GOVERNMENT OF MAURITIUS

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Your Ref: PSC/GEC 9/5 V.7

18 June 2021

From: Supervising Officer, Ministry of Public Service, Administrative and Institutional Reforms

To: Supervising Officers, in Charge of Ministries/Departments

SUBJECT: Post of Deputy Director, Human Resource Management
Ministry of Public Service, Administrative and Institutional Reforms

Public Service Commission Circular Note No.21 of 2021 inviting applications from qualified officers who wish to be considered for appointment as Deputy Director, Human Resource Management is enclosed for circulation among eligible officers posted to your organisation.

2. The new mode of application is as follows:

(i) eligible candidates should submit their application electronically on: https://psc.govmu.org

(ii) eligible candidates should also submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising Officer/Responsible Officer;

(iii) for queries regarding Username & Password the government Online Centre(GOC) may be contacted on e-mail address: support@ncb.mu or on phone number 454 9955; and

(iv) for technical support and other queries, the helpdesk of the Public Service Commission may be contacted on e-mail address: pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

3. You are kindly requested to ensure that the contents of the Public Service Commission Circular Note No. 21 of 2021 are brought to the attention of all eligible officers and that, in case of officers who are overseas or on leave, a copy of the Circular Note is despatched to such officers on the very day on which the Circular Note is issued.

B. Boyramboli
Supervising Officer
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.**