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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Training, Skills Development and Productivity

Post: Director, Human Resource Development

Salary: Rs 42,500 (02 00 78)

Salary: Rs 30,670 (ADM 12)

Effective Date: 15 November 2000

Qualifications: A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level".

Note

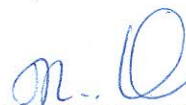
Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
- C. A Degree from a recognised institution in any one of the following subjects: – Human Resource Studies, Economics, Econometrics, Statistics, Business Studies, and Management.
- D. A Master's Degree from a recognised institution in one of the fields mentioned at C above.

OR

Equivalent qualifications acceptable to the Public Service Commission.

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- E. At least seven years' post-qualification experience acquired after obtention of the qualifications at C and/or D in economic/human resource development policy formulation and planning and in project planning and evaluation with a good knowledge of the Mauritian labour market, out of which three years should have been in a senior position.
- F. Candidates should also possess:
- (i) leadership qualities and interpersonal communication skills- both oral and written- with a demonstrated capacity to work with professionals in a multi-disciplinary team; and
 - (ii) experience in the use of computer software.


Candidates should produce written evidence of all knowledge/experience claimed.

Duties:

1. To advise the Head of the Ministry on all matters relating to Human Resource Development.
2. To plan, organise, supervise and coordinate the activities of the Human Resource Development Technical Unit.
3. To assist in the formulation and review of policies/strategies relating to human resource planning and development.
4. To assess the human resource potential, identify needs and provide deep analysis to shape current and future human resource strategies for various sectors of the country.
5. To carry out/cause to carry out studies, surveys and investigations and design proper management information systems.

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6. To set up and manage the Labour Market Information System.
7. To be responsible for the monitoring and evaluation of training programmes carried out by or under the aegis of the IVTB and other training institutions.
8. To prepare reports and other documents relating to human resource planning and development.
9. To establish and manage senior level relationship with non-governmental organisations closely involved in matters related to Human Resource Development.
10. To perform such cognate duties as may be assigned.

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