

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 (2023 TO 2026) FOR PLACEMENT AT THE MAURITIUS NATIONAL ASSEMBLY

- Institution:** Mauritius National Assembly
- Post:** Researcher/Project Officer for the SADC PF Sexual and Reproductive Health and Rights (SRHR), HIV and AIDS Governance Project (2023 – 2026) on contract.
- Salary:** An all-inclusive package of USD 2000 per month.
- Period of Contract:** For an initial period of six months renewable up to 31 October 2026 subject to satisfactory performance.

Prospective candidates should have the following profile

- Qualifications and professional skills required:**
- (i) A Degree in Law or a Degree in Management, or a Degree in Social Sciences or Public Health from a recognised institution.
 - (ii) Knowledge of Parliamentary practice and procedures.
 - (iii) Sound knowledge and understanding of health related issues, especially related to SRHR, HIV and AIDS.
 - (iv) Good 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 organising 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 SADC Parliamentary Forum for monitoring and evaluation purposes.
- (x) To attend such regional meetings, whether physical or online, as may be required for purposes of training, peer learning, and benchmarking project results with other implementing countries.
- (xi) To perform other cognate duties as may be assigned by the Clerk of the National Assembly.

Nature of contract:

This is a contractual post for period as from date of assumption of duty renewable up to 31 October 2026. The selected candidate will be under an initial 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, Parliament House, Port Louis, **not later than 15.00 hrs on 19 June 2024.**

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 (2023-2026).**

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

Date: 30 May 2024

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