

# CAREER OPPORTUNITY

## **Senior Human Resources Business Partner**

(Ref: SHRB/24/010)

Air Mauritius Ltd, the national carrier of Mauritius, is seeking to recruit a dynamic and highly motivated candidate to fill in the position of Senior 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 Senior Human Resources Business Partner will report to the Head of Human Resources and will be responsible for implementing HR Strategies and Policies that ensure effective and efficient use of the employees in the realization of the business objectives within budgeted operating costs, while ensuring the support, guidance and services required by Line Managers and colleagues in promoting sound employee relations.

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

- Implement HR Planning to meet the present and future requirements of the business to ensure that the Company has the required workforce
- Provide guidance to Line Management and employees with regard to policies and procedures implementation;
- Advise and assist Line Management in handling of disciplinary matters
- Assist the design and deployment of projects/initiatives driving employee engagement
- Participate in departmental discussions with Employees' representations and their Trade Unions to ensure smooth employee relations that are conducive to employee engagement
- Assist in complex Employee Relations and Industrial Relations case management
- Ensure adherence to internal policies and procedures and compliance with applicable employment legislation
- Assist in addressing employee grievances
- Implement the various HR policies and systems that support HRM activities of the Company
- Continuously participate in the optimization and implementation of HR tools and processes aimed at improving HR service delivery
- Assist in the deployment of the Performance Management System and processes, ensuring implementation follow up to drive high performance
- 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, to identify opportunities for improvement to the employee experience and make recommendations to the People strategy
- Engage and collaborate in cross functional HR projects as required

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

### **Note 1:**

Knowledge and dealing with Unions will be an advantage.

### **CANDIDATE PROFILE:**

- Ability to integrate business strategies with HR strategies
- Ability to understand and support airport operations
- Excellent leadership, communication and interpersonal skills
- Proven successful experience in motivation techniques and employee relations
- Good knowledge of Labour Laws and Industrial Relations Legislation

## **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 2:**

- Job Reference "Ref: SHRB/24/010" 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.