

Local Government Service Commission
Vacancies for the Post of Human Resource Management Officer
Local Government Service

(Details of this advertisement are also available at <http://lgsc.govmu.org>)

Applications are invited from qualified candidates who wish to be considered for appointment as Human Resource Management Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 28, 625 x 775 – 32, 500 x 925 – 37, 125 x 1225 – 40, 800 x 1525 – 49, 950 x 1625 – 56, 450 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 28, 625 a month.

2. AGE LIMIT:

Candidates should have reached their **18th** birthday and, unless already in the Local Government Service/Public Service/Approved Service should not have reached their **40th** birthday by the closing date for the submission of applications.

3. QUALIFICATIONS:

By selection from among candidates possessing:

- (a) A Cambridge Higher School Certificate **or** Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” **or** an equivalent qualification acceptable to the Local Government Service Commission.
- (b) A Degree in Human Resource Management from a recognized institution **or** an equivalent qualification acceptable to the Local Government Service Commission; and
- (c) At least two years’ post-qualification experience at managerial level in the field of Human Resource Management in a well-established organisation including the public sector.

Note 1:

Qualification at (3)(a) above should have been obtained prior to qualification at (3)(b) above. However, candidates who as at 30 June 2003, did not possess the qualification at (3)(a) above, will also be considered provided they hold:

- (a) *a Cambridge School Certificate **or** Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects **or** (ii) in six subjects including English Language with at least Grade C in any one subject*

***or** an equivalent qualification acceptable to the Local Government Service Commission; and*

- (b) a Master's Degree in Human Resource Management from a recognised institution **or** a Post Graduate Diploma in Human Resource Management from a recognised institution **or** an equivalent qualification acceptable to the Local Government Service Commission.*

Qualification at (a) under 'Note 1' should have been obtained prior to Qualification at (b) under 'Note 1'.

Note 2:

Candidates should also:

- (a) possess good communication and analytical skills;*
- (b) be trustworthy and able to adopt a multi-disciplinary approach to problem-solving;*
- (c) be versatile and adaptable to different work situations and conditions;*
- (d) have a high sense of integrity, responsibility and maturity; and*
- (e) be computer literate.*

Note 3: The onus for the submission of equivalence of qualifications (if applicable) from the relevant authorities rests on the candidates.

Note 4: Candidates should enclose photocopies of their National Identity Card and academic/professional qualifications and where applicable, relevant documentary evidence of experience claimed in a managerial capacity.

Note 5: Candidates may be requested to submit a Certificate of Character.

4. DUTIES:

1. To be responsible to the Chief Executive for the proper management of the Human Resources Section.
2. To advise the Chief Executive on all matters pertaining to human resources and ensuring that personnel policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.
3. To keep under constant review the organization procedures and staffing requirements of the Council.

4. To be responsible for all Human Resource matters relating to recruitment, appointment, training, promotion, discipline, retirement, etc.
5. To identify relevant training needs for strategic training direction, improved performance and career development.
6. To ensure that training strategies are properly implemented and necessary follow-up actions are undertaken.
7. To ensure that performance management programmes are established, implemented and periodically reviewed in collaboration with respective heads of section.
8. To be responsible for the publication of Staff Newsletters.
9. To be responsible for the implementation of procedures relating to welfare, staff discipline, health and safety, etc.
10. To assist management in instilling conducive industrial relations within the Council and taking prompt action to settle grievances and conflicts through negotiations and discussion.
11. To attend to court cases in connection with human resource matters.
12. To draft and revise Scheme of Service to meet new organizational needs.
13. To ensure that up-to-date personnel records of all employees are kept including records such as absenteeism, sickness, late arrivals and early departure, etc.
14. To advise on the determination of human resource needs of the Councils in terms of number, grading and level of responsibility and keeping staffing requirements under constant review through job inspections, deployment and placement of staff.
15. To attend Meetings and Committees with other departments and Ministries and to effect site visits as directed by the Responsible Officer.
16. To use Information and Communication Technology 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 incumbents in the roles ascribed to them according to their postings.

Note: Human Resource Management Officers who do not have an exposure of the Public Sectors will, subject to the exigencies of the service, be given attachment to Government Ministries/ Department up to a minimum of three months to enable them to get the required experience for proper performance.

5. **MODE OF APPLICATION:**

(i) Qualified candidates should submit their applications :

(a) **either**

on **LGSC Form 7** which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) **or**

online through the website of the LGSC at <http://lgsc.govmu.org> or through the Government Citizen Portal at <http://citizen.govmu.org>

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above mentioned address.

Note 2: Prospective candidates willing to submit their applications online may also call on weekdays **either** at the seat of the Local Government Service Commission from 13.00 to 15.00 hours **or** at any Local Authority during the prescribed hours where such facilities are offered free of charge.

(ii) Candidates are encouraged to submit their applications online.

(iii) Candidates already in the Local Government Service should submit their applications **in duplicate**, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.

(iv) Candidates are advised to read carefully the '**NOTES AND INSTRUCTIONS TO CANDIDATES**' before filling in the application form.

(v) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Human Resource Management Officer,
Local Government Service”**

6. **CLOSING DATE**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 pm on Thursday 21 December 2017**.

IMPORTANT

- (i) *Qualifications/equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (ii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iii) *Applications not made on the prescribed form will not be considered.*
- (iv) *Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time, lies solely on applicants.*
- (v) *The Commission reserves the right not to make any appointment following this advertisement.*
 - (a) *not to make any appointment following this advertisement; and*
 - (b) *to convene only the best qualified candidates for interview*

**Local Government Service Commission
Louis Pasteur Street
FOREST SIDE**

Date: Friday 8 December 2017