



## Manager-Human Resources Operations

### Ref (06E2021.MHRO)

#### Brief Description

Leading Insurance Group on the island, with a strong presence on the East African region, MUA is looking for a Manager – Human Resources Operations to accompany its highly effective performance strategy.

#### Job Summary

The role of the Human Resources Operations Manager reports to the Group Head of HR and leads a team of HR Specialists in Mauritius.

#### Main Responsibilities

- You will play a key Business Partner role, as part of the Management team, by leading the day-to-day HR Operations, providing expert support on HR matters and valuing the overall employee experience.
- Advocate of strong internal bonds, you will promote participative management and maintain a culture of trust within the teams.
- In view of reinforcing a compliance culture, you will actively participate in promoting employee due diligence programs. You will also be the guardian of the company's HR standards of procedure.
- You will lead, with the HR Team, the recruitment, onboarding and retention of the best talents to accompany the future challenges and opportunities of the company.
- Confident that individual development is a key lever to business success, you will assist the Department Heads in the assessment of competences and in securing dynamic and effective functional organizations through people development initiatives and experiences.
- Committed to valuing employee performance, you will lead the performance management programs and review, with the Department Heads, the reward structures as and when required. In the same breath, you will lead the Compensation and Benefits program with a team of specialists, including payroll management.
- Supporter of process optimization, you will promote a user- friendly end-to-end HR service through

digital HR solutions.

- You will be an ambassador in promoting a culture of dialogue through effective internal communications initiatives. Good listener, with a passion for on-field contact you will also dedicate time to meet the teams on the different sites.
- You will assist in promoting, with internal and external stakeholders, MUA's strong employer brand.
- Analytical and detailed- focus, you will perform regular HR reports, including a monthly HR Dashboard.
- You will accompany the Management in recognition initiatives, including celebrations and employee events.
- Conscious of the priority H&S has in work processes, you will support the implementation of the company's Health & Safety standards and procedures and be sensitive to ensuring that the team always operates safely.

## Job Requirements

- 5 years of work experience in an HR Operations role.
- Comfortable with remote structures and shared services organization.
- Holder of a degree in Human Resources from a recognized institution.
- Fully conversant with the local legislations governing the function and sector.
- Proactive, problem-solver, you are committed to provide prompt and sharp HR support.
- Excellent communication and people skills.
- Analytical, with the ability to effectively manage budgets.
- Passionate about digitization.
- Conversant with local and/or international HRIS tools.
- Holder of a valid driving license.
- Exposure to the Communications field is of interest.

**Interested candidates are requested to send their CV on [recruitment@mua.mu](mailto:recruitment@mua.mu) by 31 July 2021.**

- The company reserves the right to call only the best qualified candidates for the selection exercises.
- Applications received after the closing date will not be considered.
- The company also reserves the right not to proceed with the vacancies.