

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Assistant Manager, Human Resources
- Salary:** Rs 31,475 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (08 59 75)
- Effective Date:** 24 August 2015
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Human Resource Officer/Senior Human Resource Officer who reckon at least six years' service in a substantive capacity in the grade and who –
- (i) possess a degree in Human Resource Management or a degree with Human Resource Management as a major component from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
  - (ii) have a sound knowledge of human resource policies, rules, regulations and practices in the Public Sector and the latest trends in human resource management;
  - (iii) possess good communication, interpersonal, negotiation, leadership and supervisory skills;
  - (iv) possess good analytical and problem-solving skills;
  - (v) have the ability to work in a multi-disciplinary team; and
  - (vi) are capable to work under pressure and meet tight deadlines.

**NOTE 1**

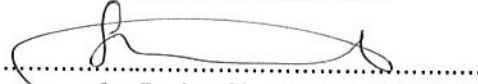
For the first intake, by selection from among officers in the Executive Cadre (Rodrigues) not below the grade of Higher Executive Officer (Rodrigues) who reckon at least ten years' experience in performing duties related to Human Resources in the Executive Cadre and who –

- (i) have a sound knowledge of human resource policies, rules, regulations and practices in the Public Sector and the latest trends in human resource management;

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**CERTIFIED CORRECT**

  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

**24 August 2015**

Date.....

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- (ii) possess good communication, interpersonal, negotiation, leadership and supervisory skills;
- (iii) possess good analytical and problem-solving skills;
- (iv) have the ability to work in a multi-disciplinary team; and
- (v) are capable to work under pressure and meet tight deadlines.

**NOTE 2**

Selected candidates appointed under NOTE 1 above will be required to obtain a degree in Human Resource Management or a degree with Human Resource Management as a major component from a recognised institution or an equivalent qualification acceptable to the Public Service Commission to be eligible for consideration for promotion as Manager, Human Resources.

**Role and  
Responsibilities:**

To provide professional human resource services, co-ordinate and implement human resource policies, strategies, systems and processes in line with the goals and objectives of the Rodrigues Regional Assembly.

**Duties:**

1. To assist in the day-to-day management of the Human Resource Sections of the Rodrigues Regional Assembly.
2. To provide advice on all matters relating to human resource policies, practices and procedures.
3. To ensure that human resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.
4. To carry out human resource planning and forecasting to match human resource requirements in terms of number, roles and level of responsibilities with organisational needs.
5. To facilitate the successful implementation and sustainability of change management initiatives and reforms in the field of human resource management.

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6. To assist in conducting Training Needs Analysis and in the mounting of appropriate training courses.
7. To facilitate the development and the implementation of organisation design and work processes.
8. To assist in the proper framing/review of schemes of service in line with organisational needs.
9. To prepare human resource proposals in the context of the Budget exercise.
10. To act as chairperson/member/secretary of boards and committees relating to human resource matters.
11. To supervise and provide proper guidance and coaching to subordinate staff.
12. To attend Court/Tribunal in respect of cases relating to human resource matters and to ensure proper follow-up action.
13. To promote good employee relations and take prompt action to settle grievances and conflicts through negotiation/discussion.
14. To use ICT in the performance of his duties.
15. 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 Assistant Manager, Human Resources in the roles ascribed to him.

**Note**

Assistant Managers, Human Resources may be required to take charge of the Human Resource Section of Commissions/Office and, in such cases, will be responsible for the smooth functioning of the Section.



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