

CAREER OPPORTUNITY

Manager - Employee Relations

(Ref: MER/24/012)

Air Mauritius Ltd, the national carrier of Mauritius, is seeking to recruit a dynamic and highly motivated candidate to fill in the position of Manager - Employee Relations. 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 Manager - Employee Relations will be responsible to manage and oversee all aspects of employee relations within the organization. This includes handling employee grievances, investigations, conflict resolution, disciplinary actions, and ensuring compliance with labor laws and company policies. The Manager - Employee Relations will play a key role in promoting a positive work environment and fostering strong relationships between employees and the organization.

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

- Conduct investigations into employee complaints, grievances, and misconduct allegations in a fair and objective manner
- Provide guidance and support to managers and employees on HR policies, procedures and best practices related to employee relations
- Develop and implement strategies to resolve workplace conflicts and improve employee morale and engagement
- Advise and collaborate with management on disciplinary actions, terminations and performance improvement plans
- Ensure compliance with relevant employment laws, regulations, and company policies in all employee relations matters
- Maintain accurate and confidential employee records related to investigations, disciplinary actions and other employee relations activities
- Participate in the development and delivery of training programs on employee relations topics for managers and employees
- Stay updated on industry trends and best practices in employee relations and make recommendations for continuous improvement

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, Management, Law Counseling or Industrial Psychology from a recognised university/institution or any relevant equivalent qualification accepted by Air Mauritius
- Minimum of 5 years working experience in employee relations or in the field of Human Resources, out of which 3 years in a managerial position

CANDIDATE PROFILE:

- Proven experience in employee relations, HR compliance and conflict resolution
- Experience working in a Union environment
- Strong knowledge of employment laws, regulations, and best practices
- Excellent communication and interpersonal skills with the ability to build rapport and trust with employees at all levels
- Ability to handle sensitive and confidential information with professionalism and discretion
- Strong analytical and problem-solving skills with attention to detail and ability to work independently and collaboratively in a fast-paced environment

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: MER/24/012" 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.

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