



## VACANCY

### Post of Human Resource Officer/Senior Human Resource Officer

The Mauritius Standards Bureau is a corporate body which has been set up by the Mauritius Standards Bureau Act 1993. The Bureau is responsible, *inter alia*, for standardization and conformity assessment services and is the enquiry point for WTO/TBT.

Applications are invited from qualified candidates who wish to be considered for the post of **Human Resource Officer/Senior Human Resource Officer on a permanent and pensionable basis.**

#### Qualifications:

1. By selection from candidates who:-
  - (i) possess a diploma in Human Resource Management or Personnel Management from a recognized institution or an equivalent qualification acceptable to the Standards Council; and
  - (ii) reckon at least three (3) years' experience in Human Resource Management
2. Candidates should –
  - (i) be conversant with human resource policies, rules and regulations and practices in the public sector and labour laws;
  - (ii) possess good interpersonal and communication skills;
  - (iii) possess good analytical and problem-solving skills; and
  - (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Salary** 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

**Age Limit:** Unless already employed in the public service/local government service/approved service/statutory body/parastatal bodies, candidates should **not** have reached their 45th birthday by the closing date for the submission of applications.

The Scheme of Service for the post is available on the website of the Mauritius Standards Bureau.

#### Mode of Application

Applications should be submitted using the prescribed MSB application form which are available either at the **Reception Desk of the Mauritius Standards Bureau at Moka** or **may be downloaded from the website at <http://msb.intnet.mu>**. Further information is also available on the website of the MSB.

The prescribed Application Form duly filled in, together with photocopies of National Identity Card, Birth, Educational & Professional Certificates and documentary evidence of any experience claimed should be submitted by registered post to the **Director, Mauritius Standards Bureau, Villa Road, Moka 80805 not later than 3 pm on 09 January 2026.**

The envelope should be clearly marked "**Human Resource Officer/Senior Human Resource Officer**" on the left-hand corner.

**Evidence of knowledge/experience claimed and equivalence of qualification acceptable to the Standards Council**

The onus for the submission of written evidence of knowledge/experience claimed and equivalence of qualification (if applicable) acceptable to the Standards Council from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge/experience claimed and Equivalence Certificate, as appropriate, by the closing date.

Only the best qualified candidates will be called for interview.

The Bureau reserves the right not to make any appointment as a result of this advertisement.

2025-12-19