasamy@coi-ioc.org

For applications sent by post or bearer, the following information shall be inserted on the outside envelope:

- the address given above to which all applications must be submitted.
- the reference for the call for applications to which the applicant is replying, in this case **COI/AC/2021/003**.
- the applicant's name and country.

For applications sent by email, the application pack should be sent in a single pdf file attached to the applicant's covering email message.

3.6 Selection procedure

The selection procedure shall be as follows:

- A shortlisting of applications submitted within the prescribed deadline carried out by the IOC Secretariat General, assisted if needed by a recruitment agency.
- Shortlisted applicants undergo a selection process by either telephone conversation, Microsoft Teams, or face-to-face interview.
- Approval of the results of the selection process by the competent authorities
- Notification sent to the chosen applicant.

It should be noted that the confirmation of recruitment of any applicant is subject to the following requirements:

- The chosen applicant meets the current requirements concerning medical fitness.
- The chosen applicant has not been found guilty of an offence involving his professional conduct by a judgement having the force of res judicata (that is, against which there is no further recourse).

3.7 Duration of contract

The contract, including a probation period of 6 months, will be on an estimated three (3) years on a full-time basis as from the date of signing of the contract.

3.8 Remuneration

The basic salary at the time of appointment shall be determined according to the IOC salary scale and with respect to the applicant’s qualifications and experience.

4. EVALUATION OF APPLICATIONS

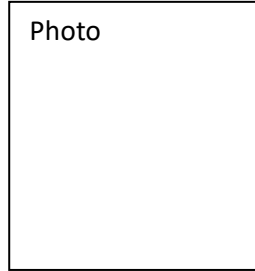
- Application with incomplete information will be rejected
- Application from ineligible candidate (Ref item 4.1) will be rejected.
- Each application that has not been rejected shall be evaluated according to the evaluation grid below:

	Maximum
Qualifications and competence	20
Overall professional experience	20
Specific professional experience	50
Experience in the IOC region	10
Total	100

NOTE: Only those applicants who have obtained a minimum score of 75 / 100 will be called for interview and eventually for specific exercise if need be.

Annex to the Call for Applications

Curriculum vitae



- 1. **Family name:**
- 2. **First names:**
- 3. **Date of Birth:**
- 4. **Nationality:**
- 5. **Civil status:**
- 6. **Gender:**
- 7. **Identity Card Number:** **Passport Number:**
- 8. **Address:**
- 9. **Telephone (Home):** **Mobile:**
- 10. **E-mail:**

11. Education: Secondary

Institution (Name and country)	Start date	End date	Qualifications obtained (for example, SC, HSC, GCE 'O' level, GCE 'A' level)

12. Education: Tertiary

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

13. Other professional training

Domain (Technical skills, personal development, etc.)	skills developed

14. Professional experience

Start date	End date	Post	Company / Institution/consultancy	Brief description of work performed

Note: Please begin with your current post.

15. Specific experience in the region

Start date	End date	Country	Actions

16. Languages

Language	Read	Spoken	Written	Comments

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

17. Membership of professional associations

Start date	Name	Address	Field of activity (Management, HR, research, etc.)	Personal benefit

18. Referees

Family name	First name	Post	Company / Institution	Contact details

Reason(s) for not giving any references:

Note: The IOC reserves the right to contact the persons given as references. If you are unable to give any references, please give your reasons.

19. Other relevant information

Item (References of publications, etc.)	Details

Signature:

Date:
