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.
(iv) the examination of human resource proposals from Ministries/Departments in the context of Programme Based Budgeting exercise;

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

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

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

(viii) 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. However, for the year 2014, the incumbent would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
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.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. Candidates are 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 Thursday 08 May 2014.

Date: 18 April 2014

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