



Advertisement Reference: 188-SHRD/IUL/2019/76

Date: 27/05/2019

Terms of Reference for Human Resource Consultant (*Local Individual*)

I. Background

The Civil Service Commission (CSC) is seeking to hire a Human Resource Consultant who will work with the Human Capital Development Division of the CSC in conducting situational analysis, job market survey, gathering data and doing analysis towards developing technical and professional job structures required for civil service administrations for the purpose of providing competitive pay and career paths for civil service employees.

The consultant will be stationed in the Human Capital Development Division (HCMD), and would be expected to coordinate with related sections within CSC, civil service institutes and National Pay Commission, as required by the work. The consultant would also need to coordinate closely with the staff of Organizational Development and Compensation Unit (OD), relevant ministries and the commission members in conducting the tasks assigned.

II. Objectives

The consultant will primarily be responsible for developing technical job structures and administrative Service Cadre of multi-skilled professional administrators for the Civil Service Institutes and City & Local Councils in order to provide competitive pay and establish career paths to all civil servants.

III. Scope of Work

The primary tasks of the consultant are stated below.

- a. Conduct a research and identify the methodology on how job structures are developed in best local and global organization.



- b. Conduct research on how public finance, cost of living expenses, labor market trends, geography, physical demands of the job, professional requirements, work related risks and working conditions can be used for pay determination and pay variation in the compensation and benefit components of the job structures
- c. Identify job families or clusters requiring job structures
- d. Develop guidelines and standards required for developing job structures for transfer of knowledge and skills developments for continuing and sustenance of the specialized job structures
- e. Develop Job Structures for specialized technical and professional jobs
- f. Develop an Administrative Service Cadre of multi-skilled professional administrators for the civil service institutes and City & Local Councils
- g. Liaising with colleagues in OD staff and the related ministries to ensure their appropriate involvement at each step of the project, as required by the work
- h. Provide necessary training to the relevant staff of OD on the subject area
- i. Develop guidelines and standards required for developing job structures with competitive pay packages
- j. Ensuring that the deliverables of the project are achieved within the stipulated time frame

IV. Results and Deliverables

Phase 1- During the first six months of the Contract Period

Develop Technical and Professional Job Structures for the civil service institutes

Phase 2- Before the end of the 12 months of the Contact Period

Develop an Administrative Service Cadre of multi-skilled professional administrators for the Civil Service Institutes and City & Local Councils



As outlined under scope of work (III), both technical structures and Administrative Service should be developed while taking account a competitive pay and establish career paths to all civil servants.

V. Duration and Commencement of Contract

Duration: Successful candidate will be initially contracted for a period of 12 months, and may be renewed at the end of the contract period based on the performance, organizational need and challenges encountered. Upon signing the contract 2 months shall be counted as the probationary period.

VI. Qualification and Experience

- The consultant should have a Master’s Degree or a Bachelor’s degree in Human Resource Management (HRM) or public administration or a similar discipline with a minimum of 6 years work experience in public sector
- Sound knowledge on development of job structures and determining compensations, strong leadership and management skills including, meeting timelines, the ability to provide strategic guidance, technical oversight and develop work plans
- The consultant should have experience in managing and implementing a complex project involving multiple stakeholders, preferably related to Human Resource
- Excellent analytical, research, writing and communication skills
- Commitment to deliver required work on targeted timelines effectively
- Good interpersonal and computer skills.

VII. Reporting Obligations

The consultant shall carry out the reporting obligations as follow:

- i. The consultant shall report to the head of Human Capital Development Division or her delegate on the status of the assignment on a regular basis
- ii. The consultant is expected to report to CSC daily on agreed basis



- iii. Consultant may have to work extra hours in order to complete the tasks assigned without extra payments
- iv. The consultant shall submit to commission monthly progress report and receive feedback from the commission

VIII. Remuneration

Successful candidate will be paid a monthly fee of MVR 25,000.0

IX. Evaluation Criteria

The following technical criteria will be used, as per the example provided below:

- Educational Background : [30] points
- Experience and Adequacy for the assignment : [50] points
- Experience in human resources field : [20] points

Total 100 points

Priority shall be given to the applicant who has first-hand experience in developing job structures.

Interested candidates are requested to submit a letter with CV, a copy of ID card, copies of educational certificates and other supporting documents. Only short-listed candidates will be contacted for an interview.

For more information, please contact 3307307 or 3307358.