



This project is funded by
the European Union

Improving Sustainable Tourism in Mauritius through greening the value chain of tour operators (SUS-ISLAND)

Recruitment of a Project Coordinator

The Tourism Authority (TA) is a parastatal body operating under the aegis of the Ministry of Tourism (MoT). It aims to promote sustainable development of the tourism industry.

The Tourism Authority has been awarded a grant to finance the implementation of the Switch Africa Green project '**Improving Sustainable Tourism in Mauritius through greening the value chain of tour operators (SUS-ISLAND)**' by European Union (EU).

The overall objective of SUS-ISLAND is to promote sustainable tourism in Mauritius by demonstrating and scaling up a self-sustaining mechanism for improving sustainability impacts along the value chain, awareness and market of sustainable tourism products.

The Tourism Authority is currently seeking to recruit a Project Coordinator (on contract basis) for a period of 4 years to join the project implementation team. The successful candidate will be required to work closely with the Authority, its implementation partners and local and international stakeholders to deliver the project.

MAIN DUTIES AND RESPONSIBILITIES

To project manage the delivery of the Switch Africa Green project '*Improving Sustainable Tourism in Mauritius through greening the value chain of tour operators (SUS-ISLAND)*' project in Mauritius on behalf of the Tourism Authority

The successful applicant will be responsible for the effective delivery of all project activities. This includes (but not limited to):

1. Developing a project implementation plan in liaison with the Tourism Authority
2. Identifying and engaging businesses from the tourism industry for value chain mapping and associated value chain businesses
3. Preparing, organising and facilitating large events, workshops and training for local tourism stakeholders
4. Supporting businesses from the tourism industry to collect data, and using this data to conduct value chain mapping / life-cycle analysis using a methodology established by project partners
5. Engaging and liaising directly with operational staff to monitor progress
6. Setting up and facilitating a Multi-Stakeholder Project Board (MSPB), which includes: identifying and engaging the selected members in the project and establishing Working Groups (WGs) with selected coordinators, defining defined rules that govern the duties, rights, and function of the MSPB and the WGs; Clear structure and timetable for MSPB



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meetings with a project brief, organizing MSPB meetings and WG discussions and documenting meeting outputs.

7. Conducting a review of the policy environment and national and international sustainability commitments
8. Developing and implementing policy recommendations and action plans
9. Maintaining regular communication with all project stakeholders
10. Producing high quality progress reports for funders and project communications documents for local stakeholders
11. Collecting project monitoring and evaluation data and using this data to track progress
12. Supporting in the implementation of other project activities as required by project partners

REQUIRED PROFILE

1. At least 5 years' experience working in the tourism sector at middle/senior management level
2. At least 2 years' experience of programme/project management including planning and implementation
3. Having a good network in the tourism sector
4. Proven experience of developing and facilitating effective cross-sector partnerships
5. Proven experience of facilitating workshops and providing training
6. A charismatic and confident person with excellent interpersonal skills
7. Ability to be self-directed and autonomous, as well as working as part of team
8. Ability to engage Tour Operator and tourism stakeholders in the project, motivating them to provide project data
9. Strong communication and presentation skills, including ability to speak confidently to large groups of people
10. Broad knowledge and understanding of local development issues and policies
11. Computer literacy (including: Word, Excel and PowerPoint)
12. Fluent (spoken and written) in English and French
13. Flexibility to travel regularly nationally and, occasionally, internationally

April, 2018