PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 46 OF 2015

Vacancies for Post of Human Resource Officer/Senior Human Resource Officer
Rodrigues Regional Assembly (Central Administration)

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Temporary Human Resource Officer/Senior Human Resource Officer in the Central Administration of the Rodrigues Regional Assembly.

II. QUALIFICATIONS AND EXAMINATION ARRANGEMENTS

A. By selection from among officers who hold a substantive appointment in any of the following grades –

(i) Office Management Executive;
(ii) Senior Executive Officer (Rodrigues);
(iii) Higher Executive Officer (Rodrigues);
(iv) General Services Executive (Rodrigues Regional Assembly) who reckon at least four years’ service in the grade or an aggregate of at least four years’ service in the grades of General Services Executive (Rodrigues Regional Assembly) and Executive Officer (Rodrigues); and
(v) Executive Officer (Rodrigues) who reckon at least four years’ service in the grade.

B. Candidates should –

(i) have a good knowledge of policies, rules and regulations relating to the management of human resources in the Public Service;
(ii) possess good interpersonal and communication skills; and
(iii) possess good analytical and problem-solving skills.

C. Candidates will be required to take part in a written competitive examination conducted by the Public Service Commission designed to assess their potential and aptitude for work relating to human resource matters and their ability for problem solving.

Note: 1. Candidates will be informed in due course of the exact date and venue of the examination.
2. Candidates who are overseas should make their own arrangements to come to Rodrigues to sit for the examination.

NOTE

Human Resource Officer/Senior Human Resource Officers will also be required to follow successfully an approved course leading to a degree in Human Resource Management or a degree with Human Resource Management as a major component from a recognised institution to be eligible for consideration for promotion as Assistant Manager, Human Resources.
III. **ROLE AND RESPONSIBILITIES**

To provide human resource management services in line with approved human resource policies and strategies.

IV. **DUTIES AND SALARY**

1. To provide advice on human resource matters in accordance with rules and regulations pertaining to human resource management and to assist in the implementation of human resource policies.

2. To draft and process schemes of service.

3. To assist in –
   (i) the preparation of Human Resource proposals in the context of the Budget exercise;
   (ii) the identification of training needs and in mounting appropriate training courses;
   (iii) the promotion of good employee relations and staff welfare;
   (iv) the development of organisation design and work procedures;
   (v) the conduct of human resource planning/manpower assessment exercise; and
   (vi) the implementation and maintenance of an up to date Human Resource Management System.

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

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

6. To monitor the attendance of officers in line with established guidelines.

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

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

9. 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 Human Resource Officer/Senior Human Resource Officer in the roles ascribed to him.

**Note**

Human Resource Officer/Senior Human Resource Officers may be required to take charge of the Human Resource Section of a Commission/Office and, in such cases, will be responsible for the smooth functioning of the Section.
The selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo training in all aspects of human resource management for a period of at least six months. They will draw salary at the flat rate of Rs 20,675 a month plus salary compensation at the approved rate or retain the salary of their substantive appointment, whichever is the higher. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Human Resource Officer/Senior Human Resource Officer in a substantive capacity.

The permanent and pensionable post carries salary in scale Rs 20,675 x 750 – 29,675 x 900 – 31,475 x 1,200 – 37,775 a month plus salary compensation at approved rates.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 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

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 09 November 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.

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

Date: 19 October 2015