

MAURITIUS STANDARDS BUREAU

MOKA

Human Resource Manager – roles and responsibilities and duties

Roles and Responsibilities: To be responsible for providing professional human resource services as well as co-ordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Bureau.

Duties:

1. To be responsible for the day-to-day management of the Human Resource Section.
2. To advise on all matters relating to human resource policies, practices and procedures.
3. To ensure that –
 - (i) Human resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.
 - (ii) Schemes of service are properly drafted and existing ones are reviewed to meet organisational needs in terms of roles and responsibilities;
4. To develop in consultation with the Director, a strategic approach to human resource management and development to ensure the effective achievement of the organisation's goals and objectives.
5. To carry out human resource planning and forecasting to match human resource requirements in terms of number, roles and levels of responsibilities with organisational needs.
6. To ensure the successful implementation and sustainability of all modernisation, reforms and change management initiatives in the field of human resource management.
7. To prepare human resource proposals in the context of budgetary exercise.
8. To liaise with all Head of Units/Head of Sections to establish a manpower and succession plan for their respective Unit/Section.
9. To assist in carrying out studies and research work in problem areas.
10. To supervise and provide proper guidance and coaching of subordinate staff.
11. To conduct training needs analysis, assist in the mounting of appropriate training courses and to evaluate effectiveness of training.
12. To develop and implement organisation design and work progress.
13. To act as Chairperson/member/secretary of boards meeting and committees relating to human resource matters.
14. To attend Court/Tribunal in respect of cases relating to human resource matters and to ensure proper follow up action.
15. To promote good employee relations and take prompt action to settle grievances and conflicts through negotiation/discussion.
16. To facilitate the promotion of staff welfare and a good, healthy and safe working environment.
17. To use ICT in the performance of his/her duties.
18. 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 Manager in the roles ascribed to him/her.