



SEYCHELLES METEOROLOGICAL AUTHORITY

Be part of our team and take the challenge to contribute in the achievement of our local and international obligations by delivering dynamic and innovative services to support sustainable development.

Vacancy: Director Human Resource & Administration (B5) – 1 Post

Salary: Depending on qualification and experience plus Scheme of Service allowances

Scope of work:

Responsible for planning, directing and coordinating all activities relating to Human Resource & Administration including Human Resource functions; Policy Implementation pertaining to HR, general administration & financial management; Human Resource Development; Budget Management; Performance Management; Transport management; Undertake procurement tasks; ensure employees are provided with proper office accommodation & necessary office equipment ensure safe storage, disbursement and control of office stationeries & consumables; responsible for the general maintenance and upkeep of buildings and grounds; Oversee the maintenance and control of the authority's assets & liabilities; Undertake consumption analysis consumables, stationeries and fuel; Liaising with relevant government entities, local and international institutions on Human resource and administrative matters and coordinating logistics support for projects, workshops and meetings.

Other prerequisite:

Must have strong planning and organizational and leadership skills; needs to be committed and professional; excellent communication, interpersonal & negotiating skills; proficiency in office software Computer knowledge & technology; empathy & problem-solving skills; team & result oriented; strong sense of confidentiality, fairness & integrity; decision-making skills; must have a sound knowledge of Public Service Order & Employment Act; people's management skill, and change management.

Minimum Post Requirement:

Diploma in Business Administration/ Advanced Diploma in Business Administration/ Bachelor's degree in Business Administration or relevant field plus satisfactory work experience as a Senior Administrative Officer

Closing Date: 11th October 2024

Applications should be forwarded to the office of the Human Resource

Seychelles Meteorological Authority, P.O.Box 1604 or Email: g.lafortune@meteo.sc