MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

NOTICE OF VACANCY

The Mauritius Institute of Training and Development (MITD) is inviting applications from suitably qualified candidates, who wish to be considered for appointment as **Assistant Manager (Human Resource)** on a permanent and pensionable basis.

QUALIFICATIONS

A. A degree in Human Resource Management or Management with specialization in Human Resource Management from a recognized institution or an equivalent qualification acceptable to the Board.

B. Candidates should-

(i) reckon at least five years' post-qualification experience in the field of Human Resource Management;

(ii) have sound knowledge of Human Resource policies and practices in the Public Sector and the latest trends in Human Resource Management;

(iii) be proactive and have the ability to meet tight deadlines;

(iv) possess good leadership, organizing and managerial skills;

(v) possess good interpersonal and communication skills; and

(vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

ROLE AND RESPONSIBILIES

To be responsible for planning, coordinating and implementing human resource management strategies, systems and processes in line with the goals and objectives of the institute.

DUTIES

1. To assist the Divisional Manager (Human Resource) in the performance of his duties.
2. To assist in the formulation and implementation of the human resource policies and strategies of the Mauritius Institute of Training and Development (MITD) viz succession planning, recruitment and selection, capacity building, staff welfare, knowledge management, performance management system, training and development, reward schemes and employment relations.
3. To assist in the formulation and implementation of a learning and development strategy.

4. To assist in the identification, formulation, monitoring, evaluation, costing of HR programmes and projects.
5. To assist in the coordination, organization, administration and implementation of staff development programmes.
6. To assist in the preparation of all HR Committee papers and the MITD Board staff matters and their subsequent implementation.
7. To assist in the preparation and monitoring of the human resource budget of the Institute.
8. To assist in ensuring that the Human Resource Management System (HRMS) is effectively and efficiently used.
9. To assist in the monitoring of attendance of the staff of the Institute.
10. To provide counselling services on HR matter to staff.
11. To ensure effective communication channels at all levels within the Division.
12. To maintain the Quality System within the Division.
13. To deliver training as and when required.
14. To use ICT in the performance of his duties.
15. 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 Assistant Manager – Human Resource in the roles ascribed to him.

SALARY

The salary to be offered will be **Rs 52300** in the salary scale of **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750** (**MITD 34**) as per PRB Report 2026.

EQUIVALENCE OF QUALIFICATION

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (the Higher Education Commission or the Mauritius Qualifications Authority) rests **solely** on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

AGE LIMIT

Unless already employed in the Public Service or Local Government Service or Approved Service, candidates should **not** have reached their **45th** birthday by the closing date for the submission of applications.

MODE AND CLOSING DATE OF APPLICATION

(i) Application for the above-mentioned post should be made on the prescribed Form of the MITD which is available at the Reception Counter at the MITD House, Pont Fer, Phoenix, or which can be downloaded from the website of the MITD on **www.mitd.mu**; and

(ii) The duly filled in prescribed application form **together with** photocopies of the National Identity Card, Birth Certificate, Educational and Professional Certificates and documentary evidence (testimonials) of any experience claimed should be sealed in an envelope and addressed to the Officer in Charge of the MITD, MITD House, Pont Fer, Phoenix not later than **Friday 27 November 2026 at 15 00 hrs**. The envelope should indicate clearly the **post applied for** on **top left-hand corner**.

IMPORTANT

(a) **Only** applications made on the prescribed Application Form will be accepted. Applications **not** made on the prescribed Form will **not** be accepted.
(b) Incomplete, inadequate or inaccurate filling of the Application Form may entail rejection of the application.
(c) The post will be initially on a **one-year** probationary period.
(d) Applications received after the closing date and time mentioned in the advertisement will not be accepted. The onus for the prompt submission of applications lies solely on the applicants.

The Mauritius Institute of Training and Development reserves the right:
(1) to call only the best qualified candidates for the selection; and
(2) not to make any appointment as a result of this advertisement.

Date: 6 November 2026

Pont Fer, Phoenix. Republic of Mauritius
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