

GOVERNMENT OF MAURITIUS

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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Human Resource Executive
- 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:** 14 February 2018
- Qualifications:**
- A. By selection from among officers who hold a substantive appointment in the grades of –
- (i) Office Management Executive;
 - (ii) Office Management Assistant who reckon at least four years' service in the grade or an aggregate of at least four years' service in the grade of Office Management Assistant and the former grades of Senior Officer and/or Executive Officer; and
 - (iii) Higher Executive Officer.
- 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.

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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.....
for Secretary for Public Service

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NOTE 3

Human Resource Executives will be required to undergo training, as approved and arranged by the Ministry, 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 Human Resource Management Information System.

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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 Department and, in such cases, will be responsible for the smooth functioning of the section.

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