

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 13 OF 2024

**Vacancies for Post of Human Resource Executive
Rodrigues Regional Assembly (Central Administration)**

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Human Resource Executive in the Rodrigues Regional Assembly (Central Administration).

II. QUALIFICATIONS

- A. By selection from among officers who hold a substantive appointment in the grades of –
- (i) Office Management Executive;
 - (ii) Higher Executive Officer (Rodrigues); and
 - (iii) Office Management Assistant 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 effective analytical and problem-solving skills; and
 - (iii) possess effective interpersonal and communication skills.

NOTE 1

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 2

Human Resource Executives will be required to follow successfully an approved course leading to a diploma in Human Resource Management or a diploma with Human Resource Management as a major component from a recognised institution to be eligible for consideration for promotion as Senior Human Resource Executive.

NOTE 3

Human Resource Executives will be required to undergo training, as approved and arranged by the Rodrigues Regional Assembly, to make them conversant with all aspects of human resource management.

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.

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 act as member/secretary of boards and committees relating to human resource matters.
4. To attend to Court/Tribunal and other related institutions in respect of cases relating to human resource matters and to ensure proper follow-up action.
5. To assist in –
 - (i) the preparation of Human Resource proposals in the context of a budgetary 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/assessment exercise; and
 - (vi) the successful implementation and sustainability of change management initiatives and reforms in the field of human resource management such as Performance Management System and any Human Resource related IT System.
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 Commission/Office and, in such cases, will be responsible for the smooth functioning of the Section.

The permanent and pensionable post carries salary in scale Rs 24,475 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 a month.

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 Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.
2. This circular together with the Application Form (PSC Form 7) are also available on the website of the Public Service Commission at **<https://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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 15 15 hours (local time) on Thursday 04 April 2024.** Application Forms received after the specified closing date and time will **not** be considered.

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.

Date: 15 March 2024

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