

MAURITIUS PORTS AUTHORITY

DUTIES FOR THE POST OF MANAGER, HUMAN RESOURCES (CAPACITY BUILDING)

1	To analyse and recommend the current and projected HR recruitment for the MPA with respect to man power plan, current and future organization structures, age distribution and MPA's Strategic Plan.
2	To formulate generic and functional competencies for the various positions at the MPA based on the needs of Port Stakeholders
3	To effect comparisons among competencies available and to work out appropriate development programmes
4	To carry out Training & Development Analysis in a continuous manner and evaluate the effectiveness of training programmes with respect to stakeholder expectations
5	To engage into the performance management process and ensure alignment with Strategic Plans and stakeholder expectations
6	To formulate and implement career development frameworks for different job positions at the MPA
7	To ensure effective succession planning
8	To carry out such recruitment and selection activities as may be delegated
9	To carry out induction and other appropriate training
10	To recommend and devise development programs to ensure the acquisition of skills to meet the Authority's expectations
11	To act as Secretary of the MPA Staff Committee as and when required.
12	To implement and maintain a HR Information System
13	To provide guidance to departmental managers on career and development issues
14	To monitor the IT system and ensure that software implemented are reliable to provide relevant information to Management for good decision making.
15	To ensure that staff of the department are properly trained
16	To work closely with line managers in order to ensure the smooth implementation of the performance management system

17	<p>To be fully responsible and accountable in respect to successful implementation of projects falling under the purview of the department and more specifically with respect to:</p> <ul style="list-style-type: none"> (i) Timely completion of project; (ii) Adequacy in the fulfillment of the terms of contract; (iii) Monitoring and reviewing of Contractor's Performance and compliance; (iv) Periodic reporting with particular attention to identifying and addressing timely and appropriately any sub-standard performance or deviation; (v) Monitoring of budget and actual costs of project and reporting of any variation.
18	To coach guide and mentor all staff in his/her department
19	To play an active role in promoting safety and security at the MPA
20	To adhere to and promote MPA's corporate values
21	To contribute to the enhancement of the port environment