MAURITIUS PORTS AUTHORITY

DUTIES FOR THE POST OF DIRECTOR HUMAN RESOURCES

	Main Duties
Strategic Implementation	▪ To link MPA's strategic corporate planning to the effective leadership and management of MPA's staff. ▪ To act as a strategic partner by creating the culture and climate for the continued growth of the Authority's Human Resources, ▪ To ensure that a proper remuneration framework is in place. ▪ To ensure the promotion of a good industrial climate within the organisation.
People Leadership and Development	▪ To drive effective talent management at the MPA. ▪ To contribute to the achievement of career and succession planning. ▪ To be responsible for the overall implementation of an organisation-wide Performance Management system. ▪ To develop MPA's reservoir of managerial and specialist skills through both relevant on-the-job and off-the-job training, coupled with self-development, to ensure MPA's long-term sustainability. ▪ To oversee the set up and implementation of a Training Unit within the MPA. ▪ To ensure that the staff of the Human Resources department are properly trained to execute their jobs effectively. ▪ To coach and develop employees towards a performance-oriented culture ▪ To coach, guide and mentor all staff in his/her department. ▪ To ensure an effective recruitment and selection process, in order to attract and retain high quality resources.

Project Implementation	▪ To be fully responsible and accountable in respect to successful implementation of projects falling under the purview of the respective department and more specifically with respect to: (i) Timely completion of project; (ii) Adequacy in the fulfilment of the terms of contract; (iii) Monitoring and reviewing of Contractor's Performance and compliance; (iv) Periodic reporting, with 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.
Policy and Procedural Development	▪ To develop, formulate and implement Human Resource systems and policies with a view to monitor, improve and reward people performance. ▪ To ensure that safety and health policies are formulated and implemented, in accordance with relevant legislations. ▪ To formulate and recommend appropriate welfare schemes.
HR Information Systems	▪ To monitor the IT system and ensure that the software implemented is reliable to provide relevant information to Management for good decision making.
Other	▪ To conduct such related duties, as assigned. ▪ To play an active role in promoting safety and security at the MPA. ▪ To adhere to and promote MPA's corporate values. ▪ To contribute to the enhancement of the Port Environment.

MAURITIUS PORTS AUTHORITY

DUTIES FOR THE POST OF MANAGER PORT OPERATIONS AND CONCESSIONS

	Main Duties
Port Operations	▪ To be responsible for the daily berth plans of vessels including cargo handling requisites in consultation with the Marine Department, Port Operators and Shipping Agents. ▪ To oversee that overall operations at the Terminals and Jetties are properly carried out ▪ To liaise with Port stakeholders for berthing of vessels and monitoring cargo handling activities in line with established procedures. ▪ To ensure the timely submission of documents/returns by operators for efficient berth planning and handling operations. ▪ To liaise with Port Operators to secure cargo and logistics during adverse climatic conditions. ▪ To ensure smooth running of Statistics Unit
Concessions	▪ To prepare Service Level Agreements (SLAs)/ Concession Agreements for Port Operators. ▪ To monitor the provisions of SLAs and Concession Agreements and recommend appropriate remedial actions in respect of any deviations / defaults from same. ▪ To prepare operational reports on performance of operators/service providers under relevant SLAs and concession agreements. ▪ To report on any cases of infrastructural damages due to cargo operations and ensure that the interests of the Authority are properly safeguarded as per the concession agreements. ▪ To ensure the proper functioning of the unit preparing productivity figures as per the concession agreements

	▪ To ensure smooth running of the unit preparing data for billing purposes.
People Management	▪ To ensure that staff of the department are properly trained. ▪ To assist in the implementation of a performance management system. ▪ To liaise with the operators at the different Terminals for compliance with the requirements of EMS, ISO ▪ To oversee leave and overtime management of staff on shift posted at the Terminals
Project Management	▪ 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: (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 in identifying and addressing timely and appropriately any sub-standard performance or deviation; (iv) monitoring of budget and actual costs of project and reporting of any variation.
Other	▪ To monitor IT System and ensure that software implemented are reliable to provide relevant information to management for good decision-making. ▪ To play an active role in promoting safety and security at the MPA. ▪ To adhere to and promote MPA's corporate values. ▪ To contribute to the enhancement of the port environment.