

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 Officer/Senior Human Resource Officer
- Salary:** Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 (08 050 071)
- Effective Date:** 11 October 2017
- Qualifications:**
- A. By selection from among officers who hold a substantive appointment in any of the following grades –
- (i) Office Management Executive;
  - (ii) Senior Executive Officer (Rodrigues);
  - (iii) Higher Executive Officer (Rodrigues); and
  - (iv) Office Management Assistant who reckon at least four years' service in the grade or an aggregate of at least four years' service in the grades of Office Management Assistant, General Services Executive (Rodrigues Regional Assembly) and Executive Officer (Rodrigues).
- 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 good interpersonal and communication skills; and
  - (iii) possess good analytical and problem-solving 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.

/2...



**CERTIFIED CORRECT**

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

**11 October 2017**

Date.....

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

-2-

**NOTE 2**

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo training in all aspects of human resource management for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Human Resource Officer/Senior Human Resource Officer in a substantive capacity.

**NOTE 3**

Human Resource Officer/Senior Human Resource Officers will also be required to follow successfully an approved course leading to a degree in Human Resource Management or a degree with Human Resource Management as a major component from a recognised institution to be eligible for consideration for promotion as Assistant Manager, Human Resources.

**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 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;

/3...



**CERTIFIED CORRECT**



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

**11 October 2017**

**Date.....**

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

-3-

- (iv) the development of organisation 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.

**Note**

Human Resource Officer/Senior Human Resource Officers 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.

**CERTIFIED CORRECT**

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

**11 October 2017**

**Date**.....

