



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

09 July 2024

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 53 of 2024
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From: **Secretary for Public Service**
To: **Supervising Officers in charge of Ministries/Departments**

Secondment at the Indian Ocean Rim Association (IORA) Secretariat

The Secretariat of the Indian Ocean Rim Association (IORA) is requesting the IORA Member States to second an official under the Institutional Arrangements and Broadening Engagement (IABE) directorate in the IORA Secretariat for the post of Director.

2. The duration for the Secondment would be at the discretion of the seconding Member State. Details regarding the position of seconded Director is enclosed.
3. Interested candidates are requested to submit their applications, in both hard and soft copy, by **14 00 hours on Monday 15 July 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**

Email Address: mofarc@govmu.org

4. For additional information/clarifications, interested parties are requested to liaise with the Ministry of Foreign Affairs, Regional Integration and International Trade.
5. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your Ministry/Department.

V. Boodhna
for Secretary for Public Service

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

DRAFT TERMS OF REFERENCE FOR THE POSITIONS OF SECONDED DIRECTOR AND EXPERT AT THE IORA SECRETARIAT

In accordance with the *Revised IORA Staff Regulations (version 4) for the Secretariat of The Indian Ocean Rim Association (IORA)* adopted at the 21st COM, Dhaka, Bangladesh, 17 November 2021:

“Director” or “Directors” shall mean voluntary seconded Directors from Member States to serve the IORA Secretariat for a defined period.

1. DIRECTOR

1.1 Job description:	Director
Reports to:	Secretary General (SG) , who is accountable to the IORA Member States through the CSO and COM.
Main Functions:	<ul style="list-style-type: none">• To be responsible for the strategic direction of the designated directorate and coordinate its IORA Priority Areas and/or cross-cutting issues.• To liaise and coordinate between designated coordinating countries and IORA Dialogue Partners.• To be responsible for senior level decision making.• To support the Secretariat's central corporate operations as per SG request/s.

Key Responsibilities

- To coordinate Member State activities by providing secretariat services to relevant IORA Functional Bodies.
- To liaise and coordinate the implementation of relevant Memoranda of Understanding (MOU) and Agreements.
- To update on a regular basis Work Plans of the relevant Functional Bodies from Member States and Dialogue Partners.
- To liaise on a regular basis between Member States and Dialogue Partners which are participating in or implementing activities.
- To provide programme support for design and implementation by drafting and reviewing Concept Notes, implementation plans and budgets; by supplementing Member State efforts with Secretariat resources like hosting virtual meetings or being responsible for event registrations and to identify new partnerships and funding sources.
- To provide policy support for new and existing IORA positions and initiatives by drafting speeches for the SG and/or Member State representatives; drafting and reviewing Concept Notes; drafting and reviewing Work Plans/Terms of Reference/etc. for relevant Functional Bodies; link IORA with relevant organisations.
- To monitor and support Special Fund project implementation by ensuring implementation of the IORA Special Fund rules for any projects, processing Special Fund monitoring, and completing reports relevant to its Directorates.

- To report on progress under its area to the Coordinating Country regularly; at Working/Core Group meetings; via the Secretariat's Annual Operations Plan (AOP) process; the 'Annotated Agenda' for the CSO meetings held every six months; and other measures requested from time to time.
- To represent the Secretariat at IORA meetings and other regional events.
- To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director in the roles ascribed to him/her.
- Lead and manage a small team.

Academic requirements, Relevant Experience and Skills

- Preferably a Masters' Degree in the field of international relations and/or diplomacy, law, trade, international cooperation, strategic studies or equivalent from a recognised institution.
- At least 10 years of similar work experience in the public sector or a regional organization, or a combination of public and private experience.
- Experience and knowledge in the priority area / cross cutting issue / directorate assigned is preferable.

Required skills/ attributes:

- Strong understanding of international and regional issues, multilateral systems, and policy processes.
- A broad understanding of the of the aims and objectives of the IORA.
- Communication and stakeholder management skills, including in a cross-cultural environment.
- Management and leadership skills, including through mentoring and coaching staff.
- Professionalism and integrity.
- Ethical conduct and personal grooming
- A collegial and collaborative attitude to working with stakeholders, including Secretariat colleagues.
- Organisational and program management skills (planning, budgeting, work prioritisation, time management).
- Strategic planning, research, analytical and problem-solving skills.
- Ability to identify and drive changes to improve policies, systems, and processes to support effective governance and efficient business practices.
- Ability to assess risks and identify mitigation strategies.
- Proficiency in both spoken and written English.

Competencies

Analytical Thinking

Analytical Thinking is the ability to identify patterns across situations that are not obviously related, and to identify key or underlying issues in complex situations.

Teamwork and Team Leadership	Teamwork and Team Leadership implies working co-operatively with others, being a part of a team, and assuming the role of leader of a team. In the IORA, people work not only with their own teams but also with teams and groups across and outside the Organisation. Therefore, they need to work together effectively with interdependent goals and common values and norms to foster a collaborative environment and drive teams in the same direction. Effective project management is an integral and important aspect of the job.
Client Focus	Client Focus is based on the ability to understand internal/external clients' (e.g., Committees, working groups, country representatives, etc.,) needs and concerns in the short to long-term and to provide sound recommendations and/or solutions.
Cross-cultural Sensitivity	Cross-cultural sensitivity refers to the ability to recognise and appreciate the differences among people from various nations, backgrounds, and ethnicities. It emphasises the importance of bridging these differences to foster effective communication and collaboration. The IORA Secretariat is a multi-cultural space and understanding, respecting, and embracing cultural nuances enriches teamwork, fosters creativity, and leads to a more effective work environment.
Sovereignty and territorial integrity of IORA Member States	Respect the sovereignty and territorial integrity of IORA Member States
Financial Integrity	Financial Integrity means to operate in a transparent and accountable manner with reference to all IORA funds
Loyalty, reliability, and Impartiality.	Loyalty to the purpose, values, and principles of the Association. Reliability means trustworthy, discreet and maintain confidentiality. Impartiality means act with objectivity and professionalism and will ensure that the personal views do not compromise the performance of their official duties and the principles of the Association.

Modalities for appointment of Seconded Directors

In accordance with the Revised IORA Staff Regulations for the Secretariat of The Indian Ocean Rim Association – IORA (version 4), 17 November 2021.

Obligations and Privileges

In accordance with the Revised IORA Staff Regulations for the Secretariat of The Indian Ocean Rim Association – IORA (version 4), 17 November 2021.

Travel and other related allowances

In accordance with the Revised IORA Staff Regulations for the Secretariat of The Indian Ocean Rim Association – IORA (version 4), 17 November 2021.