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

II. QUALIFICATIONS

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

   (i) Office Management Executive;

   (ii) Office Management Assistant who reckon at least four years’ service in the grade or an aggregate of at least four years’ service in the grades of Office Management Assistant and the former grades of Senior Officer and/or Executive Officer;

   (iii) Higher Executive Officer; and

   (iv) Executive Officer 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.

III. ROLE AND RESPONSIBILITIES

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

IV. DUTIES

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 Programme-Based Budgeting;
   
   (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 Information 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 Executive in the roles ascribed to him.

**Note**

Human Resource Executives may be required to take charge of the Human Resource section of a Ministry/Department and, in such cases, will be responsible for the smooth functioning of the section.
V. TRAINING AND SALARY

1. The selected candidates will be appointed in a temporary capacity in the first instance and will draw salary at the flat rate of Rs 20,675 a month payable at the discounted rate of Rs 20,380 for the year 2014 or retain the salary of their substantive appointment, whichever is the higher.

2. They will be required to undergo training, in all aspects of human resource management for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Human Resource Executive in a substantive capacity.

The permanent and pensionable post of Human Resource Executive carries salary in scale Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 a month. However, for the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

3. Human Resource Executives 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.

VI. SELECTION PROCEDURE AND EXAMINATION ARRANGEMENTS

1. The selection procedure will comprise a written competitive examination conducted by the Public Service Commission designed to assess the potential and aptitude of the candidates for work relating to human resource matters and their ability for problem solving.

2. Candidates will be informed in due course of the exact date and venue of the examination.

3. Candidates who are overseas should make their own arrangements to come to Mauritius to sit for the examination.

VII. 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](http://psc.gov.mu)

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

VIII. **CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 10 March 2014**.

Date: 18 February 2014