Mauritius Meat Authority

**Post:** Human Resource Officer/Senior Human Resource Officer

**Salary:** Rs 19,575 × 475 – 21,950 × 625 – 23,200 × 775 – 32,500 × 925 - 37,125 × 1,225 – 40,800.

**Qualifications:**

A. By selection from among officers at the Mauritius Meat Authority who hold a substantive appointment in the grades of-

   (a) Higher Executive Officer; and

   (b) Executive Officer who reckon at least four years’ service in the grade.

B. Candidates should –

   (i) possess a Diploma in Human Resource Management or a Diploma in Personnel/Human Resource Management as a major component from a recognized institution or an equivalent qualification from a recognized institution acceptable to the Board;

   (ii) possess good interpersonal and communication skills to form effective working relationships with people at all levels;

   (iii) possess a good knowledge of policies, rules and regulations relating to the management of human resources;

   (iv) possess good analytical and problem-solving skills; and

   (v) have the ability to compile and interpret HR related data.

**NOTE**

In the absence of qualified candidates, by selection from among officers in the grades of Office Management Executive, Office Superintendent, Office Management Assistant, Higher Executive Officer, General Services Executive and Executive Officer in the Public Service and Parastatal Bodies who –
(i) reckon at least four years’ experience in dealing with human resource issues; and

(ii) 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 recognized institution or an equivalent qualification from a recognized institution acceptable to the Board.

**Roles and Responsibilities:**

To be responsible for providing human resource management services in line with approved human resource policies and strategies.

1. To supervise and co-ordinate the activities of the Human Resource Division of the Mauritius Meat Authority.

2. To provide advice in accordance with standing rules and regulations on matters relating to the management of human resources.

3. To assist in the implementation of human resource policies so that all employees are treated fairly and equitably.

4. To assist in reviewing staffing requirements in terms of number of staff and skill levels through regular manpower assessments.

5. To carry out training needs assessment and assist in the mounting of appropriate training courses.

6. To ensure the maintenance of an up-to-date Human Resource Management Information System.

7. To assist in organization design and development of work procedures.

8. To draft and process Schemes of Service and revise existing ones to meet organizational needs in terms of new roles and responsibilities.

9. To supervise and provide proper guidance and coaching to junior staff in the Human Resource Division.

10. To act as Secretary to committees and meetings concerning Human resource issues and as a member of committees/boards.
11. To ensure the promotion of good employee relations and the taking of prompt action to settle grievances and conflicts.

12. To manage the attendance of staff in line with approved guidelines and advise management on remedial action, whenever required.

13. To attend to court cases in connection with human resource matters.

14. To provide guidance and support in the implementation of the Performance Management System in the Authority.

15. To use ICT in the performance of his duties.

16. 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 Resource Officers will be required to take charge of the Human Resource Division of the Authority and, in such cases, will be responsible for the smooth running of the Division.