

Communiqué

Ministry of Industry, SME and Cooperatives (Industry Division)

Project: 'Accelerating the Transition to a Net-Zero Nature-Positive Economy in Mauritius' (NZNPA)

Expression of Interest for shortlisting of suitable Consultants to act as Administrative and Finance Assistant (on Contract basis)

The Ministry invites interested national qualified consultants to submit their respective proposals, to act as **Administrative and Finance Assistant (AFA)**, on a full-time basis for a period of 4 years for the implementation of the above-mentioned project for which funding has been secured from the Global Environment Facility (GEF).

The NZNPA project aims to accelerate the decarbonisation of the manufacturing sector for higher productivity and enhanced competitiveness, as well as establish the enabling environment to support the integration of nature-based solutions at national level. The Ministry is the Executing Agency to lead the project implementation and the United Nations Environment Programme (UNEP) is the GEF Implementing Agency.

The Administrative and Finance Assistant shall be a Mauritian National who will be selected to form part of the personnel in the Project Management Unit which will be responsible to manage the implementation and, monitoring and evaluation of the NZNPA Project. The requirements are as follows:

- at least a degree in Project or Business Management, Finance or any other related field of study;
- at least 3 years of experience working in similar projects or has prior experience in assisting in the implementation of at least one GEF-funded project;
- at least 1 year of experience working with ministries or other public institution(s);
- computer literate with good working skills in Excel;
- oral and written skills in English.

Interested candidates, who meet the above requirements and who wish to be considered for the above position, are required to send their proposals in sealed envelope clearly marked **“Expression of Interest -Consultancy Services for Administrative and Finance Assistant (AFA) under the NZNPA Project – Reference No: IND/EOI 02/2025 2026”**. The submission of proposals, including supporting documents (*e.g. signed Curriculum Vitae, documentary evidence of academic qualifications and work experience, amongst others*) should be addressed to the **Permanent Secretary, of the Ministry of Industry, SME and Cooperatives (Industry Division)**.

The Expression of Interest should be deposited in the **Quotation/Tender Box** located at 7th Floor, Air Mauritius Building, President John Kennedy Street Port-Louis at latest by **11.30 hours, on Tuesday 19 August 2025**.

Further information on the requirements in the invitation for the Expression of Interest, candidates are requested to download the relevant forms and consult the detailed Terms of Reference available on the website of the Ministry at the following link: <https://industry.govmu.org>.

Electronic submission is not allowed. Late submissions will be rejected.

The Ministry of Industry, SME and Cooperatives reserves the right to accept or reject any interest expressed and to annul the whole Expression of Interest exercise without incurring any liability whatsoever to any applicant.