

## TERMS OF REFERENCE

### For the Recruitment of : Training Officer/Project Officer

#### General Information

Post Title: Training Officer/Project Officer

Program Title: Support to Good Governance in the Republic of Mauritius

Project Funded by: European Commission represented by the Delegation to the Republic of Mauritius and to the Republic of Seychelles

Duration: 2 years (including 6 months of probation)

Place of Work: Transparency Mauritius, 6<sup>th</sup> Floor, TN Tower, St Georges Street, Port Louis

Expected start date: July 2024

#### 1. Background

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Transparency Mauritius is a non-governmental organization dedicated to promoting transparency, integrity, and accountability in Mauritius. Established in 1998, Transparency Mauritius has been at the forefront of efforts to combat corruption, enhance good governance, and empower citizens to hold institutions and public officials accountable.

The "Support to Good Governance in the Republic of Mauritius" project (hereafter "the Project") of Transparency Mauritius, funded by the European Union, aimed at enhancing governance in politics and institutions in Mauritius. The project focuses on advocacy, sensitization, and the dissemination of information to various stakeholders, including the public and private sector, politicians and general public, with a focus on women and youth.

Transparency Mauritius is seeking a dynamic individual to join our team as a Training Officer/Project Officer who will be joining the team to implement the project.

#### 2. Responsibilities

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The selected candidate's responsibilities include but are not limited to:

- Assist the team in implementing activities under the Project.
- Work project plans and timelines for the different activities under the Project.
- Carry out administrative duties about the project and its activities.
- Work on research and analysis on themes stated in the Project.
- Work on advocacy campaigns, training and deliver talks on the different themes of the Project.
- Assist the Project and Research Officer/Project Lead and the Senior Training Officer/Senior Project Officer in reporting on the Project.
- Any other cognate duties.

### 3. Qualifications and Experience

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The selected candidate should meet the following requirements:

#### Qualifications:

- Minimum of Bachelor's degree in sociology, political science, law or related fields.

#### Experience:

- At least two years of proven experience in project implementation or a relevant field
- Demonstrated experience in public speaking and training
- Strong computer literacy including proficiency in Microsoft Office
- Fluency in written and spoken English and French
- Excellent demonstrated ability to be flexible and work under tight deadlines in an independent working environment
- Good interpersonal skills, dedication, work ethics and teamwork

### 4. Application Process

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Interested candidates should submit the following documents to the Chairperson of Transparency Mauritius:

- Curriculum Vitae
- Motivational letter
- Name and Contact details of two referees

Application can be sent via email to [info@transparencymauritius.org](mailto:info@transparencymauritius.org) or delivered to:

Chairperson  
Transparency Mauritius  
6<sup>th</sup> Floor, TN Tower  
13, St Georges Street  
Port Louis

### 5. Deadline

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Emails and hand-delivered applications must be received by 20 May 2024 at 15h00.