



MAURITIUS BROADCASTING CORPORATION

OPEN ADVERTISEMENT

Vacancy for the post of HUMAN RESOURCE MANAGER

Applications are invited from qualified candidates who wish to be considered for appointment as Human Resource Manager on a contract basis at the Mauritius Broadcasting Corporation.

(i) Qualifications:

- A. 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 an equivalent qualification acceptable to the Board.
- B. A Degree in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Board.
- C. At least five years' post graduate qualification experience in Administration or Management.
- D. Good communication and interpersonal skills and the ability to motivate a team of employees and positively help lead change.
- E. A good knowledge of conditions of service in the public sector

Possession of a postgraduate qualification in Human Resource Management is desirable.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold-

- (a) Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education "Ordinary level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and
- (b) A Master's Degree or a postgraduate Diploma in the field of human resource from a recognised institution or an equivalent qualification acceptable to the Board.

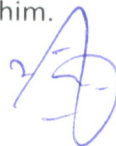


Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should produce written evidence of knowledge/ experience claimed.

(ii) Duties:

- To lead and manage the Human Resource Department.
- To plan, organize, direct, control and evaluate the operations of human resources.
- To be responsible for developing and implementing human resource policies, practice and procedures to meet the evolving needs of the Corporation and ensuring that they reflect all applicable laws, regulations and best practices.
- Formulate and maintain adequate administrative procedures.
- To plan human resource requirements in conjunction with Heads of Departments and Divisions.
- To establish systems and procedures for performance management and reward schemes.
- To conduct Training Needs Analysis (TNA) and ensure proper evaluation and effectiveness of training.
- To ensure that
 - (i) well-defined disciplinary procedures are established;
 - and
 - (ii) employees' grievances are attended to at all levels.
- To advise and assist management in handling labour matters and to represent the Corporation on industrial tribunals and courts.
- To oversee:
 - (i) the setting up of Safety and Health programs; and
 - (ii) the organisation of welfare activities.
- 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 the Human Resource Manager in the roles ascribed to him.





(iii) **SALARY**

Negotiable within the salary scale of: Rs 49,250 – Rs 77,950 (plus other benefits) on the basis of qualifications, experience and a good knowledge of conditions of service in the public sector as well as the Workers' Rights Act 2019.

(iv). **MODE OF APPLICATION**

1. This advertisement together with the Application Form are available on the Website of the MBC at <https://mbcradio.tv/career>
2. Candidates should fill in the Application Form correctly. Incomplete, inadequate or inaccurate filing of the Application Form may entail elimination of the candidate.

(v). **CLOSING DATE**

Applications Forms together with copies of academic certificates, professional qualifications and references should be addressed to the Human Resource Department, MBC, Moka, **not later than 15 00 hours (local time) on Friday 14 February 2025.**

Note: The Human Resource Manager should be prepared to work in accordance with the exigencies of the Mauritius Broadcasting Corporation.

(vi). MBC reserves the right:

- (i) to convene **only** the best qualified candidates for interview; and
- (ii) not to make any appointment following this advertisement.

(vii). Application Forms received after the specified closing date and time will **not** be considered.

Mauritius Broadcasting Corporation
Moka

Date: 03 February 2025

