



## NATIONAL ENVIRONMENT CLEANING AUTHORITY

### NOTICE OF VACANCY 06 MARCH 2024

The National Environment Cleaning Authority (NECA) is inviting applications from suitably qualified candidates for the filling of the post of Human Resource Officer/Senior Human Resource Officer.

Salary Scale: Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675  
– 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300  
– 46,100

Qualifications:

- (A) A Diploma in Human Resource Management or Personnel Management or Management with specialization in Human Resource Management from a recognized institution or an equivalent qualification acceptable to the National Environment Cleaning Authority.
- (B) Candidates should:
- (i) have a sound knowledge of human resource policies and practices and of the latest trends in human resource management;
  - (ii) possess good analytical and problem-solving skills;
  - (iii) possess good interpersonal and communication skills; and
  - (iv) be computer literate.

Experience: reckon at least three years' experience in the field of Human Resource Management

Age Entry Limit: For the above post, candidates should not have reached their **45<sup>th</sup>** birthday by the closing date for the submission of applications unless already in service in the Public Sector.

Roles and Responsibilities: To provide Human Resource Management Services in line with approved human resource policies and strategies.

**Note:**

- (a) Qualified candidates should submit their applications on the National Environment Cleaning Authority's prescribed Application Form which **can be obtained as from Wednesday 13 March 2024** at the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**
  
- (b) The Notice of Vacancies and the National Environment Cleaning Authority Application Forms as well as other details regarding qualifications, duties, etc. are available at the seat of the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**
  
- (c) The closing date for the submission of applications in respect of above-mentioned post is on **Tuesday 02 April 2024 by 15.30 hours.**
  
- (d) Candidates should attach documentary evidence of qualifications and work experience claimed failing which consideration would not be given to the application.
  
- (e) Only the best qualified candidates will be convened for interview. Late applications will not be considered.
  
- (f) The National Environment Cleaning Authority reserves the right to convene the best qualified candidates for the selection exercise and / or not to proceed with the above vacancy following this advertisement.

## Duties for the post of Human Resource Officer/Senior Human Resource Officer

1.	To ensure that all matters relating to Human Resource Management are dealt with in an efficient and effective manner.
2.	To provide human resource services through the effective administration and management on human resources systems, procedures and policies.
3.	To advise on human resource matters in accordance with rules and regulations.
4.	To ensure that procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.
5.	To assist in the smooth functioning of the Human Resource Section of the Board.
6.	To keep an updated digital database system for records of all employees to monitor the attendance of officers in line with established guidelines.
7.	To supervise and provide proper guidance and coaching to subordinate staff.
8.	To act as Secretary/Member of Board and Committees relating to human resource matters.
9.	To draft and process Schemes of Service pertaining to the National Environment Cleaning Authority.
10.	To assist in the preparation of the HR proposals in the context of budgetary exercise and conduct of HRP/assessment exercise.
11.	To assist in –
(a)	the determination of the human resource needs of the Board in terms of number, grading and level of responsibility through training needs analysis;
(b)	the keeping of staffing requirements under constant review through job inspection, deployment and placement of staff and regular manpower assessments; and
(c)	the development and in the implementation of training and development strategy and plan for staff, and to ensure proper evaluation and effectiveness of the training.
12.	To implement the performance management system.
13.	To attend to Court/Tribunal and other related institutions in respect of cases relating to HR matters and ensure proper follow-up action.
14.	To be responsible to the Director for ensuring the following duties –
(a)	well-defined disciplinary procedures are established;
(b)	conflicts and employees' grievances are promptly attended to at all levels through negotiation and discussion; and
(c)	the promotion of good employees' relations and the taking of prompt action to settle grievance and conflict.
15.	To use ICT in the performance of his duties.
16.	To perform such other duties directly related to the main duties listed above and related to the delivery of the output and results expected from the Human Resource Officer/Senior Human Resource Officer in the roles ascribed to him.