Candidate Brief

☑ Brief for the Position of

• Manager – Human Resources
  (Job Ref: MHR/MAY2021)

May 2021
Overview of the Financial Services Commission (FSC)

The Financial Services Commission (FSC) is the integrated regulator for the non-bank financial services sector and global business. Established in 2001, the FSC operates under the Financial Services Act 2007 and has as enabling legislations the Securities Act 2005, the Insurance Act 2005 and the Private Pension Schemes Act 2012 to license, regulate, monitor and supervise the conduct of business activities in these sectors.

The vision of the FSC is "to be an internationally recognised Financial Supervisor committed to the sustained development of Mauritius as a sound and competitive Financial Services Centre".

In carrying out its mission, the FSC aims to:

- promote the development, fairness, efficiency and transparency of financial institutions and capital markets in Mauritius;
- suppress crime and malpractices so as to provide protection to members of the public investing in non-banking financial products; and
- ensure the soundness and stability of the financial system in Mauritius.

The FSC is mandated under the Financial Services Act to inter alia:

- ensure the orderly administration of the financial services and global business activities;
- ensure the sound conduct of business in the financial services sector and in the global business sector;
- elaborate policies which are directed to ensure fairness, efficiency and transparency of financial and capital markets in Mauritius;
- study new avenues for development in the financial services sector, to respond to new challenges and to take full advantage of new opportunities for achieving economic sustainability and job creation;
- ensure soundness and stability of the financial system in Mauritius; and
- work out objectives, policies and priorities for the development of the financial services sector and global business.

Board & Chief Executive of the FSC

The FSC is administered and managed by a Board which consists of a Chairperson, a Vice Chairperson, independent non-executive members and a Chief Executive.

The Board carries out its functions through the following sub-committees:

- Audit and Risk Committee
- Corporate Governance Committee
- Enforcement Committee
- Staff Committee
- Legal Affairs Committee
- Application and Approval Committee
- Waivers and Exemptions Committee
Strategic Team

In carrying out the FSC's mission, the Strategic Team is guided by the Code of Conduct for FSC Staff and the Core Values of the organisation, which are:

- Professionalism
- Ethical Behaviour
- Compliance with Rules
- Team Work

The Strategic Team is made up of the Chief Executive and the Directors. The Strategic Team ensures the delivery of the operational objectives of the FSC. The team is responsible for the implementation of goals as set out in the strategic and business plans and ensure that the decisions and directions provided by the Board are understood by each and every member of the staff.

The FSC's role in regulating and supervising non-bank financial institutions and services requires that it acts at all times and in all its dealings to the highest standards of ethical and professional behaviour. Its reputation, standing and effectiveness rest on its ability, as an institution comprised of staff imbued with high ethical values, competence and drive, to meet these standards of conduct.

The FSC Code of Conduct sets out the standards and guiding principles of conduct for the employees in the discharge of their functions. The Code of Conduct is applicable to all staff and at all levels.
Job Description

Manager – Human Resources (Job Ref: MHR/MAY2021)

The role of the Manager – HR is to manage human resources and ensure that the HR programs and initiatives are effective, efficient, and aligned to overall business objectives.

Role and Responsibilities

The Incumbent will report to the Chief Executive or designated officer and will perform, inter-alia, the following duties and responsibilities:

- To advise on all matters relating to the human resource policies, practices and procedures and that same are properly interpreted and consistently implemented to ensure all employees are treated fairly and equitably.
- Develop and implement programmes that aim to attract, motivate, measure, develop and manage the organisation's talent pool.
- Design and deliver talent and leadership development interventions that support the execution of organisational strategies and enhance performance at all levels.
- Coach, mentor and develop staff, including overseeing new employee onboarding and providing career development planning and opportunities.
- Develop, maintain and deliver key talent programmes
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Ensure that the human resource management is in compliance with FSC rules, Code of Conduct and existing legislations.
- Modernise human resource processes making use of IT tools and software packages, so as to improve efficiency and effectiveness.
- Ensure enhancement of the human resource information system and maintenance of the system to provide management with up to date information/statistics for decision purposes.
- Assist in the formulation and implementation of policies in line with the strategic objectives of the Commission.
- Contribute to the overall development of the Commission through the timely and effective implementation of Board/Management decisions.
- Contribute to the overall development of the Commission by advising the Chief Executive on organization - wide initiatives to be implemented for enhanced efficiency and effectiveness.
- Assist in the proactive interaction with other stakeholders on relevant issues and make recommendations to enhance the competitiveness of the jurisdiction.
- Provide recommendations for the updating of legislation, rules and practices in the light of international norms and standards to ensure good conduct of business.
- Contribute to the elaboration of the Commission’s three year Strategic Plan in consultation with internal / external stakeholders.
- Assist in the preparation and publishing of papers / reports.
- Contribute to the timely publication of the FSC Annual Report.
- Assist in the continuous enhancement of the FSC website.
- Represent the Commission on committees and at meetings.

The incumbent will be expected to work outside normal office hours including weekends and public holidays, and to perform any other related duties assigned but relevant to the operations of the Commission.

The duties mentioned above are not exhaustive. The Commission reserves the right to require the incumbent to perform any other duties of equivalent level to those specified.

**Specific Competencies**
- Shaping Strategic Direction and Inspirational Leadership.
- Adaptability and Flexibility.
- Team and Performance Development.
- Accountability.
- Project Management Skills.
- Analytical and Solution Driven.
- Learning Orientation and Sharing Knowledge.
- Self-Discipline and Responsibility.
- Customer Service Skills.
- Communication and Interpersonal Skills.

**Qualifications and Experience**
- A degree in Human Resources or related field or equivalent professional qualifications from a recognised body.
- Reckoning a minimum of 10 years relevant post qualification experience out of which 6 years should be in a position of HR function.
- Proven knowledge of employment laws in Mauritius including collective bargaining issues in Mauritius.
- Proven knowledge of HR policies and systems.
- Knowledge of current international ILO standards.
- Excellent spoken and written English and French.


**Employment and Remuneration Package**

Employment will be on contractual basis for an initial period of two (2) years, renewable upon satisfactory performance.

We offer an attractive remuneration package which will be commensurate with qualifications and experience.

**How to Apply**

Applications should be made on duly completed application form which can be downloaded from the FSC website;

All applications, duly referenced, need to be sent to the following e-mail address:

recruitment@fscmauritius.org

Closing date of applications is **Monday 14 June 2021 at latest by 17.00 hrs.**

**References**

The names of two (2) referees are required as part of the application process. Referees must be people who know you in a capacity to comment on your suitability for the position for which you have applied. One of your two referees should be either your current or previous employer. References will only be considered for short-listed candidates and they will be informed accordingly.

**Conflicts of Interest**

Candidates will need to demonstrate that they do not have interests likely to conflict with their responsibilities. They should declare any potential conflict of interest as early as possible in the selection process and also disclose information or personal connections that, if appointed, might be open to wrong perceptions.