

VACANCIES

Applications are invited for the following positions on a contract basis, renewable every year with the possibility of permanent appointment after having served on contract basis for a period of two years –

POST A – ASSISTANT MANAGER (HUMAN RESOURCES)

QUALIFICATIONS

- A. A degree in Human Resource Management or Management with specialization in Human Resource Management from a recognised 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 work under pressure;
 - (iv) have good managerial, communication and interpersonal skills; and
 - (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

ROLE AND RESPONSIBILITIES

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 Resources) 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 and costing of HR programmes and projects.
5. To assist in the coordination, organisation, 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 matters 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 Resources) in the roles ascribed to him.

NOTE

Assistant Manager (Human Resources) may be required to work outside normal working hours.

SALARY

The salary is in the range of Rs 38350 - 66650 as per PRB Report 2016 and will be commensurate with qualifications and experience.

POST B - TECHNICAL OFFICER (ELECTRICAL/MECHANICAL WORKS)

QUALIFICATIONS

- A. A Diploma in Mechanical and Electrical Engineering from a recognized institution or an equivalent qualification acceptable to the Board.
- B. Candidates should –
 - (i) reckon at least three years' post-qualification experience in the field of Mechanical and Electrical Engineering;
 - (ii) have the ability to work under pressure; and
 - (iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

DUTIES

1. To inspect and test all electrical installations in all MITD Buildings twice yearly.
2. To carry out inspection of Fire Alarm Systems and testing of RCDs in all MITD Buildings on a monthly basis.
3. To be responsible for the management of maintenance contracts for Electrical Network, Fire Alarm System, UPS, Air Conditioning Units, Fire-Fighting installation, standby generators, lightning and Surge Protection and Pumps in all MITD Buildings.
4. To carry out minor electrical installation works including repairs in all MITD Buildings.
5. To attend to request for inspection and rectifying any fault on the electrical network.
6. To prepare scope of services for the appointment of consultants for electrical/mechanical works.
7. To verify all documents submitted by Consultants.
8. To assess requirements and prepare scope of works and specification for upgrading of existing electrical and mechanical works and provision of new electrical installations.
9. To supervise works executed by contractors appointed by MITD and to submit progress reports including preparation and submission of notes of meetings.
10. To assess works executed by Contractors and Consultants and certify payments.
11. To monitor and analyse electrical consumption in MITD Buildings.
12. To monitor calibration of training equipment for MITD Training Centres.
13. To prepare bid documents for minor works.
14. To monitor inspection of training equipment and lifts by registered machinery Inspector in all MITD Buildings.
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 Technical Officer (Electrical/Mechanical Works) in the roles ascribed to him.

NOTE

Technical Officer (Electrical/Mechanical Works) may be required to work outside normal working hours.

SALARY

The salary is in the range of Rs 19575 - 42325 as per PRB Report 2016 and will be commensurate with qualifications and experience.

CLOSING DATE

Duly filled-in application forms together with photocopies of all relevant certificates should reach the Director of the MITD, MITD House, Pont Fer Phoenix not later than **26 February 2018.**

IMPORTANT

- (a) The post applied for should be clearly marked on the top left hand corner on the envelope.
- (b) Incomplete, inadequate or inaccurate filling of the application form may entail the elimination of the candidate.
- (c) Applications not made on the prescribed form will not be accepted.
- (d) Applications received after the closing date mentioned in the advertisement will not be accepted.

The Mauritius Institute of Training and Development reserves the right:

- (1) to convene only the best qualified candidates for interview; and
- (2) not to make any appointment as a result of this advertisement

We regret that applications will not be acknowledged individually.

Date: 06 February 2018