



METRO EXPRESS LIMITED

Vacancy – Post of Human Resources Officer

The **Metro Express Limited (MEL)** is a registered Mauritian Company wholly owned by the Government of Mauritius and the Company is responsible for the developing, financing, constructing, operating and managing the Metro Express Light Rail System in Mauritius.

Applications are invited from suitably qualified candidates who wish to be considered for the post of **Human Resources Officer** in the MEL.

A. Qualifications

Candidates shall have the following attributes:

- (a) Possess a degree in Human Resources Management or any related field from a recognised University or an equivalent qualification acceptable to the Board of MEL with minimum 3 years' hands-on experience in HR.

(OR)

- (b) Possess a diploma in Human Resources Management or any related field from a recognised University or an equivalent qualification acceptable to the Board of MEL with minimum 5 years' hands-on experience in HR.

B. Key Skills and Experience

- (a) Sound knowledge of local legislations pertaining to payroll and tax as well as Employment Rights Act and other related employment law.
- (b) Excellent communications and listening skills both in English and French with strong IT skills.
- (c) Strong analytical, administration and problem-solving skills when carrying out instructions in written or verbal form with close attention to detail.
- (d) Solid organisational skills with a "can-do" attitude and ability to multitask, prioritise and adapt to changing priorities, meet deadlines and work well under pressure in a fast-paced environment.
- (e) Possess strong influencing and advisory skills and able to maintain high level of confidentiality by exercising tact and maturity in sensitive situations.
- (f) Demonstrated ability to translate organisational values, company goals, and business direction in the identification and hiring of well-suited individuals; in-house recruitment experience is a must.
- (g) Service-oriented, result-oriented and decision-making aptitude with strong sense of urgency.

C. Duties

The incumbent shall be reporting to the Human Resources Manager. The duties and responsibilities include but not limited to:

- 1) Maintain organisation staff by establishing a recruiting, advertising, testing, and interviewing program; counsel managers on candidate(s) selection; new hire orientation, conduct and analyse exit interviews; recommend changes;
- 2) Maintain hiring statistics specifying the various sourcing techniques through candidates are obtained;
- 3) Contribute to the development of a continuous learning culture by participating in conducting the annual Learning & Development Needs Analysis;
- 4) Responsible of training administration: updating training records, facilitate and organise training sessions and workshops, and HRDC procedures for training grants of MQA approved courses;
- 5) Manage timekeeping and other related tasks (monitoring and control of daily attendance/lateness, etc.);
- 6) Manage disciplinary and grievance processes including conducting investigations, making recommendations regarding disciplinary action and conducting hearings;
- 7) Investigate employee related concerns, complaints, disputes and whistleblowing;
- 8) Maintain HR and employees' personal records and files (soft and hard copy) up-to-date ensuring GDPR obligations are met;
- 9) Prepare monthly and quarterly HR reports as required by management;
- 10) Provide weekly status report giving detailed information on the employment activity;
- 11) Work on preparation of monthly payroll and ensure that salaries and benefits are regularly reviewed and are in line with relevant agreements, and report non-conformities in payroll reports to HR Manager;
- 12) Provides support through assistance or guidance to employees and management on required HR issues as per specific needs;
- 13) Support the development of new and revised HR related policies and procedures by recommending improvement for HR workflows ensuring that all Company policies and procedures are strictly followed by all employees;
- 14) Assist in the proper monitoring employees' feedbacks process and performance management systems;
- 15) Prepare files and documentation for meetings at Labour Office, Industrial Court and/or Disciplinary Committees and attends same if requested to do so by HR Manager;
- 16) Produce various letters – probation, transfer, warning, promotion, correspondences with local authorities, certificates for employees etc.;
- 17) Ensure a proper coordination with the local authorities for the processing and renewal of permits, visas, etc.;
- 18) Assist to manage employees' health insurance system;
- 19) Abide to Company's Safety and Health norms and regulations as set by management;
- 20) Responsible for the preparation of internal notices, contribute in the write up of the internal newsletter ensuring that employees receive appropriate information in due time; and
- 21) Perform other related duties as assigned.

D. Pay Package

Salary is negotiable based on qualifications and experience.

E. Mode of Application

1. Application Form can be downloaded from MEL website:
<https://www.mauritiusmetroexpress.mu/job-vacancies/>
2. Applications together with photocopies of academic qualifications should be addressed to the Human Resource Manager, Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201, **not later than Friday, 31 May 2019 at 1500 hours.**
3. Alternatively, applications together with scanned copies of academic qualifications can also be emailed to registry@metroexpressltd.org
4. The envelope or the title of the email should be clearly marked "**Human Resources Officer**".
5. Applications received after the closing date will not be considered.

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

Date: 16 May 2019