

SADC PARLIAMENTARY FORUM

VACANCY ANNOUNCEMENT FOR THE POST OF RESEARCHER/PROJECT OFFICER FOR THE SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS (SRHR), HIV AND AIDS GOVERNANCE PROJECT OF THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY PARLIAMENTARY FORUM (SADC PF)

<u>Organisation:</u>	Mauritius National Assembly
<u>Post:</u>	Researcher/Project Officer for the Sexual and Reproductive Health and Rights (SRHR), HIV and AIDS Governance Project of the Southern African Development Community Parliamentary Forum (SADC PF)
<u>Salary:</u>	An all-inclusive package of USD 1500 per month
<u>Period of Contract:</u>	For an initial period of six months as from date of assumption of duty renewable up to 30 June 2022

Prospective candidates should have the following profile

Qualifications and professional skills required:

- (i) A Degree in Social Science or a Degree in Public Health or Public Health Management or Administration from a recognized institution.
- (ii) Knowledge of Parliamentary practice and procedures.
- (iii) Sound knowledge and understanding of health related issues, especially related to SRHR and HIV and AIDS.
- (iv) Sound written and oral communication skills.

Other skills and attributes:

- (i) Ability to take notes of meetings and to prepare minutes of proceedings.
- (ii) Demonstrated ability to produce high quality analytical and written work in the form of research papers, briefs and reports.
- (iii) Demonstrated ability to express ideas tactfully, clearly and concisely, both orally and in writing.
- (iv) Ability to maintain confidentiality at all times.
- (v) Ability to develop and maintain effective working relationships with Members of Parliament, fellow employees and the public.

Duties:

- (i) To perform duties in accordance with established policies and procedures under the direct supervision of the Clerk of the National Assembly.
- (ii) To report to the Clerk of the National Assembly in view of assisting directly in the implementation of the SRHR, HIV and AIDS Governance Project within the national Parliament.
- (iii) To prepare Concept Notes and briefs for Project activities for onward programmatic approval by the Manager under the SRHR Project, and for approval by the Clerk of the National Assembly.
- (iv) To conduct the liaison with Civil Society Organisations (CSOs), Line Ministries and other entities involved in the national SRHR, HIV and AIDS response in view of preparing for project activities.
- (v) To assist in organizing the logistics involved for project activities under the supervision of the Office of the Clerk.
- (vi) To ensure the gathering and submission of financial data with respect to contributions made by partners under co-funded Project activities, if any.
- (vii) To prepare high-level briefs for MPs on live SRHR, HIV and AIDS Governance issues which may be of interest at parliamentary level.
- (viii) To assist in the establishment and conduct of regular meetings of the national Working Group (NWG) under the auspices of the national Parliament.
- (ix) To prepare and submit reporting information at such periods as may be required by the Forum for monitoring and evaluation purposes.
- (x) To attend such regional meetings as may be required for purposes of training, peer learning, and benchmarking project results with other implementing countries.

Nature of contract:

This is a contractual post for period as from date of assumption of duty renewable up to 30 June 2022. The selected candidate will be under an initial probationary period of 6 months, whose performance will be assessed by the Clerk of the Mauritius National Assembly.

Applicants should send their application letter with full CV including copies of qualifications and documentary evidence of previous experience claimed.

Closing date:

Applications should reach the Clerk of the National Assembly, **not later than 3.00 pm on Tuesday 10 March 2020.**

Applicants should clearly indicate on the left-hand side of the envelope **“Post of Researcher/Project Officer for the Sexual and Reproductive Health and Rights (SRHR), HIV and AIDS Governance Project of the Southern African Development Community Parliamentary Forum (SADC PF)”**.

Only the best candidates will be convened for interview. This office reserves the right not to make any appointment following this advertisement.

**The Clerk of the National Assembly
Mauritius National Assembly
Parliament House
Port Louis**

Date: 19 February 2020