ROAD DEVELOPMENT AUTHORITY

Public Advertisement - October 2026

Vacancy for post of Human Resource Management Officer

Applications are invited from qualified candidates who wish to be considered for appointment as **Human Resource Management Officer** in the Road Development Authority.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should possess: -

A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings **or** Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained 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.

Note

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 least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

C. A degree in Human Resource Management from a recognised institution

OR

An equivalent qualification acceptable to the Board.

D. Candidates should also: -

(i) reckon at least two years' post qualification experience in Human Resource Management;
(ii) be computer literate;
(iii) be assertive, tactful, proactive, dynamic and resourceful;
(iv) possess excellent interpersonal and communication skills;
(v) have an analytical mind and be able to work under pressure; and
(vi) have a high sense of integrity, responsibility and maturity.

Note

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

(a) 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.

(b) a Master's Degree or a postgraduate diploma in the field at C above from a recognized institution or an equivalent qualification acceptable to the Board.

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

NOTE

1. Candidates should produce written evidence of experience/Knowledge acquired.

2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

3. The Authority reserves the right:

(i) to convene qualified candidates for interview; and

(ii) not to make any appointment following this advertisement.

4. In line with promoting gender equity at the Road Development Authority, female candidates are encouraged to apply for the above advertised post.

IV. RESPONSIBILITIES/DUTIES AND SALARY

1. To be responsible for planning, coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Road Development Authority.
2. To be responsible to the Officer-in-Charge/General Manager for the proper management of the Human Resources Development Division.
3. To advise the Officer-in-Charge/General Manager on all matters pertaining to human resources.
4. To keep under constant review the organization procedures and staffing requirements of the Authority.
5. To regularly carry out human resource planning to ensure optimum use of human resources at the Authority.
6. To be responsible for all human resource matters including recruitment, appointment, training, promotion, discipline, retirement.
7. To be responsible for the preparation of Schemes of Service.
8. To identify relevant training needs for strategic training direction, improved performance and career development.
9. To ensure that training strategies are properly implemented and necessary follow up action is taken.
10. To ensure that performance programmes are established, implemented and periodically reviewed in collaboration with respective Heads of Sections.
11. To ensure that human resource policies, rules and regulations and procedures are properly and consistently applied so that all employees are treated fairly and equitably.
12. To assist Management in instilling conductive industrial relations within the Authority.
13. To act as Secretary/member of Committees/Boards, as may be required.
14. To attend to court cases in connection with human resource issues.
15. To be responsible for the preparation and implementation of Performance Management System.
16. To be responsible for the publication of staff newsletters.

17. To oversee: -
    (i) the setting up of Safety and Health programs; and
    (ii) the organisation of welfare activities.
18. To train subordinate staff.
19. To effect site visits, as and when required.
20. To make use of information technology in the performance of his duties, whenever required.
21. 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 Management Officer in the roles ascribed to him/her.

NOTE:

The permanent and pensionable post carries salary in scale **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750** a month.

5th October 2026 **Tel: - 467 8600**