

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO.21 OF 2021**

### **Vacancy for Post of Deputy Director, Human Resource Management Ministry of Public Service, Administrative and Institutional Reforms**

Applications are invited from qualified serving officers of the Ministry of Public Service, Administrative and Institutional 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 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 –70,450 a month.

#### **V. MODE OF APPLICATION**

1. Qualified candidates should submit their application **electronically** *via* the website of the Public Service Commission at the following address **<https://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the “**How to Apply**” option on the above link.
3. Candidates **should** submit a printed copy of their Application Form, **duly signed**, through their respective Supervising Officer /Responsible Officer.
4. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.

6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

**VI. CLOSING DATE**

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Thursday 08 July 2021.** Applications received after the specified closing date and time will **not** be considered.

**Date: 18 June 2021**

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