

SCHEME OF SERVICE

- Post:** **Human Resource Management Officer (on Contract)**
- Salary:** Rs 35,353 per month (PRB 2026 – Circular letter No 3 of 2026 of the Ministry of Public Service and Administrative Reforms)
- Qualifications:**
- i) A degree in Human Resource Management or an equivalent qualification acceptable to the Board.
 - ii) At least four years' post qualification experience in the field of Human Resource Management.
- Candidates should produce evidence of any experience claimed.
- Role and Responsibilities**
- To be responsible for planning, coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Mauritius Digital Promotion Agency.
- Duties:**
- 1. To advise on all human resource matters.
 - 2. To be in charge of the Human Resource Section and to be responsible for its day-to-day management.
 - 3. To provide professional human resource services through the effective Administration and Management of human resource systems, procedures and policies.
 - 4. To ensure that human resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all officers are treated fairly and equitably.
 - 5. To carry out human resource planning to match manpower requirements in terms of number, roles and level of responsibilities with organizational needs and conduct regular manpower assessments to ensure optimum use of human resources.
 - 6. To facilitate the implementation of the Performance Management System and ensure that the Performance Review is carried out in collaboration with respective heads of sections.



7. To conduct training needs analysis and assist in the mounting of appropriate training courses.
8. To develop and implement organization design and work processes.
9. To draft Schemes of Service and revise existing ones to meet organizational needs in terms of new roles and responsibilities.
10. To manage the attendance of staff in line with approved guidelines and advise management on remedial action, whenever required.
11. To ensure the implementation and maintenance of an up-to-date Human Resource Management Information System.
12. To act as chairperson/member of committees and boards on human resource matters.
13. To attend to court cases in connection with human resource matters and to ensure proper follow-up action.
14. To ensure the promotion of good employee relations and staff welfare.
15. To use ICT in the performance of his/her 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 Human Resources Management Officer in the roles ascribed to him/her.