

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 28 OF 2024

Vacancies for Post of Human Resource Executive **Ministry of Public Service, Administrative and Institutional Reforms**

Applications are invited from qualified officers who wish to be considered for appointment as Human Resource Executive in the Ministry of Public Service, Administrative and Institutional 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 grade of Office Management Assistant and the former grades of Senior Officer and/or Executive Officer; and
 - (iii) Higher Executive Officer.
- 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 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 Human Resource Management Information 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 Department 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. SELECTION PROCEDURE AND EXAMINATION ARRANGEMENTS

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.
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.

VI. TRAINING

1. 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.
2. Human Resource Executives will be required to undergo training, as approved and arranged by the Ministry, to make them conversant with all aspects of human resource management.

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 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. 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 Officer/Responsible Officer.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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.**

VIII. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 13 June 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 24 May 2024

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