

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Human Resource Executive
- Salary:** Rs 24,475 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 (08 053 078)
- Effective Date:** 05 July 2023
- Qualifications:**
- A. By selection from among officers who hold a substantive appointment in the grades of –
- (i) Office Management Executive;
- (ii) Higher Executive Officer (Rodrigues); and
- (iii) Office Management Assistant who reckon at least four years' service in the grade.
- B. Candidates should –
- (i) have a good knowledge of policies, rules and regulations relating to the management of human resources in the Public Service;
- (ii) possess effective analytical and problem-solving skills; and
- (iii) possess effective interpersonal and communication skills.

NOTE 1

Candidates will be required to take part in a written competitive examination conducted by the Public Service Commission designed to assess their potential and aptitude for work relating to human resource matters and their ability for problem solving.

NOTE 2

Human Resource Executives will be required to follow successfully an approved course leading to a diploma in Human Resource Management or a diploma with Human Resource Management as a major component from a recognised institution to be eligible for consideration for promotion as Senior Human Resource Executive.

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CERTIFIED CORRECT



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B. D. Nundloll (Mrs)
for Secretary for Public Service

05 July 2023

Date.....



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

-2-

NOTE 3

Human Resource Executives will be required to undergo training, as approved and arranged by the Rodrigues Regional Assembly, to make them conversant with all aspects of human resource management.

**Role and
Responsibilities:**

To provide human resource management services in line with approved human resource policies and strategies.

Duties:

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 act as member/secretary of boards and committees relating to human resource matters.
4. To attend to Court/Tribunal and other related institutions in respect of cases relating to human resource matters and to ensure proper follow-up action.
5. To assist in –
 - (i) the preparation of Human Resource proposals in the context of a budgetary 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 organisation design and work procedures;
 - (v) the conduct of human resource planning/assessment exercise; and
 - (vi) the successful implementation and sustainability of change management initiatives and reforms in the field of human resource management such as Performance Management System and any Human Resource related IT System.

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-3-

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 Executive in the roles ascribed to him.

Note

Human Resource Executives may be required to take charge of the Human Resource Section of a Commission/Office and, in such cases, will be responsible for the smooth functioning of the Section.



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