PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 43 OF 2015

Vacancies for Post of Assistant Manager, Human Resources
Rodrigues Regional Assembly (Central Administration)

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Assistant Manager, Human Resources in the Central Administration of the Rodrigues Regional Assembly.

II. QUALIFICATIONS

By selection from among officers in the Executive Cadre (Rodrigues) not below the grade of Higher Executive Officer (Rodrigues) who reckon at least ten years’ experience in performing duties related to Human Resources in the Executive Cadre and who-

(a) have a sound knowledge of human resource policies, rules, regulations and practices in the Public Sector and the latest trends in human resource management;

(b) possess good communication, interpersonal, negotiation, leadership and supervisory skills;

(c) possess good analytical and problem-solving skills;

(d) have the ability to work in a multi-disciplinary team; and

(e) are capable to work under pressure and meet tight deadlines.

NOTE

Selected candidates will be required to obtain a degree in Human Resource Management or a degree with Human Resource Management as a major component from a recognised institution or an equivalent qualification acceptable to the Public Service Commission to be eligible for consideration for promotion as Manager, Human Resources.

III. ROLE AND RESPONSIBILITIES

To provide professional human resource services, co-ordinate and implement human resource policies, strategies, systems and processes in line with the goals and objectives of the Rodrigues Regional Assembly.

IV. DUTIES AND SALARY

1. To assist in the day-to-day management of the Human Resource Sections of the Rodrigues Regional Assembly.

2. To provide advice on all matters relating to human resource policies, practices and procedures.
3. To ensure that human resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.

4. To carry out human resource planning and forecasting to match human resource requirements in terms of number, roles and level of responsibilities with organisational needs.

5. To facilitate the successful implementation and sustainability of change management initiatives and reforms in the field of human resource management.

6. To assist in conducting Training Needs Analysis and in the mounting of appropriate training courses.

7. To facilitate the development and the implementation of organisation design and work processes.

8. To assist in the proper framing/review of schemes of service in line with organisational needs.


10. To act as chairperson/member/secretary of boards and committees relating to human resource matters.

11. To supervise and provide proper guidance and coaching to subordinate staff.

12. To attend Court/Tribunal in respect of cases relating to human resource matters and to ensure proper follow-up action.

13. To promote good employee relations and take prompt action to settle grievances and conflicts through negotiation/discussion.

14. To use ICT in the performance of his duties.

15. 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 Assistant Manager, Human Resources in the roles ascribed to him.

Note

Assistant Managers, Human Resources may be required to take charge of the Human Resource Section of Commissions/Office and, in such cases, will be responsible for the smooth functioning of the Section.

The permanent and pensionable post carries salary in scale Rs 31, 475 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month plus salary compensation at approved rates.
V. **MODE OF APPLICATION**

1. Qualified candidates should submit their application on [PSC Form 7](http://psc.govmu.org) which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner's Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.

2. This circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

3. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

4. Candidates are also advised to read carefully the **NOTES AND INSTRUCTIONS TO CANDIDATES** before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

VI. **CLOSING DATE**

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. on Monday 19 October 2015.**

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 29 September 2015

Public Service Commission,
7, Louis Pasteur Street,
Forest-Side,
MAURITIUS.