

GOVERNMENT OF MAURITIUS

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

**Ministry:** Civil Service and Administrative Reforms

**Post:** Senior Human Resource Officer

**Salary:** Rs 21,400 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 (08 48 59)

**Effective Date:** 27 November 2009

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Human Resource Officer who reckon at least three years' service in a substantive capacity in the grade and who -

- (i) possess a Diploma in Human Resource Management or Personnel Management or a Diploma with Personnel Management/Human Resource Management as a major component from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) have good analytical, problem solving and interpersonal skills.

**Role and Responsibilities:** To be responsible for providing human resource management services in line with the Ministry's/Department's overall goals and objectives.

- Duties:**
1. To advise on the interpretation of rules and regulations pertaining to human resource management and implementation of human resource policies so that all officers are treated fairly and equitably.
  2. To supervise and co-ordinate the activities of the Human Resource Division in a Ministry/Department.
  3. To provide guidance and support in the implementation of the Performance Management System.
  4. To carry out human resource planning to determine the number of staff and skill levels required.
  5. To carry out manpower assessments to ascertain optimum utilisation of human resources.
  6. To carry out training needs assessment and assist in the mounting of appropriate training courses.

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 for Senior Chief Executive  
 Ministry of Civil Service and  
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7. To ensure the maintenance of an up-to-date Human Resource Management Information System.
8. To assist in organisation design and development of work procedures.
9. To draft and process Schemes of Service and revise existing ones to meet organisational needs in terms of new roles and responsibilities.
10. To supervise and provide proper guidance and coaching to junior staff in the Human Resource Division.
11. To act as Secretary to committees and meetings concerning human resource matters and as member of committees/boards.
12. To ensure the promotion of good employee relations and the taking of prompt action to settle grievances and conflicts.
13. To manage the attendance of staff in line with approved guidelines and advise management on remedial action, whenever required.
14. To attend to court cases in connection with human resource matters.
15. To promote staff welfare.
16. To use ICT in the performance of his duties.
17. 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 Senior Human Resource Officers in the roles ascribed to them according to their postings.

**NOTE**

Senior Human Resource Officers may be required to take charge of the Human Resource Division of certain Ministries/Departments and, in such cases, will be responsible for the smooth functioning of the Division.



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