

Organisation : **Université des Mascareignes**

Post : **Human Resource Manager**

Salary : **Rs 37,775 x 1,500 – Rs 58,775**

Qualifications:

Candidates who :

- (i) possess a degree in Human Resources Management or Business Administration or any other qualification acceptable to the Board.
- (ii) have at least five (5) years' experience in matters pertaining to Human Resources Management.
- (iii) are fully conversant with human resource policies, rules, regulations, practices and related legislation for the Public Sector and the latest trends in human resource management;
- (iv) possess good leadership and strong communication, interpersonal and negotiating skills;
- (v) possess good problem-solving skills and the ability to analyse complex human resource matters;
- (vi) have the ability to work in a multi-disciplinary team; and
- (vii) are capable to work under pressure and meet tight deadlines.

Roles and Responsibilities: To be responsible for providing professional human resource services as well as coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Université des Mascareignes.

Duties:

1. To be responsible for the day-to-day management of the Human Resource section of the University .
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; and
 - (ii) schemes of service are properly drafted and existing ones are reviewed to meet organizational 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 level 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 line managers/divisional heads of Faculties/Departments to establish a manpower and succession plan for their respective section/unit
9. To assist in carrying out studies and research work in problem areas.
10. To supervise and provide proper guidance and coaching to 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 processes.
13. To act as chairperson/member/secretary of boards 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 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 Manager, Human Resources in the roles ascribed to him.