

## **MINISTRY OF AGRO-INDUSTRY & FOOD SECURITY**

### **Employment of Project Coordinator on a contract basis**

The Ministry of Agro-Industry and Food Security through the National Parks and Conservation Service is implementing the European Union - Funded “Mauritius from Ridge to Reef” Project and in this context applications are invited from qualified candidates who wish to be considered for employment as Project Coordinator on a contract basis for an initial period of one year which may be renewable.

**Note:** Candidates who applied for the post in response to the Ministry of Agro-Industry and Food Security advertisement dated 15 June 2022 should submit fresh applications.

#### **II. AGE LIMIT**

Candidates should be below the age of **70** years by the closing date for the submission of applications.

#### **III. QUALIFICATIONS**

- A. A Masters’ Degree in Biology or Agriculture or Environmental Science or Natural Resource Management from a recognised institution or any other relevant equivalent qualifications.
- B. Candidates should:
- (i) possess a minimum of 5 years’ experience in Project Management and/or Project Coordination and Monitoring;
  - (ii) possess a minimum of 2 years’ experience in the areas of biodiversity conservation or natural resources management or sustainable land management or nature protection or environmental protection or any other related field.
- C. Candidates should also have:
- (i) excellent communication skills;
  - (ii) project management and organisational skills
  - (iii) good interpersonal skills;
  - (iv) excellent oral and writing skills in English and French;
  - (v) ability to prepare comprehensive reports and other communication material for providing project updates;
  - (vi) ability to lead consultations at national level with government stakeholders and other partners for the timely delivery of project activities and achievement of projects targets.

#### **NOTE**

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualifications (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed by the closing date.**

#### **IV. ROLE AND RESPONSIBILITIES**

To support and assist the National Parks and Conservation Service in implementing the “Mauritius from Ridge to Reef” project.

#### **V. DUTIES**

1. To report to and be responsible to the National Project Director (Director, National Parks and Conservation Service) and the Project Steering Committee.
2. To assist in planning, coordinating, implementing and monitoring the project.
3. To ensure proper monitoring and evaluation of the project components.
4. To be responsible for budgeting and preparation of financial plans/reports including monitoring and tracking of project expenditures.
5. To ensure timely submission of reports from consultants and the management of contract services from service providers including payment processes.
6. To be responsible for the project management including preparing annual work plans and progress reports.
7. To organize, facilitate and participate in meetings including Project Steering Committees and any technical/project management meeting.
8. To foster partnerships with relevant government institutions and all project partners working on sustainable land management and sustainable livelihood issues including undertake a stakeholder analysis.
9. To undertake field visits for coordinating and monitoring activities under the project in collaboration with project partners.
10. To ensure regular communication, dissemination of project’s reports and lessons learned to project partners, NGOs and other relevant stakeholders.
11. To supervise and coordinate the work of project staff and project consultants.
12. To perform any other tasks and responsibilities related to the project assigned by the Director.

#### **VI SALARY**

The selected candidate will be remunerated a monthly salary of Rs 64,400.

#### **VII. MODE OF APPLICATION**

1. Qualified candidates should submit their application on the prescribed form which may be obtained during office hours at the Human Resource Division of the Ministry of Agro-Industry and Food Security, 4<sup>th</sup> floor, Dentamax House (ex Blendax House), Dumas Street, Port Louis.
2. Candidates already in the service should submit their application in **duplicate**, the original to be sent directly to the Senior Chief Executive (Attn: Human Resource Division) Ministry of Agro-Industry and Food Security, 4<sup>th</sup> floor, Dentamax House (ex Blendax House), Dumas Street, Port Louis and the duplicate through their respective Supervising/Responsible Officers.

3. Envelopes should be clearly marked on the top left corner "**Employment of Project Coordinator on contract**".
4. This advertisement together with the Application Form are available on the website of the Ministry of Agro-Industry and Food Security at the following address: **agriculture.govmu.org**
5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

#### **VIII. IMPORTANT**

1. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.
2. Qualifications obtained **after** the closing date for the submission of applications as specified in the advertisement will not be accepted. Only qualified candidates should apply.
3. Application not made on the prescribed form will not be accepted.
4. Photocopies of birth, educational and professional certificates and the National Identity Card should be submitted along with applications and applicants should produce the originals as and when called upon to do so.
5. Only the best qualified candidates will be called for interview.
6. The Ministry reserves the right not to make any employment following this advertisement.

#### **IX. CLOSING DATE OF APPLICATION**

1. Duly completed application forms should reach the Senior Chief Executive, (Attn: Human Resource Division), Ministry of Agro-Industry and Food Security, 4<sup>th</sup> floor, Dentamax House (ex. Blendax House), Dumas Street, Port Louis, **not later than 3.00 p.m (local time) on 29 August 2023.**
2. **Applications received after the closing date and time will not be considered.** The onus for the prompt submission of applications so that they reach the Senior Chief Executive (Human Resource Division), Ministry of Agro-Industry and Food Security, 4<sup>th</sup> floor, Dumas Street, Port Louis in time lies solely on applicants.

Ministry of Agro-Industry and  
Food Security  
Human Resource Division  
4<sup>th</sup> Floor, Dentamax House  
(ex Blendax House)  
Dumas Street  
**PORT LOUIS**

**Date:** 09 August 2023