

# **METRO EXPRESS LIMITED**

## **PORT LOUIS**

### **Vacancy for the Post of Human Resource Manager**

The Metro Express Ltd (MEL) is a newly registered Mauritian Company wholly owned by Government of Mauritius. MEL is responsible to develop, finance, construct, operate and manage the Metro Express light rail system in Mauritius.

2. MEL invites applications from suitably qualified candidates for employment, on a contractual basis, as Human Resource Manager, for an initial period of two years renewable, including one year's probation.

#### **A. Qualifications:**

The Candidate should possess:

#### **EITHER**

1. a Master's degree in Human Resource Management plus at least 5 years' experience at Managerial/supervisory level;

#### **OR**

a degree in Human Resource Management, plus at least 10 years' experience at managerial/supervisory level;

2. be fully conversant with human resource policies, rules and regulations, practices and related legislations and the latest trends in human resource management;

3. possess good leadership and strong communication, interpersonal and negotiating skills;
4. possess good problem solving skills and the ability to analyse complex human resource matters;
5. have the ability to work in a multi-disciplinary team;
6. be capable of working under pressure and meet tight deadlines; and
7. have adequate knowledge in IT.

## **B. Role 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 Metro Express Ltd.

## **C. Duties**

- 1 To be responsible for the day-to-day management of the human resource.
2. To advise on all matters relating to the human resource policies, practices and procedures and that same are properly interpreted and consistently implemented to ensure all employees are treated fairly and equitably.
3. To ensure that schemes of service are properly drafted and are regularly reviewed to meet MEL's needs in terms of roles and responsibilities.
4. To be responsible for recruitment, staffing and discipline.
5. To develop, in consultation with the Head of the Company, a strategic approach to human resource management and

development to ensure the effective achievement of the MEL's goals and objectives.

6. To carry out human resource planning, forecast and make appropriate proposals taking into consideration the financial aspects to match human resource requirements in terms of number, roles and level of responsibilities based on the Company's needs.
7. In consultation with departmental heads, to establish manpower and succession plan for their respective sections/departments.
8. To supervise and provide proper guidance and coaching to subordinate staff.
9. To design, implement and maintain the performance management system.
10. To conduct training needs analysis and arrange for appropriate training courses and to evaluate the effectiveness of training.
11. To develop and implement organisational design and work processes.
12. To attend court/ tribunal in respect of cases relating to human resource matters, if any, and to ensure proper follow-up action.
13. To promote a learning culture among officers of the Company.
14. To promote good employee relations and take prompt action to settle grievances and conflicts through negotiation/discussion.

15. To facilitate the promotion of staff welfare and good, safe and healthy working environment.
16. To use ICT in the performance of the duties.
17. To perform any such other duties 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 the officer.

### **Remuneration**

5. Salary is negotiable based on qualifications and experience.

### **Mode of Application**

6. Applicants should submit their application to the MEL with full curriculum vitae, copies of academic and professional certificates and documentary evidence of previous experience, to the following address:

**Ms. K. Kautick,  
The Secretary,  
Metro Express Limited,  
Prime Minister's Office,  
Ex-Treasury Building  
Intendance Street,  
Port Louis**

### **Closing Date for Submission of Application**

7. Applications should reach the Secretary, Metro Express Limited, Prime Minister's Office, Intendance Street, Port Louis, not later than 15:00 hours on Friday 12 October 2018.

*MEL reserves the right to call for interview only the best qualified candidates and not to fill any vacancy following this advertisement*

*Date: 27 September 2018*