

# POSITION DESCRIPTION



## Human Resources Manager

Position No.	MEL2204
Vacancy Type	Internal & External
Classification	MII 3
Salary	Negotiable
Employment Type	Contract – full time
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: <a href="https://www.mauritiusmetroexpress.mu/job-vacancies/">https://www.mauritiusmetroexpress.mu/job-vacancies/</a></p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - <a href="mailto:career@metroexpressltd.org">career@metroexpressltd.org</a></p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - <b>Chief Executive Officer</b> Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201</p> <p>The envelope or the title of the email should be clearly marked <b>“Human Resources Manager”</b>.</p>

Position deadline	<b>Monday, 28 February 2022</b> Applications received after the closing date will not be considered.
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**Job Title:**  
Human Resources Manager

**Reporting Line:**  
Chief Executive Officer

**Function/Division:**  
Corporate – People & Culture  
(HR)

**Location:**

We are looking for a versatile, diverse and experience **Human Resources Manager** who has a proven successful record of leading and delivering all aspects of HR with dedication and passion, whilst keeping abreast with changes in employment legislation. You enjoy being meticulous down to the last details and use effective people skills to ensure good relationships at all levels.

You will be excellent at managing multiple stakeholders, to drive performance with a focus on productivity and growth through

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change management. You will be a highly confidential individual who will be able to give a clear picture with full understanding of how each division is running and what is happening at all levels as well as live the organisation's values at all times.

We are looking for smart, passionate, optimistic, energised and charismatic leader with ability to inspire and influence at all levels.

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**Mandatory Qualifications:**

- (i) Possess a degree in Human Resource Management from a recognized institution, plus at least 10 years' experience at managerial/supervisory level; or
- (ii) A Master's degree in Human Resource Management plus at least 5 years' experience at managerial/supervisory level;
- (iii) Be fully conversant with human resource policies, rules and regulations, practices and related legislations and the latest trends in human resource management;

**Attributes:**

- (i) Eloquent communicator (verbal and written) with ability to quickly establishes credibility and simplify the complex data for all stakeholders, pro-actively draw out key issues using great persuasion and negotiation skills, and develop effective solutions commensurate with the level of risk involved.
- (ii) Excellent interpersonal skills, an inquisitive mind, and the ability to work effectively in a matrix organisation with multiple functions and organisational levels, together with a positive attitude and strong work ethic with high integrity required.
- (iii) Ability to be hands-on and detail oriented, manage competing priorities with tight deadlines in a dynamic and fast-paced work environment by encouraging collaboration and knowledge sharing, and consistently delivering quality work to agreed deadlines.

**Duties & Responsibilities:**

1. To be responsible for the day-to-day management of the department;
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 need in terms of roles and responsibilities;
4. To be responsible for recruitment, staffing and discipline;
5. To develop, in consultation with the Chief Executive Officer, 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. Liaise with Head of Departments and Managers to understand their HR requirements and ensure they are fully informed of the corporate HR strategy;
8. Working with all Head of Departments/Managers to uncover the talent implications e.g. any significant gaps to meet long-term objectives and create a long-term workforce plan that prioritises people-related initiatives;
9. Support and coach the management team on all people leadership matters, including business change and transformation. Forming strong relationships with the management team to be able to challenge and coach in a high-performance environment;
10. Partner the management team to project manage organisational and procedural changes within the business area;
11. To implement and maintain the performance management system;
12. To liaise with Training Department for training needs analysis and arrange for appropriate training courses; and liaise with other managers to understand all necessary aspects of their learning and development and to evaluate the effectiveness of training promoting a learning culture across the Company;
13. To review and implement organisational design and work processes and where necessary, work in partnership on projects to aid continuous improvement and implement improvement programmes (e.g. changes to working practices and organisation changes);
14. To attend court/ tribunal in respect of cases relating to human resource matters, if any, and to ensure proper follow-up action;
15. To promote good employee relations and take prompt action to settle grievances and conflicts through negotiation/discussion;
16. To facilitate the promotion of staff welfare and good, safe and healthy working environment;

17. To represent the company in a positive, professional manner at all times; and
18. To perform such other duties related to the main duties listed above or related to the roles ascribed to him.

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