

## Proposed Scheme of Service

**Organisation:** Mauritius Standards Bureau

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

**Salary:** Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 – (MSB 15)

**Effective Date:**

- Qualifications:**
- A. 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 years' experience in Human Resource Management;
- B. 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.

**Roles and Responsibilities:** To provide human resource management services in line with the organisation's goals.

- Duties:**
1. To advise on human resource matters in accordance with rules and regulations.
  2. To ensure that personnel policies, rules, regulations and procedures are properly and consistently applied so that all employees are treated fairly and equitably.
  3. To promote good industrial relations and the taking of prompt action to settle grievances and conflicts through negotiation and discussion and appropriate communication strategies.
  4. To draft and process schemes of service and revise existing ones to meet organizational needs in terms of new roles and responsibilities.
  5. To supervise and provide proper guidance and coaching to subordinate staff.

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6. To monitor attendance of staff in line with approved guidelines and advise management on remedial action, whenever required.
7. To act as Member/Secretary of Boards and Committees and meetings relating to human resource matters.
8. To attend to Court/Tribunal and other related institutions in respect of cases relating to human resource matters and to ensure proper follow up action.
9. To identify in-house training needs of the personnel in collaboration with other heads of sections/units and follow up implementation.
10. To process disciplinary cases.
11. To monitor the Performance Management System.
12. To assist in:-
  - (a) the preparation of Human Resource proposals in the context of annual budgetary exercise; and
  - (b) the conduct of human resource planning/assessment exercise.
13. To use ICT in the performance of his/her duties.
14. 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.

27 November 2025

