

CAREER OPPORTUNITY

Human Resources Business Partner

(Ref: HRBP/24/009)

Air Mauritius Ltd, the national carrier of Mauritius, is seeking to recruit a dynamic and highly motivated candidate to fill in the position of Human Resources Business Partner. If you feel you have the right profile, it is an opportunity now to start a challenging career and become part of a dedicated and professional team.

JOB PROFILE:

The Human Resources Business Partner will be responsible to implement HR strategies and policies and ensure optimisation of employees in the realisation of Business Objectives cost effectively. He/She will provide assistance, guidance, support and advice to Line Managers in all matters relating to HR, Administration and Operations with a view to achieving organisational goals and promoting sound employee relations.

The duties and responsibilities will include the following inter-alia:

- Assist in forecasting HR demands and supplies and establishing appropriate planning for recruitment, internal mobility and transfer
- Implement recruitment and selection exercises as per appropriate Recruitment and Selection methods
- Assist in the proper evaluation of performance and aligning Performance Appraisal with the business goals of the Company
- Participate in departmental discussions with Employees' Representatives and their trade unions to ensure smooth employee relations that are conducive to employee commitment
- Assist in addressing and settling employee grievances
- Coordinate the company's annual employee engagement survey, including survey action planning activities designed to continuously improve the workplace culture
- Analyse the employee engagement surveys results with HR Manager, to identify opportunities for improvement to the employee experience and make recommendations to the People strategy
- Keep track of key HR metrics

PREREQUISITES:

Higher School Certificate (HSC) or General Certificate of Education (GCE), with at least 2 subjects at Advanced Level obtained at one and same sitting or an equivalent qualification from a recognised institution.

Plus

- Degree in Human Resources, Business Studies or any Management related field from a recognised university/institution or any relevant equivalent qualification accepted by Air Mauritius
- Minimum of 3 years working experience in the field of Human Resources Business Partnering

CANDIDATE PROFILE:

- Good leadership qualities
- Good analytical and organisational skills
- Good communication and interpersonal skills
- Well conversant with IT Tools (MS Office, Oracle, Discoverer)
- Good knowledge of Labour and Industrial Relations Legislation
- Be a hard worker, performing well under pressure and meeting tight deadlines
- Have a positive and professional attitude and be an excellent team player

APPLICATION PROCEDURE

You are invited to send your application by registered post with the following:-

1. Motivation letter
2. Resume / CV
3. [Company's prescribed form](#)
4. A photocopy of National Identity Card
5. Copy of educational certificates with letters of equivalences from National Equivalent Committee (when applicable)
6. Documentary evidence relating to work experience

Deadline for submission: **Friday 30 August 2024** at 16h00 local Mauritius time (equivalent to 12h00 UTC)

Applications should be addressed to:

Manager Human Resources
Talent Acquisition Section
Air Mauritius Ltd
16th Floor, Air Mauritius Centre
President John Kennedy Street, Port-Louis
John Kennedy Street, Port-Louis
Mauritius

Note:

- Job Reference "Ref: HPBP/24/009." should be specified on the envelope and the application form.
- Eligible Candidates will be required to submit a certificate of character as per the Company Policy.
- Applications received incomplete or after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Applicants should be Mauritian Nationals and able to live and work in Mauritius.

The Company reserves the right:

- to call only the best qualified candidates for the selection exercise/s.
- not to make any appointment following this advertisement.
- to offer the best suited candidate initially employment on a contractual basis.