



A Caring Institution

## EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

### HUMAN RESOURCE MANAGEMENT OFFICER

Applications are invited from qualified candidates who wish to be considered for appointment as Human Resource Management Officer.

**Salary Scale:** Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 (ECCEA 19)

- Qualifications:**
- A. A Degree in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Board.
  - B. Candidates should -
    - (i) Reckon at least two years' post qualification experience in the field of Human Resource Management;
    - (ii) possess good analytical and problem-solving skills;
    - (iii) have good interpersonal and communication skills and the ability to promote team work;
    - (iv) be proactive and resourceful and are able to work under pressure; and
    - (v) be computer literate.

Candidates should show written evidence of experience/knowledge claimed.

#### **Role and**

**Responsibilities:** To be responsible for planning, coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Early Childhood Care & Education Authority.

**Duties:**

1. To assist in the implementation of human resource strategies, policies and practices in line with applicable laws, regulations and best practices.
2. To deal with matters relating to recruitment and selection of employees including appointment, promotion, retirement, training, discipline, review of schemes of service, etc.
3. To be responsible for the implementation of policies pertaining to Industrial Relations and to deal with Trade Unions.
4. To ensure that human resource policies, rules, regulations and procedures are properly and consistently applied so that all employees are treated fairly and equitably.
5. To represent the Early Childhood Care and Education Authority in industrial tribunals and courts.
6. To be responsible for the promotion of staff welfare and a healthy and safe working environment.
7. To process and keep annual Performance Appraisal Reports.
8. To perform the duties of Secretary in meetings held by Management with staff associations and in other departmental meetings relating to human resource matters, whenever required, and to ensure proper follow up action.
9. To ensure that up-to-date records of all employees including records on absenteeism, sickness and punctuality, are kept.
10. To plan human resource requirements of the Early Childhood Care and Education Authority in conjunction with Heads of Divisions/Sections and to assist in the preparation of the annual budget proposals for the Human Resource Division.
11. To develop and implement a training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.
12. To supervise and provide proper guidance and coaching to subordinate staff.
13. To assist in the establishment, implementation, monitoring and maintenance of the Quality Management System.
14. To use ICT in the performance of duties.
15. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results

expected from Human Resource Management Officers in the roles ascribed to them.

### **Age Limit**

Candidates, unless already in the service, should not have reached their **40<sup>th</sup>** birthday by closing date for the submission of application.

### **Mode of Application**

Qualified candidates should submit their applications on application forms which are available at the reception desk of the Early Childhood Care and Education Authority, Merry Town, Helvetia or which can be downloaded from [www.eccea.mu](http://www.eccea.mu) . Candidates should enclose photocopies of their academic/professional qualifications and relevant documentary evidence of experience claimed.

### **Closing date**

Applications, through registered post, should reach: The Officer in Charge, Early Childhood Care and Education Authority, Merry Town, Helvetia, Saint Pierre, not later than **28 March 2019 at 15.30 hrs.**

### **IMPORTANT:**

- i. The ECCEA reserves the right not to fill the vacancies as a result of this advertisement.
- ii. The post applied for should be clearly marked on the left hand corner of the envelope.
- iii. The ECCEA reserves the right to convene only the best qualified candidates for interview.
- iv. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant. **Only the prescribed Application Form should be used.**

**8 March 2019**