

# POSITION DESCRIPTION



## ASSISTANT HUMAN RESOURCE OFFICER

Position No.	MEL2312
Vacancy Type	Internal & External
Classification	PSI 8
Salary	Rs. 22,200 x 500 – 22,700 x 600 – 27,450 x 800-37,100 x 1,000–40,100
Employment Type	Permanent position
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: <a href="https://mauritiusmetroexpress.mu/job-vacancies/?lang=en">https://mauritiusmetroexpress.mu/job-vacancies/?lang=en</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>Human Resources Manager</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 “Assistant Human Resource Officer”.</p>
Position deadline	<p><b>Friday ,29<sup>th</sup> December 2023</b></p> <p>Application made without completed MEL Application Form and received after the closing date will not be considered.</p>

### Job Title:

Assistant Human Resource Officer

### Reporting Line:

Human Resource Manager

### Function/Division:

HR

Location: Ebene/Richelieu

### Qualifications:

- (i) 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 1-year hands-on experience in HR

**Attributes:**

- a) Sound knowledge of local legislations pertaining to payroll and tax as well as Workers' 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

The incumbent shall be reporting to the HR 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. Contribute to the development of a continuous learning culture by participating in conducting the annual Learning & Development Needs Analysis;
3. Assist in the training administration: updating training records, facilitate and organise training sessions and workshops, and HRDC procedures for training grants of MQA approved courses;
4. Manage timekeeping and other related tasks (monitoring and control of daily attendance/lateness, etc.);

5. Maintain HR and employees' personal records and files (soft and hard copy) up-to-date;
6. Assist in preparing monthly and quarterly HR reports as required by management;
7. Provide weekly status report giving detailed information on the employment activity;
8. 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;
9. Provides support through assistance or guidance to employees and management on required HR issues as per specific needs;
10. 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;
11. Assist in the proper monitoring employees' feedbacks process and performance management systems;
12. Produce various letters – probation, transfer, warning, promotion, correspondences with local authorities, certificates for employees etc.;
13. Assist to manage employees' health insurance system;
14. Abide to Company's Safety and Health norms and regulations as set by management;
15. Assist in the preparation of internal notices, contribute in the write up of the internal newsletter ensuring that employees receive appropriate information in due time; and
16. 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.**