

Mauritius Examinations Syndicate

POST

HUMAN RESOURCE MANAGEMENT OFFICER

Salary Scale:

Rs 28625 x 775 – 32500 x 925 – 37125
x 1225 – 40800 x 1525 – 49950 x 1625
– 56450

QUALIFICATIONS

By selection from among candidates from the Public Service or Parastatal organisations –

- A** Possess -
- (i) a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- (ii) a degree in Human Resource Management or Management with Specialisation in Human Resource Management from a recognized institution.

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Board.

- B** reckon at least two years’ post qualification experience in the field of human resource management.
- C** are computer literate;
- D** possess good analytical and problem-solving skills ;

ROLE AND RESPONSIBILITIES

To be responsible for planning, coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Mauritius Examinations Syndicate.

DUTIES

- 1 To be responsible for the formulation and implementation of human resource strategies, policies and practices in line with applicable laws, regulations and best practices.
- 2 To deal with matters relating to recruitment and selection of employees, including appointment, promotion, retirement, training, discipline, review of schemes of service etc.
- 3 To ensure that human resource policies, rules, regulations and procedures are properly and consistently applied so that all employees are treated fairly and equitably.
- 4 To advise and assist Management in handling industrial relations matters and to represent the Mauritius Examinations Syndicate in industrial tribunals and courts.
- 5 To be responsible for the promotion of staff welfare and a healthy and safe working environment.
- 6 To process and keep annual Performance Appraisal Reports.

-2-

Mauritius Examinations Syndicate

POST

HUMAN RESOURCE MANAGEMENT OFFICER

Salary Scale:

Rs 28625 x 775 – 32500 x 925 –
37125 x 1225 – 40800 x 1525 –
49950 x 1625 – 56450

QUALIFICATIONS

E have good interpersonal and communication skills and the ability to promote team work; and

F are proactive and resourceful and are able to work under pressure.

Note : Qualification at A(i) above should have been obtained prior to qualification at (A)(ii) above. However, candidates who, as at 30 June 2003, did not possess the qualification at (A)(i) above, will also be considered provided they hold –

(a) a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and

(b) a Master’s Degree or a postgraduate diploma from a recognized institution in one of the fields at (A)(ii) above or an equivalent qualification acceptable to the Board.

Qualification (a) under ‘Note’ should have been obtained prior to qualification at (A)(ii) above and at (b) under ‘Note’.

Candidates should produce written evidence of experience/knowledge claimed.

DUTIES

7 To perform the duties of Secretary in meetings held by Management with staff associations and in other departmental meetings relating to human resource matters, whenever required, and to ensure proper follow-up action.

8 To ensure that up-to-date personnel records of all employees including records on absenteeism, sickness and punctuality, are kept.

9 To plan human resource requirements of the Mauritius Examinations Syndicate in conjunction with Heads of Departments / Divisions and to assist in the preparation of the annual budget proposals for the Human Resource Division.

10 To develop and implement a training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.

11 To supervise and provide proper guidance and coaching to subordinate staff.

12 To use ICT in the performance of his duties.

13 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 Management Officer in the roles ascribed to him.