

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
CIRCULAR LETTER NO 106 OF 2018

Tour of Service in Rodrigues – HR Cadre

Applications are invited from Managers, Human Resources, Human Resource Management Officers and Assistant Managers, Human Resources who wish to be considered for posting on a tour of service in Rodrigues as from January 2019.

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

(I) The selected Manager, Human Resources/ Human Resource Management Officer will be required:-

1. (i) to take charge of the Human Resource Section of the Rodrigues Regional Assembly;
- (ii) to revamp the existing Human Resource functions and operations and set up an appropriate Human Resource Section at the Rodrigues Regional Assembly and the different Commissions taking into consideration that there is now a proper Human Resource Cadre;
- (iii) to come up with a guideline for recruitment procedures under delegated power from the Public Service Commission;
- (iv) to drive the Performance Management System in the Rodrigues Regional Assembly and ensure its sustainability; and
- (v) to train, mentor and coach the Human Resource Officers/ Senior Human Resource Officers in post with a view to decentralizing some Human Resource functions/operations to respective Commissions.
2. To assist management with the submissions to be made to the Pay Research Bureau in view of the publication of the forthcoming PRB Report in 2021.
3. To perform duties of Manager, Human Resources.
4. 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 Manager, Human Resources/ Human Resource Management Officer in the roles ascribed to him.

(II) The selected Assistant Manager, Human Resources will be required:-

- (a) to assist in the day to day management of the Human Resource Sections of the Rodrigues Regional Assembly;
- (b) to assist the Manager, Human Resources/ Human Resource Management Officer in the duties mentioned at D (I) 1 (ii) to (v), 2 and 3; and
- (c) To perform duties of Assistant Manager, Human Resources.

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.

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 Civil Service & AR, 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 Civil Service & AR, 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 Civil Service and Administrative Reforms, Level 9, SICOM Building 2, Cnr Chevreau and Rev. Jean Lebrun Streets, Port Louis, not later than 3.00 p.m. on 19 December 2018.**

29 November 2018

Ministry of Civil Service and Administrative Reforms