

NOTICE OF VACANCY

Applications are invited from suitably qualified candidates for the post of:

Human Resource Manager

Qualifications:

Candidates should possess:

A. Degree in Human Resource Management

OR

an equivalent qualification acceptable to the Board of the National Empowerment Foundation (NEF).

AND

at least five years' experience in HRM at Administrative/Managerial level.

The onus is on the candidates to produce the equivalence for the required qualifications.

B. Candidates should also:

- i. possess excellent leadership, interpersonal and innovative skills;
- ii. have an in-depth knowledge of human resource policies, related legislation and latest trends in human resource management and the design of work systems;
- iii. be proactive and be able to meet tight deadlines;
- iv. be able to lead the implementation of organisational change and development; and
- v. possess good IT skills and ability to operate simple Access based software.

Candidates should produce written evidence of experience/knowledge claimed.

Salary scale (NEF 20):

Rs 59700 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000

Main Responsibilities and Duties

Prospective candidates are requested to visit the NEF website <http://www.nef.mu> to take cognizance of the desired profiles, main responsibilities and duties of the above post.

General Terms of Employment

- i. Employment of the selected candidates will be on a contract basis.
- ii. Candidates must be prepared to operate independently, work under pressure and outside normal office hours, including Sundays and Public Holidays.

Mode of Application

- All applications should be made on the prescribed form and accompanied by copies of relevant educational/professional certificates and evidence of work experience;
- Application forms may be downloaded from our website <http://www.nef.mu> or obtained at the Reception Counter of the NEF, 8th Floor, Garden Tower, La Poudrière Street, Port Louis, between 09hrs00 and 16hrs00 on weekdays;
- The post applied for should be clearly marked on the top left-hand corner of the envelope.

All applications should be sent by post to the Permanent Secretary , Attention Assistant Manager, Human Resource, Human Resource Section, Ministry of Social Integration and Economic Empowerment, 10th floor, Victoria House, Corner Barracks and St Louis Streets, Port Louis, by Friday 14 June 2019, at 15hrs00 at latest.

- Notes:** (i) Late applications and applications not made on prescribed form will not be considered.
(ii) Only the best candidates will be called for the selection exercise.
(iii) The NEF reserves the right not to make any appointment as a result of this advertisement.

Date: 01 June 2019