

Fair Trading Commission
Block B, 3rd Floor
Room 301-306
Unity House
Victoria
Mahé, Seychelles



VACANCY - HR & BUDGET MANAGEMENT OFFICER

OUR VISION - "Be the leading institution in the protection of consumers and the competition process for the promotion of socio-economic welfare."

The Fair Trading Commission is looking for a responsible, dynamic and enthusiastic individual to join its team of dedicated employees. The details of the vacancy are as follows:

Responsible to: CEO

Department: Support Department

JOB SUMMARY

The recruited individual, under the supervision of the CEO, will be responsible to:

- Advise on pay and other remuneration issues, including promotion and benefits
- Provide advice in relation to employee performance, conduct and absence management
- Coordinate staff recruitment and selection process and ensure a comprehensive procedure is used to hire individuals
- Provide assistance and information to staff and supervisors on HR and work related issues
- Prepare disciplinary and grievance hearings as necessary
- Manage and maintain personnel files and other employee information
- Develop and review HR procedures and policies.
- Coordinate and administer Commission employee-related programmes such as internship
- Coordinate and administer Commission training and development programmes and liaising with external bodies as required.

QUALIFICATIONS & REQUIREMENTS

- Bachelors Degree in Human Resource Management/ Business Admin
- Diploma in Human Resource Management
- Ability to deliver on time, in an analytical environment.
- Knowledge of employment Laws and the PSO
- Understanding of health and safety issues in the workplace
- Excellent record keeping skills

Essential: Excellent Communication Skills (Written & Verbal)/ Team Player

Interested applicants please submit your application by sending your CV with a cover letter addressed to the Human Resource Officer by email on info@ftc.sc or on the address stated above.

Applications will be treated with the strictest confidence and will not be returned. Only short listed candidates will be notified.

Closing date for submission of application: Friday 15th January 2021

The Job Description can be viewed upon request at the office of the Fair Trading Commission