



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND
INSTITUTIONAL REFORMS
MAURITIUS**

10 April 2024

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 22 of 2024
E/152/48/15 v19

From: Secretary for Public Service
To: Supervising Officers in charge of Ministries/Departments

Indian Ocean Rim Association (IORA) Nelson Mandela Internship Programme

The Secretariat of the Indian Ocean Rim Association (IORA) is currently recruiting interns for the Third iteration of the IORA Nelson Mandela Internship Programme. The Programme involves a three-month short-term secondment (01 August to 31 October 2024) at the IORA Secretariat in Ebene.

2. The Programme provides a framework whereby secondees gain exposure to the IORA through work assignment and also aims at strengthening the capacity of the IORA Secretariat. The Programme targets junior diplomats who have not yet served abroad, scientists, academicians and Government officials from relevant Ministries.

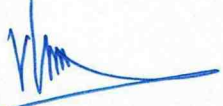
3. Details regarding the internship announcement and the Application Form are enclosed. Interested candidates are requested to submit their duly filled-in Application Form by **14 00 hours on Monday 15 April 2024** to:-

**The Director, Co-operation
Regional Integration Division
Ministry of Foreign Affairs, Regional Integration and International Trade
3rd Floor, Fooks House,
Bourbon Street,
Port Louis**

4. For additional information/clarifications, interested parties are requested to liaise with the Ministry of Foreign Affairs, Regional Integration and International Trade.

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5. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your respective Ministries/Departments.



V. Boodhna
for Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service

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Nelson Mandela Be the Legacy Programme

01 August – 31 October 2024

ADMINISTRATIVE NOTE

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Nelson Mandela “Be the Legacy” Internship Programme 01 August - 31 October 2024 Mauritius

A. BACKGROUND

2018 marked the centenary of the birth of Nelson Mandela and provided an opportunity for the Indian Ocean Rim Association (IORA) to solidify the historical link it has with the global icon by contributing to another of his visions: to change the world for the better. To this end, **The IORA-Nelson Mandela “Be the Legacy” Internship Programme** was launched during the 18th Council of Ministers’ (COM) meeting held on 2 November 2018 in Durban, South Africa.

This was further reiterated in the “Special Declaration on the Commemoration of the Centenary of the Birth of Nelson Mandela” and the eThekweni Communique, adopted by the Ministers and Heads of Delegation of IORA Member States at the COM meeting.

The long-term objective of the Programme will be to create a strong and growing base of young people in the Indian Ocean (IO) region that understand and support the need to safeguard an Indian Ocean that is safe, secure and develops sustainably. The Programme will also serve to strengthen the capacity of the IORA Secretariat as called for in the IORA Action Plans.

B. OBJECTIVES

The objectives of the Programme are:

- a) to create a strong and growing base of young people in the IO region that understand and support the need to safeguard an Indian Ocean that is safe, secure and develops sustainably;
- b) to strengthen the capacity of the IORA Secretariat as called for in the IORA Action Plans (2017-2021 and 2022-2027);
- c) to provide a framework by which young secondees from Member States gain exposure to IORA through assignment to work within the Secretariat;
- d) to enhance the secondees’ educational experience and gain practical work experience in the IORA Secretariat; and
- e) to strengthen Member States’ research capacity and knowledge base of challenges and opportunities within the IO region.

C. ELIGIBILITY REQUIREMENTS

The Programme will seek to treat all secondees equally, fairly, and impartially.

Applicants to the Programme must at the time of application meet the following requirements:

- a) Be a citizen of an IORA Member State.
- b) Have successfully completed their undergraduate studies, preferably in subjects related to one of IORA's six priority areas or two cross cutting areas, international relations or international development.
- c) Be aged between 20-35 years.
- d) Be employed in a professional role promoting international cooperation, such as junior diplomats who have not yet served abroad, scientists, academicians, government officials from relevant line Ministries, etc.
- e) Have competent written, verbal and communication skills in English.
- f) Be endorsed for secondment to the IORA Secretariat by their IORA National Focal Point (NFP).

D. INTAKE

1. Number of secondees

There will be a maximum of five secondees from 01 August – 31 October 2024.

The secondees will be seconded to, and be based at, the IORA Secretariat, which is located at the NeXTeracom Building, Tower I, 3rd Floor, Cybercity, Ebene in the Republic of Mauritius.

2. Allocation of Placements

The Secretary-General will approve candidates, based on merit and suitability, while also taking into consideration their profile, the desire to promote the participation of all Member States, and the desire to ensure Least Developed Countries (LDCs) participate and benefit fully from the Programme. In each intake, the Programme will endeavor to allocate at least two placements to LDCs, *with preferential consideration being given to those LDCs Member States who have not yet applied namely Comoros, Mozambique, and Yemen.*

3. Application Process

Member States will be required to nominate a candidate for secondment through their respective Focal Point using the Registration Form attached as **Annexure A** by **22 April 2024**. Completed registration forms to be submitted to hq@iora.int and kritika.nuckchady@iora.int.

Upon receipt of application, the Secretariat will at the soonest convenience confirm in writing to the NFP whether the candidate has been successful, by no later than **29 April 2024**.

E. FUNDING

The IORA Nelson Mandela Be the Legacy Fund ("The Legacy Fund") has been established at the IORA Secretariat as a financial mechanism for Member States through which they will be able to sponsor their secondees to the Secretariat. It consists of a separate bank account, managed by the IORA Secretariat, into which contributions for secondees would be deposited. Voluntary contributions will be open to Member States, Dialogue Partners and other institutions/organisations to sponsor secondees from LDC Member States.

Bank Details of the Nelson Mandela Be the Legacy Fund

Bank: SBM Bank (Mauritius) Ltd.
Account Holder: Indian Ocean Rim Association
Account number: 50100000285720
IBAN: MU47STCB1170000000285720000USD
Currency: USD
Reference: *Member State - The Legacy Fund*

Secondees from LDC Member States will be sponsored in full by the "The Legacy Fund". This includes costs and arrangements for travel, accommodation, medical insurance, and a proposed stipend. Service costs will be paid for directly by the IORA Secretariat, and stipend provided in cash so that secondees will not need to establish local banking arrangements.

Non-LDC Member States will be expected to cover the cost of their nominated secondee in full and are strongly encouraged to contribute the total costs of their secondee to "The Legacy Fund" in advance of the commencement of the Programme, so that LDC and Non-LDC Member State secondees receive an equal level of support from the IORA Secretariat throughout their secondment.

Non-LDC Member States wishing to nominate a candidate will be required to provide an undertaking for full financial responsibility, including medical insurance, to the Secretariat in advance of the proposed secondment to be received within ten working days after successful placement, and no later than **31 May 2024**.

Non-LDC Member States may wish to make their own arrangements for costs and support for their secondee, in which case the Non-LDC Member State will be requested to confirm this in writing to the Secretariat.

Member States and Dialogue Partners are encouraged to make financial contributions to "The Legacy Fund".

At the conclusion of each secondment, a Reconciled Statement of Account will be provided to each sending Member State, outlining the costs and expenditures incurred by the Secretariat for the secondee. Any surplus funds will be reimbursed to Non-LDC Member States, while any shortfall will be claimed from the sending Member States, where applicable.

To assist Member States to budget for such a placement, the Secretariat has revised the budget for the placement of a secondee at the Secretariat. The estimated cost for each Non-LDC Member State to place a secondee at the IORA Secretariat for a period of three months is expected to total approx. USD 16,685 **excluding the cost of air tickets**. The full cost of participation, including the cost of air tickets will be borne for LDC Member States through "The Legacy Fund". The cost estimate is attached at **Annexure B**.

1. Accommodation

The Secretariat recommends that the secondees are each placed in a single accommodation to ensure that they have their own privacy and that they are all treated equally and fairly.

Non-LDC Member States may wish to make other arrangements for accommodation for their secondee, in which case the Non-LDC Member State will be requested to confirm this in writing to the Secretariat. In this case the Secretariat would not be responsible for booking or managing this arrangement.

2. Transportation

- a) The Secretariat will provide airport transfers on arrival and departure to secondees.
- b) Transport from the common accommodation will be provided daily to and from the Secretariat for work purposes.

All other costs will be the private responsibility of secondees.

3. Stipend

It is proposed that secondees from LDC and Non-LDC Member States (if advance funds have been made available) secondees receive a proposed **monthly cash stipend** of \$480 to cover basic daily living expenses, as estimated by the Secretariat.

Non-LDC Member States may wish to make other arrangements for living expenses for their secondee, in which case the Non-LDC Member State will be requested to confirm this in writing to the Secretariat. In this case the Secretariat would not be responsible for booking or managing this arrangement.

Any additional costs will be borne by the sending Member State (LDC and Non-LDC).

4. Medical Insurance

It is a compulsory requirement for all participants to have adequate medical insurance which includes cover for necessary evacuation to a medical facility, medically equipped flights to return home, or the repatriation of mortal remains to primary residence. Such an undertaking will be required from each sending Member State prior to the commencement of the programme, to be received no later than 18 June 2024. In the event that Member States are unable to identify suitable medical cover for the participants, the Secretariat can assist with arrangements for adequate medical coverage.

The Secretariat will make arrangements for the medical insurance for LDC secondees.

F. ENTRY REQUIREMENTS FOR MAURITIUS

The Government of Mauritius to advise in due course.

G. WORKING ARRANGEMENTS

1. Terms of the Programme

- a) The Programme will be for a period of 3 months from 01 August 2024 (Arrival 31 July 2024) to 31 October 2024 (Departure 1 November 2024).
- b) Secondees are expected to work on a full-time basis in the Secretariat, under the overall authority of the Secretary-General.
- c) Secondees will work under the daily supervision of the respective Director, depending on which cluster they have been assigned to work on and if a Director allocates a research task. The respective Director, in consultation with the relevant IORA Secretariat Country Director/s, will discuss the formation of the Work Programme for each secondee, on the outputs and performance of the secondee during the Programme, and on the finalisation of the secondment.
- d) Secondees will be subjected to the IORA Staff Rules and Regulations.
- e) Secondees will be required to conclude an agreed Work Programme with their respective Director and will be subjected to a written performance assessment which will be conducted upon completion by the respective

Director in consultation with the relevant Country Director/s. The performance assessment will be shared with the sending Member State.

- f) Secondees will be required to agree and sign a secondment agreement, **Annexure C**, which outlines their responsibilities and obligations.
- g) The sending Member State is required to give the Secretariat at least two weeks' notice to terminate the secondment prematurely.
- h) The secondee shall provide the Secretariat with a Portfolio of Evidence (POE) comprising all materials prepared by them during the secondment and will be shared with the Sending Member State.

2. Working Programme of the Secondee

A specific Work Programme for each secondee will be provided upon successful enrolment. This Work Programme will be determined by the IORA Secretariat Country Directors and with the approval of the Secretary-General.

Specific responsibilities and duties within the Work Programme will include the following:

- a) To assist with research and development of papers, concept notes and proposals in line with the IORA priorities and programmes outlined in the IORA Action Plans (2017-2021 and 2022-2027);
- b) Engagements with Member States and Dialogue Partner Representatives and agencies in Mauritius;
- c) Engagement with the University of Mauritius, its relevant faculties and institutions; and
- d) Assigned as outlined or indicated in the agreed Work Programme.

The secondee will be required to submit a written report and presentation at the end of the secondment period. This report will be compiled on an ongoing basis and vetted during the secondment, with a view to being published, potentially.

3. Responsibilities and obligations of the Secretariat

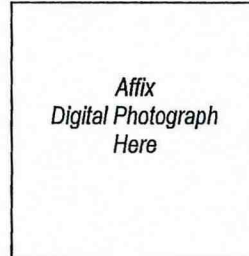
The Secretariat will:

- a) Seek to create a working environment conducive to secondees' safety, respect, substantive learning and professional development.
- b) Seek to ensure that a secondee's assignment(s) is at the appropriate level of complexity and variety.
- c) Prepare a work programme describing the tasks of secondees in their respective duties, and
- d) Provide constructive feedback to a secondee regarding his or her performance.

ANNEXURES

ANNEXURE A

**Nelson Mandela Be the Legacy Programme
Application Form**



1. Applicant's Information:

Family Name (Surname):	Work Address:
First Name (Given Name):	
Middle Name:	
Gender (Sex):	
Date of Birth (dd/mm/yyyy):	
Nationality:	
City/Country of Birth:	Telephone:
E-mail:	
Passport particulars: Please attach the copy of your passport i. <i>Passport Number</i> ii. <i>Date of expiry</i>	
Proposed period of secondment at IORA Secretariat 01 August 2024 (Arrival 31 July 2024) to 31 October 2024 (Departure 1 November 2024).	

2. Education and Employment History

Higher Education (College/University)

Institution	Time period	Qualification	Results

Employment History

<i>Present Employment</i>	
Post Held	
Name of Employer	
Email/Tel/ Fax of Employer	
Address of Employer	
Date of Present Appointment	

<i>Previous Employment</i>	
Post Held	
Temporary/Substantive	
Name of Employer (Name of Employer (Ministry/ Department/Company)	
Date of Appointment	
Experience acquired (Work Areas)	

3. Computer Literacy (Please Tick)

	Advanced	Intermediate	Basic
Microsoft Word			
Microsoft Excel			
PowerPoint			
Others (e.g. Prezi)			

4. Knowledge of Languages (Please Tick)

	Literacy			Written			Spoken		
	Fluent	Good	Fair	Fluent	Good	Fair	Fluent	Good	Fair
English									
Others (Please specify)									

5. Knowledge Areas (Please Tick)

Indicate your areas of knowledge in the following:

	Expert	Knowledgeable	Limited Knowledge	Additional remarks
1. Maritime Safety & Security				
2. Trade & Investment Facilitation				
3. Fisheries Management				
4. Disaster Risk Management				
5. Tourism & Cultural Exchange				
6. Academic, Science & Technology Cooperation				
7. Blue Economy				
8. Women's Economic Empowerment				
9. Communication/Media				

10. Emergency Contact Details:

In case of emergency, please notify	Present Address of the contact:
Family Name (Surname):	
First Name (Given Name):	
Gender (Sex):	
Relationship with Applicant:	
Telephone:	
E-mail:	

Basic First Aid details: <ul style="list-style-type: none"> • Blood Group • Allergies (if any) • Any special medical condition 	
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I hereby certify that the above information is true and correct and can be verified at any time.

Date:
Name and Signature: (Secondee)

RECOMMENDATION AND UNDERTAKING BY THE IORA MEMBER STATE NATIONAL FOCAL POINT

I, the undersigned, hereby declare that all details contained in the application are correct to the best of our knowledge, and the application for secondment is supported.

Date:
Name and Signature: (National Focal Point of Member State)
Designation:
Office address and contact number:

ANNEXURE B

Nelson Mandela Be the Legacy Internship Programme – Cost Estimate

Estimated costs for hosting one intern from LDC: USD 16,685 excluding flight costs.

Breakdown of Expenses				
Category	Description	Month	Unit Cost	Amount (US\$)
Transportation	Flights**			-
	Bangladesh – approx. \$1600			
	Comoros - approx. \$1000			
	Madagascar - approx. \$800			
	Mozambique - approx. \$1200			
	Somalia - approx. \$2300			
	Tanzania - approx. \$800			
	Yemen - tbc			
Transportation	Airport transfers & contingencies	3	500.00	1500.00
Lodging	Studio	3	4000	12,000.00
Administrative Costs	utilities, contracts, bank charges etc	3	200.00	600.00
Stipend	Monthly	3	480.00	1440.00
Stationery	Stationery	3	15.00	45.00
Insurance	Medical Insurance (if arranged through the Secretariat)**	-	600.00	600.00
Contingency	Emergencies	-	500.00	500.00
			Total Expenses	16685.00

*Kindly note that the price for flight tickets varies based on availability and proposed itinerary

**Kindly note that the price for medical insurance varies based on age and location

ANNEXURE C

Secondment agreement for the IORA-Nelson Mandela Be the Legacy Secondment Programme

1. I,<<write name>>....., hereby accept the award of the secondment, as provided under the IORA Nelson Mandela Be the Legacy Programme and undertake the following obligations with respect to the Nelson Mandela Be the Legacy Programme:
 - a) To observe all applicable rules, regulations, instructions, procedures and directives of the Association;
 - b) To refrain from any conduct that would adversely reflect on the Indian Ocean Rim Association or on the receiving department/office, and not to engage in any activity that is incompatible with the aims and objectives or mandate and ethos of the Indian Ocean Rim Association;
 - c) To respect the confidentiality, impartiality and independence required of the Indian Ocean Rim Association Secretariat and not to seek or accept instructions regarding the services performed from any Government or from any authority external to the Association;
 - d) To keep confidential any and all unpublished information made known to me by the accepting office or department during the course of my secondment that I know or ought to have known has not been made public, and, except with the explicit authorisation of the Indian Ocean Rim Association, not to publish any reports or papers on the basis of information obtained during the Programme, both during and after the completion of my secondment;
 - e) To provide the Secretariat with a copy of all materials prepared during my secondment;
 - f) To report any absence due to ill health as soon as is practicably possible to my supervisor and provide medical certification of ill health where it lasts three days or over;
 - g) To provide immediate written notice in case of ill health or other circumstances that might prevent me from completing the secondment;
 - h) To submit a report at the end of my secondment to the officer-in-charge of the secondment programme at the duty station;
 - i) To return my identification pass to the officer-in-charge of the secondment programme at the duty station;
 - j) To comply with local laws and customs of Mauritius; and
 - k) To provide the Secretariat at least two weeks' notice to terminate my secondment.

2. I recognise the following:
 - a) The IORA Secretariat accepts no responsibility for costs arising from injury, illness or death that may occur during my secondment;
 - b) The IORA Secretariat bears no responsibility for loss or damage to my personal property that may occur during my secondment.
 - c) The IORA Secretariat bears no responsibility for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by my actions or omission of action during my secondment.

Date **Printed name of Secondee** **Signature**

Date **Printed name of Focal Point, (MS)** **Signature**

Date **Printed name of Secretary-General, IORA** **Signature**
