MAURITIUS INSTITUTE OF EDUCATION

POST : **Human Resource Management Officer**

SALARY SCALE : **Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 (MIE 32 – PRB 2021)**

QUALIFICATIONS :

(a) A Cambridge Higher School Certificate <u>or</u> Passes in at least two subjects obtained on one certificate at the General Certificate of Education 'Advanced Level'.

(b) A degree in Human Resource Management or Management with Specialisation in Human Resource Management from a recognized institution

 OR

 Equivalent qualifications to A and B above acceptable to the Board.

(c) Candidates should also:

 (i) Reckon at least two years' post qualification experience in the field of Human Resource Management;

 (ii) be computer literate;

 (iii) be conversant with the handling of employment relations issues and legal matters;

 (iv) have a good knowledge of procedures and conditions of service in the public sector; and

 (v) possess good communication and interpersonal skills.

<u>Note:</u> *Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A 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 <u>or</u> an equivalent qualification acceptable to the Board; and

(b)   a Master's Degree or a postgraduate diploma from a recognised institution in the one of the fields at B above <u>or</u> an equivalent qualification acceptable to the Board.

Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should produce written evidence of experience/knowledge claimed.

DUTIES:

1.   To advise on all strategic and human resource management issues and ensure follow-up action, as required.

2.   To formulate and implement human resource policies, strategies and plans together with all supporting procedures, including organisation structures, recruitment, retrenchment and management succession.

3.   To carry out Training Needs Analysis and to assist in the formulation a Human Resource Development Policy and the development of training plans.

4.   To manage and ensure implementation of the Institute's Performance Management System, linking results of the appraisals with other human resource practices.

5.   To deal with employment relations matters, liaise with the Institute's Legal Adviser/s on industrial relations issues and represent the Institute at relevant legal institutions.

6.   To manage the design and implementation of a health, safety and welfare policy to ensure that all staff work in a conducive and safe environment.

7.   To ensure monitoring of discipline and grievance issues, provide advice as required and propose changes to existing policies or procedures where appropriate.

8.   To modernise human resource processes making use of IT tools and software packages, so as to improve efficiency and effectiveness.

9.   To prepare budgetary proposals in connection with the Human Resource requirements of the Institute.

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

11. To attend Human Resource committees and other committees and ensure implementation of decisions taken.

12. To use Information and Communication Technology 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.

Note: *The Human Resource Management Officer may be required to work outside normal working hours.*