Vacancy for the Post of Deputy Director, Human Resource Management
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified officers of the Ministry of Civil Service and Administrative Reforms who wish to be considered for appointment as Deputy Director, Human Resource Management in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grades of Manager, Human Resources and Human Resource Management Officer who reckon at least three years’ service in a substantive capacity in their respective grade and who –

(a) have a thorough knowledge of human resource policies, related legislation and latest trends in human resource management and the design of work systems;

(b) possess strong leadership, managerial and organising skills;

(c) possess excellent communication and interpersonal skills;

(d) possess strong analytical skills and are able to adopt a multidisciplinary approach to problem-solving and decision-making; and

(e) have the ability to work under pressure and meet tight deadlines.

III. ROLE AND RESPONSIBILITIES

To assist in advising and providing technical input for the formulation and implementation of human resource policies and strategies in line with the strategic direction of Government and in ensuring uniformity and consistency in the management of human resources in the Public Service.

IV. DUTIES AND SALARY

1. To assist the Director, Human Resource Management in –

   (i) ensuring that rules, regulations and other practices relating to human resource are correctly interpreted and applied in Ministries/Departments;

   (ii) ensuring that reforms and change management initiatives in the field of human resource management, including the Performance Management System and the Human Resource Management Information System are carried out effectively;

   (iii) providing guidance on the training of officers of the Human Resource Management Cadre and keeping under review the training needs of these officers;
the examination of human resource proposals from Ministries/Departments in the context of Programme Based Budgeting exercise;

ensuring the proper staffing and deployment of officers of the Human Resource Management Cadre in Ministries/Departments;

promoting a learning culture among officers of the Human Resource Management Cadre;

carrying out research work for the formulation of human resource policies and strategies; and

mentoring and guiding officers of the Human Resource Management Cadre posted in Ministries/Departments for enhancement of operational efficiency and effectiveness.

2. To deputise for the Director, Human Resource Management, as and when required.

3. To advise on Employment Relations matters.

4. To assist in the formulation and review of schemes of service.

5. To advise on the development of organisational structures and carry out job inspections, as and when required.

6. To be responsible for the preparation and amendment of the Civil Establishment Order.

7. To represent the Ministry on boards and committees.

8. To attend Court/Tribunal in respect of cases relating to human resource matters.

9. To provide advice on matters relating to staff welfare.

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

11. 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 Deputy Director, Human Resource Management in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 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. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. 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**

4. Candidates are encouraged to submit on-line application through the government web portal at **http://www.govmu.org**

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

6. 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 Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Tuesday 03 November 2015.**

**Date: 14 October 2015**

Public Service Commission,
7, Louis Pasteur Street,
**FOREST SIDE.**