

NOTICE OF VACANCY



Applications are invited from suitably qualified candidates for the post of **HUMAN RESOURCES MANAGER (on contract of 2 years renewable)**.

A. Qualifications & Experience.

- a. Degree in Human Resources Management from a recognized institution or an alternate qualification acceptable to the Board of Mauritius Post Ltd; and
- b. 5 years' relevant work experience at senior management level in the HR Department of an organization.
- c. A Master's degree in the relevant field or an MBA in Human Resources Management would be an advantage.

B. Main Responsibilities and Duties:

- To be responsible for the HR department and develop and implement the HR strategies, policies and projects in line with company goals.
- To provide high-level and professional advice on HR planning, industrial relations, remuneration, performance management, retention and organisation learning and development.
- To contribute as an HR team member to develop and enhance policies, procedures and systems to support HR best practices.
- To lead, develop and motivate a team of HR Executives/Officers to foster organizational and individual performance.
- To develop effective collaborative relationships with all stakeholders.
- To foster professional working relationships in line with company culture and values.
- Any other cognate duties as may be assigned.

C. Salary and other Benefits:

An attractive salary and other benefits commensurate with qualifications and experience will be provided to the selected candidate.

Mode of Application

The application letter, together with a detailed CV, photocopies of relevant academic and professional certificates and documentary evidence of working experience should be submitted by registered mail to the Chief Executive Officer, Mauritius Post Ltd, 1, Sir William Newton Street, Port Louis 11328, with the post applied for written at the top left corner of the envelope.

Closing Date

24 October 2018. Late applications will not be considered.

Note

1. Only the best qualified applicants will be called for the selection exercise. All applications will be treated in strict confidentiality.
2. The Mauritius Post Ltd (MPL) reserves the right to make alternative arrangements or not to proceed with the filling of the vacancy.
3. Submission of a **"Certificate of Character"** is mandatory and candidates should produce same to the MPL at the time of the interview.
4. The onus for the submission of equivalence of qualifications from the authorities rests with the candidates.

Date: 09 October 2018