TRUST FUND FOR SPECIALISED MEDICAL CARE

Filling of Vacancy

The Trust Fund for Specialised Medical Care is inviting applications from suitably qualified candidates who wish to be considered for appointment as **Human Resource Officer/Senior Human Resource Officer** (Ref: TFSMC/18/02).

I. **Age Limit**

Candidates, unless already in the Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

II. **Qualifications**

A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or passes not below Grade C in at least five subjects **including** English Language, French and Mathematics or Principles of Accounts obtained on one Certificate at the General Certificate of Education “Ordinary Level”.

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to A and B above acceptable to the Board.

C. Candidates should:

(i) Possess a Diploma in Human Resource Management or Personnel Management or a Diploma with Personnel Management Human Resource Management as a major component from a recognized institution or an equivalent qualification acceptable to the Board of Trustees; and

(ii) Have good analytical, problem solving and interpersonal skills.

**Note 1:**

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo training, in all aspects of human resource management for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Human Resource Officer/Higher Human Resource Officer in a substantive capacity.
III. Duties: -

1. To provide advice on human resource matters in accordance with rules and regulations pertaining to human resource management and to assist in the implementation of human resource policies.
2. To draft and process schemes of service.
3. To assist in –
   (i) the preparation of Human Resource proposals in the context of Programme-Based Budgeting;
   (ii) the identification of training needs and in mounting appropriate training courses;
   (iii) the promotion of good employee relations and staff welfare;
   (iv) the development of organization design and work procedures;
   (v) the conduct of human resource planning/manpower assessment exercise; and
   (vi) the implementation and maintenance of an up to date Human Resource Management Information System.
4. To act as member/secretary of boards and committees relating to human resource matters.
5. To attend Court/Tribunal in respect of cases relating to human resource matters and to ensure proper follow-up action.
6. 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 use ICT in the performance of his duties.

IV. Salary: Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 - 40800

Mode of Application

Candidates should submit their applications on the Prescribed Form available along with relevant copies of Professional Certificates/relevant certificates to the under-mentioned address in hard copy by registered post not later than 1600 hours on 01 March 2018.
Applications should bear the corresponding reference number in the top left hand corner of the envelope.

The Trust Fund for Specialised Medical Care, Cardiac Centre reserves the right to convene only the best qualified candidates for interview.

**Note**

(i) The Trust Fund for Specialised Medical Care reserves its rights not to make any appointment as a result of this exercise.

(ii) Only the best qualified candidates will be considered for interview.

(iii) Late/incomplete applications or applications not made on the prescribed application form will not be considered.

(iv) Candidates who have previously applied for any of the above posts should submit fresh applications.

Trust Fund for Specialised Medical Care  
Cardiac Centre  
Pamplemousses  
Mauritius  
Phone No: (230) 2438220/2438110  
Fax: (230) 2438384  
Email: cardiac@intnet.mu

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