

**GOVERNMENT OF MAURITIUS**

MY REF: E/152/11/03/01/01 TV7

YOUR REF:

Date: 15 February 2021

**From: Secretary for Public Service**

**To: Head of Ministries/Departments**

**Tour of Service in Rodrigues-HR Cadre**

Please find attached copy of Circular Letter No 4 of 2021, inviting applications from qualified Senior Human Resource Executives/ Human Resource Executives who wish to be considered for posting on a tour of service in Rodrigues.

2. It would be appreciated if the contents of the circular could be brought to the attention of all eligible officers, including those who are on leave.



**S. D. Jannoo**

*for Secretary for Public Service*

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS  
CIRCULAR LETTER NO 04 OF 2021**

**Tour of Service in Rodrigues – HR Cadre**

Applications are invited from Senior Human Resource Executives/ Human Resource Executives with at least five (5) years' experience in the Cadre who wish to be considered for posting on a tour of service in Rodrigues.

**B. DURATION**

The tour of service will be for a period of one year.

**C. EXPERIENCE/APTITUDE/SKILLS**

Candidates should-

- (i) be familiar with the work of the Rodrigues Regional Assembly;
- (ii) have proven administrative and organizing ability;
- (iii) have good interpersonal and communication skills; and
- (iv) be able to adapt to changing work environment.

**NOTE:** Candidates may be called for an interview.

**D. DUTIES**

**The selected Senior Human Resource Executives/ Human Resource Executives will be required:-**

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 assist in:
  - i. the preparation of Human Resource proposals in the context of the Budget 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 organization design and work procedures.
  - v. the conduct of human resource planning/manpower assessment exercise; and
  - vi. the implementation and maintenance of an up to date Human Resource Management System.
4. To act as member/secretary of boards and committees relating to human resource matters.

5. To attend Court/Tribunal in respect of cases relating to human resource matters and to ensure proper follow-up action.
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 Officer/Senior Human Resource Officer in the roles ascribed to him.

**E. TERMS AND CONDITIONS**

**(i) Accommodation**

The selected candidate will be provided with rent-free quarters.

**(ii) Disturbance Allowance**

The selected candidate will be paid a monthly disturbance allowance at the rate of 25% of gross salary.

**(iii) Passages**

The selected candidate will be provided with one free passage, to and from Rodrigues, for himself/herself, his/her spouse and up to three dependent children below the age of 21.

**(iv) Transport**

The selected candidate will benefit from:

(a) free transport by sea of his/her personal effects to the extent of six cubic metres; and

(b) free transport by sea of his/her car/jeep/motorcycle/bicycle; provided that the total volume of (a) and (b) does not exceed 12 cubic metres

**(v) Vacation Leave**

The selected candidate will-

(a) earn vacation leave at the rate of 50% more than what he/she is eligible for in respect of the period of his/her tour of service;

(b) not be allowed to enjoy vacation leave, save in exceptional cases, subject to the approval of the Island Chief Executive; and

(c) on his/her return to Mauritius at the end of his/her tour of service, be given the priority of consideration to enjoy his/her earned vacation leave.

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**F. MODE OF APPLICATION**

1. Qualified candidates should submit their applications on the enclosed Application Form which should be sent through their Supervising Officer, to the Secretary for Public Service, Ministry of Public Service, Administrative and Institutional Reforms, Level 9, SICOM Building 2, Cnr Chevreau and Rev. Jean Lebrun Streets, Port Louis.
2. The Circular Letter together with the Application Form are available on the website of the Ministry of Public Service, Administrative and Institutional Reforms, at the following address:  
<http://civilservice.govmu.org>.
3. Candidates are requested to fill the application form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

**G. CLOSING DATE**

Applications should reach the **Secretary for Public Service, Ministry of Public Service, Administrative and Institutional Reforms, Level 9, SICOM Building 2, Cnr Chevreau and Rev. Jean Lebrun Streets, Port Louis, not later than 3.00 p.m. on 08 March 2021.**

15 February 2021

Ministry of Public Service, Administrative and Institutional Reforms