

## TERMS OF REFERENCE

### For the Recruitment of : Project and Research Officer/Project Lead

#### General Information

Post Title: Project and Research Officer/Project Lead

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, 3th Floor, NSW Court, 29 St Georges Street, Port Louis

Expected start date: August 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 Project and Research Officer/ Project Lead who will manage the implementation of the project.

#### 2. Responsibilities

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

- Lead and manage the implementation of the Project.
- Develop project plans, timelines and budgets for the different activities under the Project.
- Coordinate activities, events, workshops under the Project.
- Coordinate and conduct research and analysis on themes stated in the Project.
- Develop and deliver advocacy campaigns and talks on the different themes of the Project.
- Prepare regular reports on the Project.
- Any other cognate duties.

### 3. Qualifications and Experience

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The selected candidate should meet the following requirements:

Qualifications:

- Master's degree or ten years of proven professional experience in management, sociology, political science, law or related fields.
- Qualifications in project management will be an advantage

**Experience:**

- At least four years of proven experience in project management or a relevant field
- Knowledge of governance issues will be an advantage
- Strong computer literacy including proficiency in Microsoft Office
- Fluency in written and spoken English and French
- Strong analytical skills with conceptual understanding and functional skills in analytical writing, and producing reports and, research and assessments
- 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  
3rd Floor, NSW Court  
29, St Georges Street  
Port Louis

### 5. Deadline

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Emails and hand-delivered applications must be received by 19 Friday, July 2024 at 15h00.