

SCHEME OF SERVICE

<u>Organisation:</u>	Mauritius Tourism Promotion Authority
<u>Post:</u>	Human Resource Officer/Senior Human Resource Officer
<u>Salary:</u>	Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 (MTPA 13)
<u>Effective date:</u>	14 December 2023
<u>Qualifications:</u>	A. A diploma in Human Resource Management or Personnel Management from a recognised institution <u>or</u> an equivalent qualification acceptable to the Board of the Mauritius Tourism Promotion Authority (MTPA). B. Candidates should – (i) reckon at least three years' experience in Human Resource Management; (ii) have a sound knowledge of policies, rules and regulations relating to the management of human resources in the Public Service; (iii) possess good analytical and problem-solving skills; (iv) possess good interpersonal and communication skills; and (v) be computer literate. Candidates should produce written evidence of experience/knowledge claimed.
<u>Role and Responsibilities:</u>	To provide human resource management services in line with approved human resource policies and strategies.
<u>Duties:</u>	1. To advise on human resource matters in accordance with rules and regulations. 2. To draft and process schemes of service pertaining to the Mauritius Tourism Promotion Authority. 3. To act as member/secretary of Boards and Committees relating to human resource matters. 4. To ensure that procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably. 5. To ensure the smooth functioning of the Human Resource Section of the Authority. 6. To prepare briefs of case relating to Industrial Dispute and to attend Court/Tribunal and other related institutions in respect of cases relating to human resource matters and ensure proper follow-up action. 7. To assist in the preparation of Human Resource proposals in the context of budgetary exercise and conduct of human resource planning/assessment exercise.

8. To deal with all human resource matters, including conditions of service, recruitment, appointment, promotion, retirement, discipline and training.
9. To monitor the attendance of officers through the electronic attendance system and in line with established guidelines.
10. To supervise and provide proper guidance and coaching to subordinate staff.
11. To assist in the:
 - (i) implementation of Performance Management System in the organisation.
 - (ii) development of organisation design and work procedures.
 - (iii) determination of the human resource needs of the Authority in terms of number, grading and level of responsibility through training needs analysis; and
 - (iv) keeping of staff requirements under constant review through job inspection, deployment and placement of staff and regular manpower assessments
12. To ensure good employee relations, staff welfare, a healthy and safe working environment.
13. To ensure that proper and up-to date records of employees are kept on training, leave, discipline and other human resource matters.
14. To ensure –
 - (i) well-defined disciplinary procedures are established;
 - (ii) conflicts and employees' grievances are promptly attended to at all levels through negotiation and discussion; and
 - (iii) prompt action to settle grievance and conflict.
15. To develop and implement a training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.
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 the Human Resource Officer/Senior Human Resource Officer in the roles ascribed to him.

