**MAURITIUS PORTS AUTHORITY**

**DUTIES FOR THE POST OF HR EXECUTIVE**

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| 1 | To provide in accordance with standing rules and regulations, advice and assistance on all Human Resources matters |
| 2 | To be responsible for employee management |
| 3 | To perform the duties of secretary on Committees concerning HR matters |
| 4 | To assist in the various stages of the recruitment process |
| 5 | To attend to employees’ complaints and grievances |
| 6 | To monitor the Human Resources Management Information System to ensure its adequacy, appropriateness and proper functioning |
| 7 | To assist in wages related matters |
| 8 | To assist in the administration of welfare schemes |
| 9 | To assist in the organization and promotion of social and recreational activities |
| 10 | To assist in the administration of training needs and coordination of training activities |
| 11 | To assist in the implementation and monitoring of a performance management system |
| 12 | To conduct such other related duties as assigned |
| 13 | To provide proper guidance to junior staff |
| 14 | To play an active role in promoting safety and security at the MPA |
| 15 | To adhere to and promote MPA’s corporate values |
| 16 | To contribute to the enhancement of the port environment |