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## PARASTATAL BODIES

### INTRODUCTION

1. Parastatal Bodies are set up by specific Acts of Parliament and managed by Boards of Directors appointed by government. They are established outside the Central Government and are involved in commercial, economic, service oriented or social activities requiring a large degree of autonomy and freedom from bureaucratic interference. Their affairs are subject to the scrutiny of Parliament and their parent Ministries. The General Manager is the Chief Executive and Accounting Officer and is accountable to the Board. The parent Ministry is represented on the Board by a Desk Officer who is the effective link between the Ministry and the Organisation.
2. The Act under which each Parastatal Body operates sets the legal framework and parameters for its operation.
3. Although Parastatal Bodies operate in many ways like companies, they are restricted in their ability to control the prices charged for goods and services. Growing concern with the size of public expenditure by some organisations has led Government to find ways of reducing their costs. The concerned organisations are under pressure to revisit their structures, and to become more commercially minded and less dependent on Government assistance. In the 2001-2002 Budget Speech Government laid in clear terms its determination to reform ailing public sector enterprises including Parastatal Bodies.
4. Against this backdrop, we have, after thorough analysis of representations made and considering the specificity of each Body, reviewed their pay levels in line with the general framework adopted in this review exercise, to render them more efficient and effective to respond positively to changes of the work environment.

5. With regard to organisation structures we have provided the ideal number of levels for necessary operational requirements following discussions with all parties, including the parent Ministries. **However, posts should not necessarily be filled at one go but only on the basis of needs and subject to availability of funds.**
6. The payment of fees to Part-time Chairman, Members and Secretaries of Boards and Committees have been dealt with at Chapter 18 of Volume I of this Report. Other issues pertinent to Parastatal Bodies are dealt with at **paragraphs 9 to 19.**
7. In the introduction in respect of each Parastatal Body, we have defined and spelt out clearly the goals, objectives and future orientations of each organisation and have aimed to emphasise the link between their mandate and the pay and grading structures - a link primordial in the context of the drive to inculcate a Performance Management Culture in the Public Sector. In defining the mandates, we have had the collaboration and inputs from parties, more particularly management, which we acknowledge.
8. A list of the organisations covered in this volume together with their respective salary codes is given below:

<b>No.</b>	<b>Organisation</b>	<b>Salary Code</b>
1.	Agricultural Marketing Board	AMB
2.	Beach Authority	BA
3.	Central Water Authority	CWA
4.	Civil Service Family Protection Scheme Board	CFP
5.	Conservatoire de Musique François Mitterrand Trust Fund	CMTF
6.	Development Works Corporation	DWC
7.	Employees Welfare Fund	EWf
8.	Export Processing Zones Development Authority	EPZDA

<b>No.</b>	<b>Organisation</b>	<b>Salary Code</b>
9.	Export Processing Zone Labour Welfare Fund	EPZLWF
10.	Farmers' Service Corporation	FSC
11.	Fishermen Welfare Fund	FWF
12.	Food and Agricultural Research Council	FARC
13.	Ilois Welfare Fund	IWF
14.	Industrial and Vocational Training Board	IVTB
15.	Irrigation Authority	IA
16.	Islamic Cultural Centre	ICC
17.	Mahatma Gandhi Institute	MGI
18.	Mauritian Cultural Centre Trust	MCCT
19.	Mauritius College of the Air	MCA
20.	Mauritius Examinations Syndicate	MES
21.	Mauritius Ex-Services Trust Fund	MESTF
22.	Mauritius Film Development Corporation	MFDC
23.	Mauritius Industrial Development Authority	MDA
24.	Mauritius Institute of Education	MIE
25.	Mauritius Institute of Health	MIH
26.	Mauritius Marathi Cultural Centre Trust	MMCCT
27.	Mauritius Meat Authority	MA
28.	Mauritius Museum Council	MMC
29.	Mauritius Oceanography Institute	MOI
30.	Mauritius Qualifications Authority	MQA
31.	Mauritius Research Council	MRC
32.	Mauritius Society of Authors	MASA

<b>No.</b>	<b>Organisation</b>	<b>Salary Code</b>
33.	Mauritius Standards Bureau	MSB
34.	Mauritius Sugar Terminal Corporation	MSTC
35.	Mauritius Tamil Cultural Centre Trust	MTaCCT
36.	Mauritius Telugu Cultural Centre Trust	MTeCCT
37.	Mauritius Tourism Promotion Authority	MTPA
38.	National Adoption Council	NAC
39.	National Agency for the Treatment and Rehabilitation of Substance Abusers	NATRSA
40.	National Art Gallery	NAG
41.	National Children's Council	NCC
42.	National Computer Board	NCB
43.	National Handicraft Promotion Agency	NHP
44.	National Heritage Trust Fund	NHTF
45.	National Library	NL
46.	National Transport Corporation	NTC
47.	National Trust Fund for Community Health	NTFCH
48.	National Women Entrepreneur Council	NWEC
49.	National Women's Council	NWC
50.	Nelson Mandela Centre for African Culture	NMCAC
51.	Outer Island Development Corporation	OIC
52.	Pre-School Trust Fund	PSTF
53.	Private Secondary School Authority	PSSA
54.	Public Officers' Welfare Council	POWC
55.	Road Development Authority	RDA
56.	Small and Medium Industries Development Organisation	SMI

<b>No.</b>	<b>Organisation</b>	<b>Salary Code</b>
57.	Small Planters Welfare Fund	SPWF
58.	St Antoine Planters Co-operative Trust	SPCT
59.	State Trading Corporation	STC
60.	Statutory Bodies Family Protection Fund	SBFPF
61.	Sugar Industry Labour Welfare Fund	SWF
62.	Sugar Insurance Fund Board	SIFB
63.	Sugar Planters' Mechanical Pool Corporation	SPMPC
64.	Tea Board	TB
65.	Technical School Management Trust Fund	MTF
66.	Tertiary Education Commission	TEC
67.	The Aapravasi Ghat Trust Fund	AGTF
68.	The Construction Industry Development Board	CIDB
69.	The Rajiv Gandhi Science Centre Trust Fund	RGSC
70.	Tobacco Board	TOB
71.	Town and Country Planning Board	TCP
72.	Trade Union Trust Fund	TUTF
73.	Training and Employment of Disabled Persons Board	TEDPB
74.	Trust Fund for Specialised Medical Care (Cardiac Centre)	TFSMC
75.	University of Mauritius	UNI
76.	University of Technology, Mauritius	UTM
77.	Wastewater Management Authority	WMA

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## PERTINENT ISSUES

### SPECIFIC RECOMMENDATIONS

9. In a few organisations especially the small ones it is mandatory that the administrative costs should not exceed a percentage of the organisation's budget. To remain within the limits, some organisations have refrained from filling certain vacancies including that of the Chief Executive. To keep the organisations moving, the chairpersons also act as the Chief Executive, without any extra remuneration. Representations have, therefore, been made that in similar circumstances, the chairperson should be paid an allowance in addition to the fees to which he is already eligible. We are agreeable to this suggestion.

#### Recommendation 1

10. **We recommend that in an organisation where there is no Chief Executive or where the post of Chief Executive is vacant and the Chairperson performs the duties of the Chief Executive, he should be paid an allowance of Rs 1500 a month.**
11. Since the last review, we have observed that in some Parastatal organisations new grades have been created and graded, others upgraded and quite a few have been merged and restyled, without going through the proper channel. This obviously has a direct bearing on other grades especially with those common to other organisations. Such a situation, if left unattended, may trigger claims from other organisations for similar treatment.

#### Recommendation 2

12. **We recommend that Ministries/Departments should impress upon Parastatal Organisations falling under their aegis, and reported upon by the Bureau, that creation of new levels or merging or upgrading of existing grades should necessarily go through the proper channel.**

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### **Executive Assistant - Development Works Corporation (DWC)**

13. In 1976 a number of graduates were employed on a purely temporary basis in various Ministries and Parastatal Bodies. In 1982 a new batch of degree holders, who were in the employ of the DWC prior to obtention of their qualification, were assigned office duties. In view of the permanency of the duties being performed by these employees the need was felt to employ them on a permanent basis. In our 1987 Report, posts of Executive Assistant were created for the graduates of 1982 and posts of Higher Executive Assistant for the 1976 batch on the establishment of the DWC.
14. At present, the Executive Assistants from the DWC have been redeployed to various Parastatal Bodies whilst a few Higher Executive Assistants are still on the establishment of the DWC.
15. Requests have been made for the grades of Executive Assistant and Higher Executive Assistant to be merged in view of the broad similarities in their qualification, duties and history.
16. Given that there is no further avenue of promotion for officers in the grade of Executive Assistant, we are making provision for those in post.

### **Recommendation 3**

17. **We recommend that Executive Assistants having reached their top salary should be allowed to move in the salary scale of the grade of Higher Executive Assistant (Salary Scale Code DWC 31) wherever they have been posted/ transferred. Management should ensure that such officers are entrusted responsibilities commensurate to their position.**

### **REVISION OF SCHEMES OF SERVICE**

18. In the Parastatal Bodies as well as in the Local Authorities, there are certain grades which are identical/comparable to those of the Civil Service in terms of qualification requirements, duties, level of responsibility and job content such as Clerical Officer and Office Attendant. The salaries of these grades have,

therefore, been aligned. In the light of a revision of the qualification requirements for such grades in the Civil Service, it is necessary that adjustment in the schemes of service of the corresponding grades be made in the Parastatal Bodies and the Local Authorities, as this element has been taken into account in determining the salaries.

**Recommendation 4**

- 19. We recommend that where the salaries of identical/comparable grades in Parastatal Bodies and Local Authorities have been aligned on those of the Civil Service, the schemes of service of these grades should, wherever relevant, be amended along the lines of counterparts in the Civil Service.**

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## 1. AGRICULTURAL MARKETING BOARD

- 1.1 The Agricultural Marketing Board (AMB) was set up in 1963 with the objectives to provide or ensure the provision of efficient marketing facilities for all controlled products at fair and reasonable prices and to operate or provide for the operation of storage, handling, transport and processing facilities in respect of these products as well as for the regulation of their standard and quality.
- 1.2 In the years 1996 and 1997 there was a fundamental change in the organisation, followed by a Voluntary Retirement Scheme and a redeployment of employees in manual grades to other organisations.
- 1.3 The activities of the AMB are presently organised under two divisions, namely, Administration and Operations. The Administration Division comprises Finance, Personnel, Secretariat and Engineering. The Operations Division controls all the operation activities at the Head Office and outstations. There is also an Internal Audit Unit which reports directly to the General Manager.
- 1.4 The liberalisation of importation and price of potatoes since 1998 indicates that AMB is gradually moving towards a commercially oriented organisation. To enable the organisation to become more effective and efficient, we are providing a few new grades to strengthen its structure, earmarking certain grades for abolition and restyling certain other grades to reflect the nature of duties and responsibilities involved.

### **Administrative Secretary (New Grade)**

- 1.5 The post of Assistant General Manager (Finance and Administration) was created in the 1993 PRB Report and has since remained vacant. With the increase in the volume of work in the Administration Division, there is need for a grade to be responsible solely for the general administrative duties and also to act as Secretary to the Board.

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**Recommendation 1**

- 1.6 We recommend the creation of a new grade of Administrative Secretary. Appointment thereto should be made from among candidates possessing a post ‘A’ Level Degree in Management or Administration or Economics or an equivalent qualification and reckoning at least five years’ post graduate experience.**
- 1.7 Incumbent would be in charge of the Administration Section and would be required, amongst others, to give general assistance and support to the General Manager and act as Secretary to the Board.
- 1.8 With the creation of the new grade of Administrative Secretary, there will be no need to fill the vacant post of Assistant General Manager (Finance and Administration).

**Recommendation 2**

- 1.9 We recommend that the grade of Assistant General Manager (Finance and Administration) be abolished.**

**Human Resource Officer (New Grade)**

- 1.10 Presently, personnel management and human resource management duties are being performed by the Personnel Officer. For better industrial relations and proper management of human resources, there is a need for a full fledged Human Resource Officer to, *inter alia*, advise on human resource strategies, human resource planning and personnel policies for improving productivity and cost effectiveness.

**Recommendation 3**

- 1.11 We recommend the creation of a new grade of Human Resource Officer to be recruited by selection from among officers possessing a post ‘A’ Level Degree in Human Resource Management or Management with specialisation in Human Resource Management and reckoning at least five years’ proven relevant post graduate experience in the field.**

1.12 Incumbent would be required, amongst others, to deal with all matters relating to selection of employees, appointments, promotions, transfer, advertisement, interviews etc, assist in the identification of training needs and coordinate training activities.

1.13 With the creation of the new grade of Human Resource Officer, the post of Personnel Officer should be abolished on vacancy. We have provided a personal salary scale to the incumbent in post.

**Head, Registry (New Grade)**

1.14 With the departure of the Higher Executive Officer in post under the Voluntary Retirement Scheme, there is need for a grade to supervise work in the Registry.

**Recommendation 4**

**1.15 We recommend the creation of a new grade of Head, Registry to be recruited from among officers in the grade of Clerical Officer/Higher Clerical Officer possessing the Cambridge School Certificate with credit in at least five subjects including English, French and Mathematics and reckoning 10 years' service in the grade.**

1.16 Incumbent would be required, amongst others, to ensure that all correspondence received are sorted, registered and despatched to officers concerned; supervise and ensure fair distribution of work; supervise the work of Telephone Operator/Receptionist, Drivers and movement of vehicles attached to Head Office; take notes of meeting and draft simple letters whenever required.

**IT Officer (New Grade)**

1.17 The AMB is investing in information technology to make its service delivery more effective. To achieve its objective, the organisation requires a qualified I.T professional to monitor the computer system and perform a set of regular administration and maintenance activities.

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**Recommendation 5**

**1.18 We recommend the creation of a grade of IT Officer to be recruited from among candidates holding a post ‘A’ Level Degree in Computer Science or an equivalent qualification acceptable to the Board and reckoning relevant post qualification experience in Information Technology.**

1.19 The IT Officer would, amongst others, be responsible for all works relating to Information Technology including preparation and appraisal of tenders for hardware, software etc., and the establishment of software and data security procedures to protect the confidentiality of information of the organisation.

**Accounts Clerk (New Grade)**

1.20 The Finance Section is manned by the Accountant, the Accounting Technician and Clerks. With the increase in volume and complexity of operations and for proper support services in the Finance Section, we are providing for a new level.

**Recommendation 6**

**1.21 We recommend the creation of a new grade of Accounts Clerk to be recruited from among candidates possessing the Cambridge School Certificate together with a Certificate of London Chamber of Commerce and Industry in Book Keeping (Level 2) formerly Intermediate Stage or an equivalent qualification and reckoning at least four years’ relevant experience.**

1.22 Incumbent would be required, *inter alia*, to prepare Bank Reconciliation Statement, reconcile daily cash takings and bankings and ensure that these have been properly accounted for in books, and implement accounting system.

**Senior Cashier (New Grade)**

1.23 The Agricultural Marketing Board has been gradually decentralising its operations in its quest to better serve its customers. Activities such as reception and delivery of controlled products traded by the AMB and payment by clients for acquisition of products and/or rental of cold stores are now made at

outstations also. With a view to ensuring that cash and credit transactions and banking procedures are strictly adhered to, a supervisory grade is needed.

**Recommendation 7**

**1.24 We recommend the creation of a new grade of Senior Cashier to be recruited by selection from officers in the grades of Cashier and Accounts Clerk possessing a Cambridge Higher School Certificate and at least four subjects at ACCA examinations or an equivalent qualification and reckoning at least four years' relevant experience.**

1.25 Incumbent would be required, amongst others, to supervise the work of Cashiers, keep records of all cash and credit transactions and perform the duties of Cashier as and when required.

**Head, Lay Services formerly Head, Fork Lift Driver**

1.26 At present, the Head, Fork Lift Driver is not performing the duties of the grade but supervising the works of minor grades in the stores section. To reflect the duties presently being performed by the Head, Fork Lift Driver, the grade requires a more appropriate appellation.

**Recommendation 8**

**1.27 We recommend that the grade of Head, Fork Lift Driver be restyled Head, Lay Services and the scheme of service of the grade be amended to include supervisory duties, making simple measurements and keeping simple records of the work done.**

**1.28 In future, recruitment to the grade should be made by selection from employees of the manual grade holding the Certificate of Primary Education and reckoning at least 10 years' service at the Board.**

**Handy Worker (Special Class) formerly Sorter**

- 1.29 The Sorter is required to perform mainly sorting of agricultural products. The time lag between which goods are received and delivered does not necessitate the performance of sorting on large scale. The services of the Sorter are therefore not fully utilised and may be gainfully optimised in the performance of other duties.

**Recommendation 9**

- 1.30 We recommend that the grade of Sorter be restyled Handy Worker (Special Class) and the scheme of service be amended to include duties such as performing simple operations of a routine nature and keeping in order all the tools and equipment.**

**Trade and Marketing Officer (New Grade)**

- 1.31 With the gradual liberalisation of trade, the Agricultural Marketing Board will have to face increased competition. To combat such competition, the AMB would require relevant and up-to-date information at top and middle management levels for prompt and most appropriate decision-making. To ensure the timely acquisition of commodities traded by the organisation, there is need for a new grade to keep available up-to-date information relevant to its activities, advise management on procurement policy and organise distribution of controlled products.

**Recommendation 10**

- 1.32 We recommend the creation of a new grade of Trade and Marketing Officer to be recruited from among candidates holding a post ‘A’ Level Degree in Agriculture, Commerce, Statistics, Management, Economics, Accountancy or an equivalent qualification and reckoning at least five years’ experience in a commercial/food distribution/processing environment in the public or the private sector at senior/middle management level.**
- 1.33 Incumbent would be required, amongst others, to fulfill formalities pertaining to import and/or export of controlled products; conduct market surveys with a view to promoting controlled products on the local and in foreign markets; liaise with

trading partners locally and internationally and prepare tender documents for imports.

**Head Operations Officer (New Grade)**

1.34 To ensure that activities of the stores at the Head Office and in the out-stations are carried out as per established norms and regulations, necessitates the creation of a new grade to organise and arrange for the safe keeping of all products in accordance with prescribed storage regimes.

**Recommendation 11**

1.35 **We recommend the creation of a new grade of Head Operations Officer to be recruited either by selection from Operations Officers possessing a Cambridge Higher School Certificate and reckoning at least 10 years' service in the grade or from candidates possessing a post 'A' Level Degree in Agriculture, Commerce, Economics, Accounting, Management and reckoning at least five years' post graduate proven relevant experience in a commercial/food distribution/ processing environment.**

1.36 Incumbent would be required, *inter alia*, to receive and deliver controlled products; organise and arrange for the safe keeping of all products; regularly monitor and control all stores and ensure weighing and/or counting of products purchased, imported, processed, stored and sold by the Board.

**Officer - Seeds Unit (New Grade)**

1.37 In order to ensure the timely procurement, storage and supply of local and/or imported seeds, a new grade is required to monitor seeds production.

**Recommendation 12**

1.38 **We recommend the creation of a new grade of Officer - Seeds Unit to be recruited from among officers of the organisation holding a post 'A' Level Degree in Agriculture or an equivalent qualification and reckoning at least five years' post graduate relevant experience in a commercial/food distribution/ processing environment.**

- 1.39 Incumbent would be required, amongst others, to ensure timely procurement, storage and supply of local and/or imported seeds; keep contact with planting community, organise meetings and carry extension work on a regular basis; monitor seed production and liaise with research institutions.

**Sampling Clerk (Milk) (New Grade)**

- 1.40 The operations of the Milk Section require the testing of specimens of milk early in the morning at the farm gate and at the Dairy Laboratory. At present, the collection of milk specimens is entrusted to a Clerical Officer posted at the Milk Section. In view of the nature of the work carried out and the odd hours of the work of the officer, we are providing for a new grade.

**Recommendation 13**

- 1.41 **We recommend the creation of a new grade of Sampling Clerk (Milk). Appointment to the grade would be either from officers in the grade of Clerical Officer/Higher Clerical Officer possessing a Cambridge School Certificate with credit in at least five subjects including English and Mathematics and reckoning at least 10 years' service in the grade or from candidates possessing a Cambridge Higher School Certificate and reckoning at least five years' proven relevant experience.**

- 1.42 Incumbent would be required, amongst others, to collect samples within prescribed intervals from cow-breeders and milk collectors for analysis; to perform simple test of milk at farm-gate; to keep records of results of analysis, registered cow-breeders/collectors and to control movement of milk cans and crates.

**Operations Clerk (New Grade)**

- 1.43 In view of the specificity of the AMB, the Clerical Officers posted in the stores/operations sections work on a 40-hour weekly basis and usually attend duty as from 7.00 a.m and depending on their posting may be required to work on Saturdays and Sundays. For the effective delivery of service, we are providing for a new grade whereby incumbent would be required to work at staggered hours.



**Recommendation 14**

- 1.44 We recommend the creation of a new grade of Operations Clerk to be recruited from amongst Clerical Officers/Higher Clerical Officers, possessing the Cambridge School Certificate with credit in at least five subjects including English Language and Mathematics and reckoning at least 10 years' service in the grade.
- 1.45 Incumbent would be required, amongst others, to operate the weighbridge; attend to deliveries at the stores scale check point and supervise the work of the Weighbridge Attendant.

**Weighbridge Operator (New Grade)**

- 1.46 The proper maintenance and recording of readings of the weighbridge requires a new grade to attend to these functions.

**Recommendation 15**

- 1.47 We recommend the creation of a new grade of Weighbridge Operator to be recruited from among Office Attendants or Weighbridge Attendants showing proof of having sat for the Cambridge School Certificate and reckoning at least 10 years' service in the grade.
- 1.48 Incumbent would be required, *inter alia*, to operate the weighbridge; keep up-to-date records and check weighbridge cards/documents.

**1. AGRICULTURAL MARKETING BOARD****SALARY SCHEDULE**

**AMB 1 : Rs 4800 x 125 - 5675 x 150 - 7025**

General Worker

*formerly General Field and Office/Premises Worker*

**AMB 2 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025**

Assistant Tradesman

Handy Worker (Special Class)

*formerly Sorter*

**1. AGRICULTURAL MARKETING BOARD (Contd.)**

- AMB 3 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**  
Office Attendant  
Weighbridge Attendant
- AMB 4 : Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000**  
Gatekeeper
- AMB 5 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver
- AMB 6 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Handy Worker (Skilled)  
*formerly Handyman (Skilled)*
- AMB 7 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- AMB 8 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator
- AMB 9 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Head, Lay Services  
*formerly Head, Forklift Driver*
- AMB 10 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Weighbridge Operator (New Grade)
- AMB 11 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Operation and Maintenance Attendant  
*formerly Machine Room Attendant*

**1. AGRICULTURAL MARKETING BOARD (Contd.)**

- AMB 12 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk (Accounts)  
*formerly Accounts Clerk*  
*Accounts Clerk (Personal to Officer in post as at 30.6.87)*  
Clerk  
Clerical Officer/Higher Clerical Officer  
Clerk/Word Processing Operator
- AMB 13 : Rs 10600 x 400 - 13400**  
Head, Operation and Maintenance Attendant  
*formerly Head, Machine Room Attendant*
- AMB 14 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk (New Grade)  
Cashier  
Clerk (Personal to Clerk (stock) in post as at 30.6.87)  
Head, Registry (New Grade)  
Operations Clerk (New Grade)  
Sampling Clerk (Milk) (New Grade)
- AMB 15 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Operations Officer
- AMB 16 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- AMB 17 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Senior Cashier (New Grade)
- AMB 18 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Safety and Health Officer/Senior Safety and Health Officer  
*formerly Safety and Health Officer*
- AMB 19 : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Accounting Technician

**1. AGRICULTURAL MARKETING BOARD (Contd.)**

- AMB 20 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Personnel Officer (Personal)
- AMB 21 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant  
Human Resource Officer (New Grade)  
Internal Auditor (Qualified)
- AMB 22 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Engineer  
IT Officer (New Grade)
- AMB 23 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Secretary (New Grade)  
Head Operations Officer (New Grade)  
Officer - Seeds Unit (New Grade)  
Trade and Marketing Officer (New Grade)
- AMB 24 : Rs 28000 x 1000 - 34000**  
Assistant General Manager (Operations)
- AMB 25 : Rs 47500**  
General Manager

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## 2. BEACH AUTHORITY

- 2.1 The Beach Authority (BA) is a body corporate established under the Beach Authority Act of 2002 and operating under the aegis of the Ministry of Local Government and Rodrigues (Local Government Division). Its main objective is to ensure proper control and management of public beaches in Mauritius and Rodrigues.
- 2.2 The functions of the Authority are, *inter alia*, to implement projects relating to the conservation and protection of the environment of public beaches; the upliftment and landscaping works; infrastructural development, including provision of amenities for the use of the public and their maintenance on public beaches; the provision of leisure facilities; the enhancement of the quality of sea water; and the day to day cleaning of public beaches.
- 2.3 The Beach Authority is managed by a Board of Directors. The General Manager is responsible for the execution of the policy of the Board and for the control and management of its day to day business.
- 2.4 The grade of General Manager was first created to enable the Authority to start its operation. As the activities of the organisation have started to develop, other grades at the technical, administrative, inspectorate and enforcement, and supportive levels have fairly recently been created to meet operational requirements.

## 2. BEACH AUTHORITY

### SALARY SCHEDULE

<b>BA 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b>
		Office Attendant
<b>BA 2</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b>
		Driver

**2. BEACH AUTHORITY (Contd.)**

- BA 3 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephonist
- BA 4 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator
- BA 5 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Executive Officer
- BA 6 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Beach Enforcement Officer  
Draughtsman
- BA 7 : Rs 12200 x 400 - 15000 x 500 - 17000**  
Beach Works Inspector
- BA 8 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- BA 9 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer
- BA 10 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Secretary
- BA 11 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Technical Manager
- BA 12 : Rs 45000**  
General Manager

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### 3. CENTRAL WATER AUTHORITY

- 3.1 The Central Water Authority (CWA) established as a body corporate under the CWA Act No. 20 of 1971, operates under the aegis of the Ministry of Public Utilities. It aims to provide an excellent sustainable water supply service at a reasonable price with a view to meeting the growing needs of the population and to support the economic development of the country.
- 3.2 The main objectives of the CWA are to meet the increasing demand with a 24-hour water supply service; guarantee the quality of drinking water; reduce level of unaccounted-for-water to an internationally acceptable level; improve efficiency and reduce operating costs.
- 3.3 In line with its objectives, the CWA aims at providing optimum consumer satisfaction by supplying a satisfactory level of quality water in accordance with the World Health Organisation drinking water quality guidelines. This is achieved by treating raw water in upgraded and modernised treatment plants and by using advanced analytical equipment in sophisticated laboratories to ensure that the potable water supplied is of good quality.
- 3.4 The General Manager has the overall responsibility for the management of the CWA and he is supported by two Deputy General Managers. One is responsible for the Administration Section and the other for the Technical Section. The latter section encompasses several units, each under the responsibility of a Chief Engineer. A Manager is in charge of each of the operational units, Human Resources, IT and Commercial Services, while a Chief Financial Officer is in charge of the Finance and Stores.
- 3.5 The present organisation structure needs to be revisited in order to enable the CWA to improve its delivery of service and better respond to growing consumer exigencies. We are, therefore, reviewing the structure and reinforcing it by creating certain new grades and redefining the job profiles of others. We are also abolishing those grades which are no longer required.

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**Anti-Fraud Unit**

- 3.6 The pilferage and illegal tapping of water for private, commercial and industrial purposes is the major element of unaccounted-for-water. Its level has become quite alarming as it entails a considerable loss of revenue for the Authority.
- 3.7 To deal with this situation, the CWA is setting up a unit which would be involved in the detection of fraud and which would be headed by the Chief Internal Auditor. On the basis of submissions from Management, we are providing appropriate grades to man the unit.

**Recommendation 1**

- 3.8 We recommend the creation of the following grades:-
- (i) **Superintendent Anti-fraud Unit**
  - (ii) **Fraud Detection Officer**
  - (iii) **Assistant Fraud Detection Officer**

**Superintendent Anti-fraud Unit (New Grade)**

- 3.9 **Recruitment to the grade should be made by selection from among employees of the Authority holding the General Certificate of Education with passes at 'A' Level in at least two subjects, a Diploma in either Management, Accountancy or Engineering and reckoning at least eight years' post qualification experience in either technical or auditing or commercial/meter reading fields.**
- 3.10 Incumbent would be required, among others, to track down illegal water users and take such action as required including reporting to the Police; recover any amount due to the Authority; establish causes of any abnormal consumption of water and take action accordingly and inspect consumers' installations in order to establish any illegal use of water.



**Fraud Detection Officer (New Grade)**

- 3.11 **Recruitment to the grade should be made from among serving employees holding the General Certificate of Education with passes at ‘A’ Level in at least two subjects, a Certificate in Management, Accountancy or Engineering and reckoning at least four years’ experience at the Authority.**
- 3.12 Incumbent would be required , *inter alia*, to seal meters and inspect consumers’ installations in order to detect any abnormal consumption and any fraudulent use of water; carry out meter test on the testing bench and on consumers’ premises and spot check connection and disconnection of supplies in order to find out any such works likely to give rise to illegal use of water.

**Assistant Fraud Detection Officer (New Grade)**

- 3.13 **Recruitment to the grade should be made from among serving employees holding the General Certificate of Education with passes at ‘A’ Level in at least two subjects and reckoning a minimum of four years’ experience.**
- 3.14 The Assistant Fraud Detection Officer would be required, among others, to carry out research work in connection with official documents, cases of fraud/illegal use of water; liaise with Heads of Divisions/Sections for the speedy and efficient discharge of the responsibilities assigned to the Anti-fraud team; assist in seeking legal advice and in attending court sittings.

**Call Centre**

- 3.15 As the CWA provides an essential service islandwide, a hot line has been created to attend to complaints and queries and take remedial action where necessary. However, the work arrangements are not giving full satisfaction. We are, therefore, providing certain new grades with a view to offering better and timely round the clock services.

**Recommendation 2**

- 3.16 **We recommend that the grades of Call Centre Supervisor, Call Centre Assistant Supervisor and Call Centre Operator be created.**

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**Call Centre Supervisor (New Grade)**

- 3.17 **Recruitment thereto should be made from among candidates reckoning at least five years' service at the CWA and possessing the Cambridge School Certificate and the General Certificate of Education with passes at 'A' Level in at least two subjects.**
- 3.18 Incumbent would be required, *inter alia*, to organise and ensure an efficient operation of the Hot Line Service/Call Centre; liaise with all Heads of Divisions/Sections of the Authority to seek and receive up-to-date information relating to the activities of the CWA; ensure that all requests/representations/complaints are attended to promptly and the necessary feed back provided to all those concerned and to follow up queries/representations/complaints forwarded to the different desk/action officers.

**Call Centre Assistant Supervisor (New Grade)**

- 3.19 **Recruitment to the grade should be made by selection from among employees of the CWA who reckon at least three years' service, preferably in the technical/commercial/public relations fields and who possess the Cambridge School Certificate and the General Certificate of Education with passes at 'A' Level in at least two subjects.**
- 3.20 Incumbent would be required to assist in the supervision of staff posted in the Hot Line Service/Call Centre; to collect, compile and present such data/information relating to the Hot Line Service/Call Centre as may be required and assist the Call Centre Supervisor in the proper administration of the Centre.

**Call Centre Operator**

- 3.21 **The grade should be filled from among candidates possessing the Cambridge School Certificate, the General Certificate of Education with passes at 'A' Level in at least two subjects and having the ability to operate a computer.**

- 3.22 The Call Centre Operator would be required to operate a computer and receive and record consumer queries; take message and other complaints/applications for new supplies and transmit accordingly; carry out simple clerical work including input of data on a computerised system and act as receptionist and receive and direct people calling at the CWA.

**Human Resource Officer (New Grade)**

- 3.23 The Human Resources Management Unit at the CWA is headed by a Human Resource Manager who is on contract. The personnel functions are presently being performed by the grade of Personnel Officer with the assistance of officers in the supporting cadre. As the CWA has a staff of about 1100 employees in different grades, the unit has to deal with a number of industrial relation issues with varying complexity.

- 3.24 In the light of the above, there is need for an appropriate grade for improved effectiveness and efficiency.

**Recommendation 3**

- 3.25 We recommend that a grade of Human Resource Officer be created. Recruitment thereto should be made from among candidates possessing a Degree in Administration or Management together with three years' relevant experience.**

**Assistant Treatment Plant Operator**

**Treatment Plant Operator**

**Technical Assistant**

- 3.26 Treatment plant operations are effected by the officers in the grades of Assistant Treatment Plant Operator, Treatment Plant Operator and Technical Assistant under the supervision of a Treatment Plant Superintendent.

- 3.27 The Assistant Treatment Plant Operator and Treatment Plant Operator are at present called upon to work on shift.

- 3.28 With the increasing use of modern equipment and apparatus and new working arrangements, the grades of Assistant Treatment Plant Operator and Treatment Plant Operator would no longer be required.
- 3.29 With the eventual phasing out of the abovementioned grades, the treatment plant would be operated by officers in the grade of Technical Assistant who, consequently, would be required to work on shift. These officers would be required to proceed on the sites of work by the organisation's vehicles. They should therefore possess a valid driving licence. Moreover, they would also be required to perform simple supervisory work.

#### **Recommendation 4**

- 3.30 We recommend that the grades of Assistant Treatment Plant Operator and Treatment Plant Operator be made evanescent.**
- 3.31 We further recommend that the scheme of service of the grade of Technical Assistant be enlarged to include the duties presently devolving upon the grades of Assistant Treatment Plant Operator and Treatment Plant Operator. Incumbents in the grade of Technical Assistant should possess a valid driving licence and should also be required to work on shift and perform simple supervisory and driving duties. These duties and the new pattern of work have been taken into consideration in arriving at the salary recommended for the grade.**

#### **Stores Cadre**

- 3.32 The functions pertaining to the stores section encompasses the purchasing, storing and issue of equipment, spare parts, office stationery and other store items. We are restyling the grades in the Stores Cadre, redefining the qualification required for the grade of Stores Officer and making the grade of Assistant Stores Officer evanescent to be in line with what obtains in the Civil Service.

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**Recommendation 5**

**3.33 We recommend that :-**

- (i) the grades of Stores Officer, Higher Stores Officer and Stores Superintendent be restyled Purchasing and Supply Officer, Higher Purchasing and Supply Officer and Superintendent, Purchasing and Supply respectively;**
- (ii) the grade of Assistant Stores Officer should be abolished on vacancy; and**
- (iii) in future, entry to the Cadre should be made at Purchasing and Supply Officer level. Recruitment thereto should be made by selection from among Clerical Officer/Higher Clerical Officers and Clerks possessing the General Certificate of Education with passes at 'A' Level in at least two subjects and reckoning at least four years' service in the grade.**

**Priority of consideration should be given to Assistant Stores Officers for appointment to the grade.**

**3.34 We further recommend that promotion to the grade of Higher Purchasing and Supply Officer should be made on the basis of merit and experience from Purchasing and Supply Officers having followed a course in Purchasing and Supply management.**

**Rewinder**

**Senior Draughtsman**

**Workshop Manager**

**3.35 The grades of Rewinder, Senior Draughtsman and Workshop Manager are vacant and Management does not find the need to maintain these posts.**

**Recommendation 6**

**3.36 We recommend that the grades of Rewinder, Senior Draughtsman and Workshop Manager be abolished.**

**Fountain Keeper  
Reservoir Keeper**

3.37 The need for the grades of Fountain Keeper and Reservoir Keeper is no longer felt. However, as there are people still in post, we are providing personal salaries for them.

**Recommendation 7**

3.38 We recommend that the grades of Fountain Keeper and Reservoir Keeper be made evanescent.

**3. CENTRAL WATER AUTHORITY**

**SALARY SCHEDULE**

<b>CWA 1</b>	<b>:</b>	<b>Rs 6425 x 150 - 6725</b> Trainee Meter Reader
<b>CWA 2</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>CWA 3</b>	<b>:</b>	<b>Rs 7175 x 150 - 7325 x 175 - 7500</b> Trainee Draughtsman <i>formerly Learner Draughtsman</i>
<b>CWA 4</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Assistant Tradesman Chainman Fountain Keeper (Personal) Reservoir Keeper (Personal) Stores Attendant <i>formerly Storeman</i>
<b>CWA 5</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman

### 3. CENTRAL WATER AUTHORITY (Contd.)

- CWA 6 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**  
 Assistant Treatment Plant Operator (Shift) (Personal)  
 Office Attendant  
 Pneumatic Hammer Operator
- CWA 7 : Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 9000**  
 Gauge Reader  
 Pump Operator
- CWA 8 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 9500**  
 Gauge Reader (Personal to officers appointed prior to 1.7.87)  
 Pump Operator (Personal to officers appointed prior to 1.7.87)
- CWA 9 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
 Driver  
 Gangman  
 Laboratory Attendant
- CWA 10 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
 Poler
- CWA 11 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
 Tradesman (Blacksmith, Mechanic, Mason, Plumber and Pipe Fitter, Carpenter, Electrician, Painter, Water Meter Repairer)
- CWA 12 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
 Senior/Head Office Attendant
- CWA 13 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600**  
 Treatment Plant Operator (Shift) (Personal)
- CWA 14 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
 Receptionist/Telephone Operator

**3. CENTRAL WATER AUTHORITY (Contd.)**

- CWA 15 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Heavy Vehicle Driver
- CWA 16 : Rs 9250 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Operative
- CWA 17 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Assistant Stores Officer (Personal)
- CWA 18 : Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Head Poler
- CWA 19 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Oza Printer and Plan Recorder
- CWA 20 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- CWA 21 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Cashier (Officers appointed after 30.06.87)
- CWA 22 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Call Centre Operator (New Grade)  
Clerk  
Meter Reader



**3. CENTRAL WATER AUTHORITY (Contd.)**

- CWA 23 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Chief Tradesman  
Foreman
- CWA 24 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Technical Assistant (Electrical) (on shift)  
Technical Assistant (Mechanical) (on shift)
- CWA 25 : Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Surveying Assistant
- CWA 26 : Rs 9250 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Cashier (Officers appointed prior to 01.07.87)
- CWA 27 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Assistant Inspector
- CWA 28 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Assistant Documentation Officer
- CWA 29 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Fraud Detection Officer (New Grade)  
Call Centre Assistant Supervisor (New Grade)  
Purchasing and Supply Officer  
*formerly Stores Officer*  
Senior Clerk
- CWA 30 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000**  
Data Control Supervisor
- CWA 31 : Rs 12200 x 400 - 15000 x 500 - 16000**  
Senior Meter Reader

**3. CENTRAL WATER AUTHORITY (Contd.)**

- CWA 32 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Draughtsman  
Laboratory Technician
- CWA 33 : Rs 12200 x 400 - 15000 x 500 - 17000**  
Documentation Officer  
Inspector
- CWA 34 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- CWA 35 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer  
Call Centre Supervisor (New Grade)  
Fraud Detection Officer (New Grade)  
Higher Purchasing and Supply Officer  
*formerly Higher Stores Officer*  
Internal Controller  
Principal Clerk  
Senior Cashier
- CWA 36 : Rs 13800 x 400 - 15000 x 500 - 17000 x 600 - 18200**  
Meter Reading Supervisor
- CWA 37 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Safety and Health Officer/Senior Safety and Health Officer  
*formerly Safety and Health Officer*  
Technical Officer  
Technical Officer (Laboratory)
- CWA 38 : Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Computer Programmer
- CWA 39 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Senior Inspector

**3. CENTRAL WATER AUTHORITY (Contd.)**

- CWA 40 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Personnel Officer  
Senior Accounts Officer  
Senior Internal Controller  
Superintendent, Anti Fraud Unit (New Grade)
- CWA 41 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 20800**  
Senior Draughtsman (Cartography Survey) (Future Holder)
- CWA 42 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Treatment Plant Superintendent
- CWA 43 : Rs 17600 x 600 - 20000 x 800 - 23200**  
Chief Works Officer  
Senior Draughtsman (Cartography Survey) (Personal)
- CWA 44 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 24000**  
Superintendent, Purchasing and Supply  
*formerly Stores Superintendent*
- CWA 45 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Surveyor  
*formerly Surveyor/Senior Surveyor*
- CWA 46 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant  
Human Resource Officer (New Grade)  
Secretary
- CWA 47 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Executive Engineer  
Executive Engineer (Electrical)  
Mechanical Engineer  
Scientific Officer (Biochemistry)  
Systems Analyst

**3. CENTRAL WATER AUTHORITY (Contd.)**

<b>CWA 48</b>	<b>: Rs 21600 x 800 - 27200</b> Chief Draughtsman
<b>CWA 49</b>	<b>: Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000</b> Planning Co-ordinator
<b>CWA 50</b>	<b>: Rs 22400 x 800 - 28000 x 1000 - 30000</b> Chief Internal Auditor Deputy Manager Commercial Services Senior Scientific Officer (Biochemistry)
<b>CWA 51</b>	<b>: Rs 24000 x 800 - 28000 x 1000 - 31000</b> Manager (Human Resources/Personnel)
<b>CWA 52</b>	<b>: Rs 28000 x 1000 - 34000</b> IT Manager Manager, Commercial Services Principal Engineer Principal Engineer (Mechanical and Electrical)
<b>CWA 53</b>	<b>: Rs 32000 x 1000 - 39000</b> Chief Financial Officer
<b>CWA 54</b>	<b>: Rs 37000 x 1000 - 39000</b> Chief Engineer
<b>CWA 55</b>	<b>: Rs 42500</b> Deputy General Manager (Administration) Deputy General Manager (Technical)
<b>CWA 56</b>	<b>: Rs 47500</b> General Manager

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#### **4. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD**

- 4.1 Protection Schemes in favour of public officers have been in legal existence as far back as 1886. With the enactment of the Widows' and Children's Pension Scheme (Amendment) Act No. 28 of 1993, the Scheme was renamed the Civil Service Family Protection Scheme. This enactment was a landmark in the history of the protection scheme to civil servants in that it allowed, for the first time, the participation of female officers.
- 4.2 The administration and control of the scheme is entrusted to a Board of Members appointed by the Minister of Finance, under section 5 of the Civil Service Family Protection Scheme Act. The Board is also responsible, under the Act, to administer and control the Widows' and Orphans' Pension Fund. The Widows' and Orphans' Pension Fund applies to associates who had ceased to be in public service before 1 July 1969 and those who were in the public service as at 1 July 1969 and had opted to continue contributing to the Fund.
- 4.3 The main function of the Civil Service Family Protection Scheme Board (CSFPSB) is to provide financial assistance to dependants of deceased civil servants by way of monthly pensions and to refund to bachelors and widowers leaving the service the contributions made by them while in service.
- 4.4 In the last Report, we reinforced the administrative structure by recommending the creation of a new grade of Administrative Officer to improve the provision of services to beneficiaries. However, the grade has recently been abolished against creation of a new grade of Assistant Manager. The services of an Assistant Manager were urgently required to take charge of the organisation in the absence of the Manager and also to provide assistance in the formulation of appropriate accounting and financial policies, including internal auditing.
- 4.5 In the context of this review exercise, the Board of CSFPSB proposed a new organisation chart with the restyling of the post of Manager into that of General Manager and that of Assistant Manager into Assistant General Manager to reflect the professional nature of the duties and responsibilities of the posts.
- 4.6 The activities of the CSFPSB are organised into three sections, viz., control, contributions and disbursement. As the organisation is an expanding one, there is

also need to enhance the structures of the three sections to avoid fraud or irregularities.

**Recommendation 1**

**4.7** We recommend that the grades of Manager and Assistant Manager be restyled General Manager and Assistant General Manager respectively.

**Recommendation 2**

**4.8** We recommend the creation of a new grade of Principal Finance Officer to coordinate the various units that presently operate in isolation, viz., Disbursement Section, Contribution Section, Finance and Stores Section. The new grade of Principal Finance Officer should be promotional for an officer in the grade of Head, Disbursement Section with at least three years' experience in the grade.

**Recommendation 3**

**4.9** We recommend the creation of a new grade of Principal Controller to reinforce the Control Section in view of the ever-increasing expenditure and controls required. The new grade of Principal Controller should be promotional for an officer in the grade of Senior Controller with at least three years' experience in the grade.

**Recommendation 4**

**4.10** We recommend the creation of a new grade of Officer-in-Charge, Contribution Section. The new grade of Officer-in-Charge, Contributions Section should be promotional for officers in the grade of Controller having served at least three years in the grade and possessing the third level of the London Chamber of Commerce and Industry Certificate or an equivalent qualification acceptable to the Board.

**4. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD****SALARY SCHEDULE**

<b>CFP 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>CFP 2</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant
<b>CFP 3</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer Clerk (Rodrigues)
<b>CFP 4</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Executive Officer
<b>CFP 5</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500</b> Accounts Clerk/Senior Accounts Clerk Accounts Clerk/Senior Accounts Clerk (Rodrigues)
<b>CFP 6</b>	<b>:</b>	<b>Rs 10600 x 400 - 15000 x 500 - 16500</b> Systems Supervisor
<b>CFP 7</b>	<b>:</b>	<b>Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Confidential Secretary
<b>CFP 8</b>	<b>:</b>	<b>Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Controller
<b>CFP 9</b>	<b>:</b>	<b>Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400</b> Accounting Technician
<b>CFP 10</b>	<b>:</b>	<b>Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400</b> Systems Administrator

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**4. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD (Contd.)**

- CFP 11 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Head, Disbursement Section  
Officer-in-Charge, Contributions Section (New Grade)  
Senior Controller
- CFP 12 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Principal Controller (New Grade)  
Principal Finance Officer (New Grade)
- CFP 13 : Rs 22400 x 800 - 28000 x 1000 - 31000**  
Assistant General Manager  
*formerly Assistant Manager*
- CFP 14 : Rs 42500**  
General Manager  
*formerly Manager*

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## **5. CONSERVATOIRE DE MUSIQUE FRANÇOIS MITTERRAND TRUST FUND**

- 5.1 Established in 1992, the Conservatoire de Musique François Mitterrand Trust Fund (Conservatoire) operates under the aegis of the Ministry of Education and Scientific Research. The main objects of the Conservatoire are to organise and run music courses, to promote music and to advise the Minister on short and long term plans for teaching of music and on the need for appropriate research in the field of music.
- 5.2 In line with its objectives, the Conservatoire envisions to establish itself as a centre for quality training in music performance, teaching and research. The Conservatoire's teaching programme is divided into three cycles of studies: Cycle 1 is for beginners aged between 8 and 13, Cycle 2 is for intermediate level studies while Cycle 3 is for students preparing for the Diploma in Music of the Royal Schools of Music system. In addition to these music studies, the Conservatoire prepares and runs music courses at the request of the Ministry of Education and Scientific Research for pre-primary and primary teachers. The majority of the classes are run in the afternoon from 14.00 hours to 18.00 hours, except for those designed for teachers which are run from 9.00 hours to noon. The Conservatoire also organises annual exhibition of musical instruments and music demonstration for the public and stages concerts in public schools/places to arouse interest in music.
- 5.3 The staffing complement of the Conservatoire comprises the Director as Chief Executive, two Music Tutors, some 20 part-time Music Teachers and staff of lay administration.
- 5.4 Demands for courses and for music activities such as concerts and exhibitions at the Conservatoire are increasing and this trend will continue for some time. We are, in this Report, reinforcing the structures both at the administrative and pedagogical levels to better equip the Conservatoire to deliver its services.

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**Assistant Director (New Grade)**

5.5 The Director is responsible for the administrative, pedagogical and musical aspects of the Conservatoire. With the increase in activities at the Conservatoire, the administrative duties take most of her time so that she cannot devote enough time to pedagogical and musical activities. To address the issue, we propose a new level to assist the Director in the day-to-day administration and to plan and run music classes among other related activities.

**Recommendation 1**

**5.6 We recommend the creation of a grade of Assistant Director. Appointment thereto should be from among candidates holding an Honours Degree in Music from a recognised institution and reckoning at least three years' experience in the field of music teaching and performance.**

**Clerk/Word Processing Operator (New Grade)**

5.7 At present, the work at the Conservatoire is organised in such a way that the Word Processing Operator is regularly called upon to perform clerical duties in addition to her word processing duties. In order to regularise the situation, we are creating a new grade of Clerk/Word Processing Operator against abolition of the existing post of Word Processing Operator.

**Recommendation 2**

**5.8 We recommend the creation of a grade of Clerk/Word Processing Operator. Recruitment to the grade should be made from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts; or an equivalent qualification; a Certificate in Typewriting at a speed of at least 25 words per minute and a Certificate in Word/Data Processing from a recognised institution.**

**Music Tutor**

5.9 At present officers possessing a post 'A' Level or post HSC Degree or a post SC Degree plus PGCE or a post SC Degree plus a Master's Degree start at a higher point in the salary scale recommended for Music Tutors.

**Recommendation 3**

**5.10 We recommend that new recruits possessing a post 'A' Level Degree or an equivalent qualification should join the salary scale provided for Music Tutor at salary point Rs 14200.**

**5.11 We further recommend that (a) officers joining the grade of Music Tutor as from 1<sup>st</sup> July 2003 should draw salary in the scale of Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 18800 QB 19400 x 600 - 20000 x 800 - 27200 (b) those possessing the Diploma would be allowed to proceed beyond the QB inserted in the salary scale upon obtention of the Degree and (c) those possessing the post SC Degree would be allowed to proceed beyond the QB on obtention of a Master's Degree or a Post Graduate Certificate in Education.**

**5.12 We also recommend that Music Tutors possessing the Diploma and drawing less than Rs 14200, should on obtention of the qualification required to cross the QB, be allowed to join the recommended salary scale at point Rs 14200.**

**Part-time Teachers**

5.13 Some 20 Music Teachers are employed on a part time basis at the Conservatoire to teach music (theory and practical) between 14.00 hours and 18.00 hours during weekdays and between 9.00 hours and Noon on Saturdays. These teachers are remunerated on the basis of the number of hours they put in as follows:

- for Teachers holding Diploma in Music or higher: Rs 150/hr
- for Teachers holding lower than a Diploma in Music: Rs 120/hr

5.14 In addition, these Teachers are refunded bus fares to and from the Conservatoire and are entitled to 1/12 of their annual earnings as End of Year Bonus.

5.15 We are maintaining the present arrangements for refund of travelling and for payment of the End of Year Bonus. We are, however, reviewing the hourly allowance paid to the part-time Music Teachers.

#### Recommendation 4

5.16 We recommend the payment of allowances to Music Teachers employed on part-time basis as follows:-

- For Teachers holding a Diploma in Music or higher: Rs 230/hr
- For Teachers holding lower than a Diploma in Music: Rs 185/hr

### 5. CONSERVATOIRE DE MUSIQUE FRANÇOIS MITTERRAND TRUST FUND

#### SALARY SCHEDULE

<b>CMTF 1</b>	<b>: Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>CMTF 2</b>	<b>: Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> School Caretaker
<b>CMTF 3</b>	<b>: Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
<b>CMTF 4</b>	<b>: Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Handy Worker/Tradesman <i>formerly Handyman/Tradesman</i>
<b>CMTF 5</b>	<b>: Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer Clerk/Word Processing Operator (New Grade)
<b>CMTF 6</b>	<b>: Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Executive Officer

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**5. CONSERVATOIRE DE MUSIQUE FRANÇOIS MITTERRAND  
TRUST FUND (Contd.)**

**CMTF 7 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 -  
17000 x 600 - 17600**

Assistant Finance Officer/Finance Officer  
*formerly Finance Officer*

**CMTF 8 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**

Higher Executive Officer

**CMTF 9 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -  
21600 QB 22400 x 800 - 27200**

Music Tutor

**CMTF 10 : Rs 22400 x 800 - 28000 x 1000 - 30000**

Assistant Director (New Grade)

**CMTF 11 : Rs 40000**

Director

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## 6. DEVELOPMENT WORKS CORPORATION

- 6.1 The Development Works Corporation, created in 1971, had as its major objective to ensure better utilisation of the labour resources and, wherever expedient, to undertake development works. Over the years, the Corporation has acquired the experience and capability in the execution of different types of construction works round the island. The strategy of the Corporation is to undertake as much building, civil and ancillary works as possible in and outside Mauritius.
- 6.2 The activities of the Development Works Corporation are organised under two executive arms, namely, Administration and Technical. Administration encompasses Secretariat, Human Resource, Finance, Stores, Transport and Information Technology while the Technical arm comprises the Engineering Section, the Mechanical Workshop, the Quantity Surveying Section and Drawing and Survey. The Administration arm is headed by the Deputy General Manager and the Technical arm by a Manager on contract, both reporting directly to the General Manager. There also exists an Internal Control Unit reporting directly to the General Manager.
- 6.3 To enable the organisation to better fulfill its mandate, we are making provisions for the creation of an Electrical Unit under the Technical arm and are consolidating the existing structures of certain sections both in Administration and Technical. We are also restyling a few grades to more appropriate job appellations in line with appellations in the construction industry and to reflect the nature of duties and responsibilities actually being performed. We are further earmarking certain grades, which no longer meet the requirements of the organisation, for abolition.

### ENGINEERING SECTION

#### Engineer (Civil) (New Grade)

- 6.4 At present, the professional cadre in the Engineering Section is made up of Technical Manager and Site Manager. The Corporation is undertaking major building, civil and ancillary works and is required to compete with other big firms in the construction industry. The structure of the Engineering Section should be reinforced by providing the appropriate levels for the execution of

projects, to ensure quality in design and workmanship so important to face the fierce competition in the building industry.

### **Recommendation 1**

**6.5 We recommend the creation of a new grade of Engineer (Civil). Appointment to the grade should be made from among candidates holding a Degree in Civil Engineering and registered with the Council of Registered Professional Engineers.**

6.6 Incumbent would be required, amongst others, to design, execute and supervise building and civil engineering works.

### **Assistant Works Supervisor**

6.7 At present, the qualification requirements for the grade of Assistant Works Supervisor is a Cambridge School Certificate and at least five years' experience in a supervisory capacity in civil engineering works.

6.8 In line with the new works culture in which the Corporation has embarked and with the development in the building sector, it is necessary for the Corporation to recruit people who have sufficient knowledge in building and engineering works.

6.9 In view of the complexity of the work devolving on the Assistant Works Supervisors, the qualifications requirement for the grade of Assistant Works Supervisor at the Corporation is being reviewed.

### **Recommendation 2**

**6.10 We recommend that, in future, recruitment to the grade of Assistant Works Supervisor should be made from among candidates holding a Cambridge School Certificate and a 'Brevet de Technicien en Batiment' from the Lycée Polytechnique de Flacq or equivalent qualification.**

**General Foreman (New Grade)**

6.11 At present, there is a merged grade of Assistant Foreman/Foreman at the Corporation and employees of the grade are performing polyvalent duties in engineering, plumbing, pipe fitting and electrical installation. For proper optimisation of human resources, there is need for a new level to exercise supervision in the different trades of the construction industry.

**Recommendation 3**

**6.12 We recommend the creation of a new grade of General Foreman to be recruited from among Assistant Foremen/Foremen reckoning at least 10 years' experience in a supervisory capacity.**

6.13 The General Foreman would be a polyvalent grade. Incumbent would be in charge of building and civil engineering projects and would be responsible to supervise and coordinate the activities of the Assistant Foremen/Foremen posted on one or more site of work.

**QUANTITY SURVEYING SECTION****Technical Manager (Quantity Surveying) (New Grade)**

6.14 The Professional Cadre in the Quantity Surveying Section is made up of Quantity Surveyor and Assistant Quantity Surveyor. This structure needs to be reinforced with a view to giving the proper services to the Engineering Section, as regards the management of projects and for timely submissions of feed back to the Finance Department for settlement of claims.

6.15 Provision is, therefore, being made for the creation of a new level to head the Quantity Surveying Section and for additional levels for sub-professional duties.

**Recommendation 4**

**6.16 We recommend the creation of a new grade of Technical Manager (Quantity Surveying). Recruitment thereto should be made from among candidates possessing the Corporate Membership of the Royal Institution of Chartered Surveyors and having at least 10 years' experience in the Quantity Surveying in a major company.**



- 6.17 Incumbent would be responsible for the proper management of the Quantity Surveying Section and advise the General Manager in all matters relating to Quantity Surveying.

**Quantity Surveying Technician (New Grade)**

- 6.18 With the reinforcement of the Quantity Surveying Section at the top level, there is need to have more qualified supporting staff at the lower level. We are providing for a new level to perform the sub professional duties at the Quantity Surveying Section.

**Recommendation 5**

- 6.19 **We recommend the creation of a new grade of Quantity Surveying Technician to be recruited from among holders of a Diploma in Quantity Surveying.**

- 6.20 The duties presently devolving upon Quantity Surveyor's Assistant and Senior Quantity Surveyor's Assistant would be taken over by the new grade of Quantity Surveying Technician.

**Recommendation 6**

- 6.21 **We recommend that the grades of Quantity Surveyor's Assistant and Senior Quantity Surveyor's Assistant be abolished on vacancy and we are providing personal salaries for officers in post.**

**ELECTRICAL UNIT**

**Electrical Engineer (New Grade)**

**Technical Officer (Electrical) (New Grade)**

- 6.22 With the increasing number of major contract works, the Corporation has to carry out air-conditioning duties, electrification, installation of generators, etc, and the need is, therefore, felt for a grade which would be responsible, amongst others, for the design, execution and maintenance of electrical installations pertaining to building and civil engineering infrastructures and also for a grade to perform sub-professional duties.

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**Recommendation 7**

- 6.23 We recommend the creation of a new grade of Electrical Engineer to be recruited from among candidates holding a degree in Electrical or Electronic Engineering and who are registered as Professional Engineer with the Council of Registered Professional Engineers.**
- 6.24 Incumbent would be responsible for the installation, operation and maintenance of electrical/electronic and associated services equipment.

**Recommendation 8**

- 6.25 We recommend the creation of a new grade of Technical Officer (Electrical) to be recruited from among candidates holding a Diploma in Electrical Engineering or equivalent qualification.**
- 6.26 Incumbent would be required to ensure that works are carried out strictly to specifications, drawings and instructions of Electrical Engineer and would be responsible for the assessment of material requirements and preparation of drawings for the electrical component of building works.

**INTERNAL CONTROL**

**Assistant Internal Controller**

- 6.27 The present postholders in the above grade are carrying out, amongst others, internal audit of all financial and stores transactions including control of sites records.
- 6.28 In order to establish proper standards of quality in the internal audit functions and for greater effectiveness, the Unit has to be provided with staff possessing appropriate qualifications.

**Recommendation 9**

- 6.29 We recommend that, in future, recruitment to the grade of Assistant Internal Controller should be made from among holders of the Cambridge School Certificate together with a certificate of the London Chamber of Commerce and Industry in Bookkeeping (Level 2) formerly Intermediate**

**Stage. The scheme of service of Assistant Internal Controller should be amended accordingly.**

**Data Control Clerk**

6.30 The duties devolving on the only officer in the grade of Data Control Clerk has been taken over by officers of the Accounts Department and, therefore, the Data Control Clerk has become redundant.

**Recommendation 10**

**6.31 We recommend the abolition of the grade of Data Control Clerk on vacancy and we are providing a personal salary to the holder of this post.**

**TRANSPORT SECTION**

**Transport Officer**

6.32 The Transport Officer is responsible for the allocation of vehicles as per request made by officers. The post holder is, amongst others, responsible for scheduling the operation of the Corporation's fleet and monitoring the running cost of vehicles and plants in an effective manner.

6.33 To reflect the duties performed by the Transport Officer, this grade is being restyled.

**Recommendation 11**

**6.34 We recommend that the grade of Transport Officer be restyled Transport Superintendent and incumbent be required, amongst others, to identify and carry out feasibility studies and monitor the running cost of vehicles and plants. The scheme of service should be amended accordingly.**

**Training Officer**

6.35 The Training Officers who are responsible for the teaching of trades to trainees and preparation of programmes for theoretical and practical teaching of the various trades are no longer performing these duties. Instead, they are posted in the Quantity Surveying Section and are preparing bills of materials, bills of quantities and preparing payment certificate for Sales Contractors and ensuring

quality of work on site. We are, therefore, restyling the grade of Training Officer to reflect the duties presently being performed.

**Recommendation 12**

**6.36 We recommend that the grade of Training Officer be restyled Quality Assurance Officer and the incumbents be required, amongst others, to carry out survey and inspection to ensure quality of workmanship.**

**Officer-in-Charge (Stone Crushing Plant)**

6.37 The stone crushing operation has been privatised. The Officer-in-Charge (Stone Crushing Plant) has been redeployed and is responsible for monitoring of projects; collecting data and statistics on projects costing, for analysis and comments and assisting in the preparation of financial statements of all on-going and completed projects.

**Recommendation 13**

**6.38 We recommend that the grade of Officer-in-Charge (Stone Crushing Plant) be restyled Planning Coordinator.**

**STORES**

6.39 At present, the Stores Section is manned by officers in the various grades of the Stores Cadre.

6.40 We are restyling the grades to appropriate appellations in line with those obtaining in the public service.

**Recommendation 14**

**6.41 We recommend that the grades in the Stores Section be restyled as follows:**

- (i) Principal Stores Officer to Principal Purchasing and Supply Officer;**
- (ii) Senior Stores Officer to Senior Purchasing and Supply Officer;**
- (iii) Higher Stores Officer to Higher Purchasing and Supply Officer; and**
- (iv) Stores Officer to Purchasing and Supply Officer.**

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**MECHANICAL WORKSHOP**

6.42 At present, the Mechanical Workshop is manned by a Mechanical Engineer supported by Tradesmen. We are reinforcing the structure by providing new grades.

**Recommendation 15**

**6.43 We recommend the creation of new grades of Technical Officer (Mechanical) and Technical Assistant (Electrical).**

**Technical Officer (Mechanical) (New Grade)**

**6.44 Appointment to the grade should be made from among candidates holding a Diploma in Automobile Engineering or Mechanical Engineering or equivalent qualification.**

6.45 Incumbent would be required, *inter-alia*, to assist in the management/maintenance work carried out at the garage; survey and order spare parts for plants/vehicles and repair at garage and on site and be responsible for the mounting/dismantling of tower crane.

**Technical Assistant (Electrical) (New Grade)**

**6.46 Appointment to the grade should be made from among candidates holding a 'Brevet de Technicien' of Lycee Polytechnique de Flacq or equivalent qualification.**

6.47 Incumbent would be required to diagnose electrical fault; read wire circuit diagram, carry out modification in design, carry out electrical fault detection and repair both automotive and alternative current circuit.

**Allowance**

6.48 Occasionally, a team of employees including Mechanics carry out mounting and dismantling of tower crane on construction sites. As these duties do not require full time employees, we are providing for payment of an allowance to those Mechanics involved in mounting and dismantling operations.

**Recommendation 16**

- 6.49 We recommend that an allowance of Rs 250 be paid to each employee performing duties related to overall mounting of tower crane on sites. The same quantum should be paid for the dismantling of the tower crane.

**Working Week - Manual and Supervisory Grades**

- 6.50 To enable the Corporation to compete effectively in the construction industry and to meet the established schedules for completion and delivery of premises, the working week of certain grades needs to be reviewed to bring it in line with what is being practised generally in the construction industry.

**Recommendation 17**

- 6.51 We recommend that the working week of employees in the grades of Chief Inspector, Works Supervisor, Assistant Works Supervisor, General Foreman, and Assistant Foreman/Foreman should be on a six-day week basis up to a maximum of 40 hours. The hours of work should be specified by management.
- 6.52 This element has been considered in arriving at the salaries recommended for these grades.

**6. DEVELOPMENT WORKS CORPORATION****SALARY SCHEDULE**

<b>DWC 1</b>	<b>:</b>	<b>Rs 7175 x 150 - 7325 x 175 - 7500</b>
		Trainee Draughtsman
<b>DWC 2</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b>
		Chainman
<b>DWC 3</b>	<b>:</b>	<b>Rs 8025</b>
		Safety and Health Officer (Part-time)

**6. DEVELOPMENT WORKS CORPORATION (Contd.)**

- DWC 4 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**  
Office Attendant
- DWC 5 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Telephone Operator
- DWC 6 : Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Vulcaniser
- DWC 7 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver
- DWC 8 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Poler
- DWC 9 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Automobile Electrician  
Electrician  
Mechanic  
Painter  
Panel Beater  
Tower Crane Operator  
Welder
- DWC 10 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- DWC 11 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Driver (Mechanical Unit)
- DWC 12 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Surveying Assistant

**6. DEVELOPMENT WORKS CORPORATION (Contd.)**

- DWC 13 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Assistant Stores Officer
- DWC 14 : Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Head Poler
- DWC 15 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Technical Assistant (Electrical) (New Grade)
- DWC 16 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- DWC 17 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Assistant Foreman/Foreman
- DWC 18 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer
- DWC 19 : Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Computer Operator
- DWC 20 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Chief Mechanic/Workshop Supervisor
- DWC 21 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Works Supervisor
- DWC 22 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Executive Assistant



**6. DEVELOPMENT WORKS CORPORATION (Contd.)**

- DWC 23 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Assistant Internal Controller  
Executive Officer  
Purchasing and Supply Officer  
*formerly Stores Officer*
- DWC 24 : Rs 12600 x 400 - 15000**  
General Foreman (New Grade)
- DWC 25 : Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600  
x 400 - 15000 x 500 - 15500**  
Quantity Surveyor's Assistant (Personal to officer in post as at  
30.6.03)
- DWC 26 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 -  
15500**  
Assistant Transport Officer
- DWC 27 : Rs 12600 x 400 - 15000 x 500 - 15500**  
Assistant Works Supervisor  
*formerly Inspector (Personal to officer in post as at 1.7.93)*
- DWC 28 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 -  
16000**  
Data Control Clerk (personal to officer in post as at 30.6.2003)
- DWC 29 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 -  
16500**  
Draughtsman
- DWC 30 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 -  
17600**  
Confidential Secretary

**6. DEVELOPMENT WORKS CORPORATION (Contd.)**

- DWC 31 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer  
Higher Executive Assistant  
Higher Executive Officer  
Higher Purchasing and Supply Officer  
*formerly Higher Stores Officer*  
Internal Controller
- DWC 32 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Quality Assurance Officer  
*formerly Training Officer*  
Quantity Surveying Technician (New grade)  
Safety and Health Officer/Senior Safety and Health Officer  
*formerly Safety and Health Officer*  
Technical Officer  
Technical Officer (Electrical) (New Grade)  
Technical Officer (Mechanical) (New Grade)
- DWC 33 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Officer-in-Charge (Furniture Production Unit)  
Production Superintendent  
Senior Draughtsman  
Senior Quantity Surveyor's Assistant (Personal to officer in post as at 30.6.03)  
Works Supervisor
- DWC 34 : Rs 11800 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Secretary's Assistant  
*formerly Assistant Secretary*
- DWC 35 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Personnel Officer  
Senior Accounts Officer  
Senior Internal Controller  
Senior Purchasing and Supply Officer  
*formerly Senior Stores Officer*

**6. DEVELOPMENT WORKS CORPORATION (Contd.)**

- DWC 36 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 21600**  
Assistant Quantity Surveyor (Unqualified)
- DWC 37 : Rs 17600 x 600 - 20000 x 800 - 22400**  
Principal Internal Controller (Unqualified)
- DWC 38 : Rs 18200 x 600 - 20000 x 800 - 23200**  
Chief Inspector (Personal to officer in post as at 1.7.93)
- DWC 39 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Chief Accounts Officer  
Principal Internal Controller (Qualified)  
Principal Purchasing and Supply Officer  
*formerly Principal Stores Officer*
- DWC 40 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Human Resource Manager  
Land Surveyor  
*formerly Land Surveyor/Senior Land Surveyor*
- DWC 41 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Assistant Quantity Surveyor (Qualified)  
Transport Superintendent  
*formerly Transport Officer*
- DWC 42 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Planning Coordinator  
*formerly Officer-in-Charge (Stone Crushing Plant)*
- DWC 43 : Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Secretary
- DWC 44 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant

**6. DEVELOPMENT WORKS CORPORATION (Contd.)**

- DWC 45 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Architect  
Electrical Engineer (New Grade)  
Engineer (Civil) (New Grade)  
Quantity Surveyor
- DWC 46 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Systems Administrator  
Mechanical Engineer/Senior Mechanical Engineer  
*formerly Mechanical Engineer*
- DWC 47 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Site Manager
- DWC 48 : Rs 23200 x 800 - 28000 x 1000 - 31000**  
Senior Accountant (Personal to officer in post as at 1.7.93)
- DWC 49 : Rs 28000 x 1000 - 34000**  
Technical Manager (Civil)  
*formerly Technical Manager*  
Technical Manager (Quantity Surveying) (New Grade)
- DWC 50 : Rs 28000 x 1000 - 35000**  
Financial Manager  
*formerly Financial Controller*
- DWC 51 : Rs 40000**  
Deputy General Manager
- DWC 52 : Rs 47500**  
General Manager

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## 7. EMPLOYEES' WELFARE FUND

- 7.1 The Employees' Welfare Fund came into operation in 1995. The main objectives of the Fund are to manage its financial and other resources, give loans or financial assistance, set up and operate schemes and projects for the welfare of employees and their families and for such purposes as may be determined by the Board.
- 7.2 The Fund is managed and administered by a Board. Up to now the Fund has been serviced by officers on secondment. We are making provision for the following grades on the establishment of the Employees' Welfare Fund, viz. Office Attendant, Clerical Officer/Higher Clerical Officer, Accounts Clerk, Executive Officer and Higher Executive Officer.

### 7. EMPLOYEES' WELFARE FUND

#### SALARY SCHEDULE

<b>EWF 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant (New Grade)
<b>EWF 2</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer (New Grade)
<b>EWF 3</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Accounts Clerk (New Grade) Executive Officer (New Grade)
<b>EWF 4</b>	<b>:</b>	<b>Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Higher Executive Officer (New Grade)

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## **8. EXPORT PROCESSING ZONES DEVELOPMENT AUTHORITY**

- 8.1 The Export Processing Zones Development Authority (EPZDA) was created in 1992 with the objective of acting as a facilitator and catalyst in forging the competitive edge of export oriented activities through the enhancement of productivity, quality, creativity and innovation.
- 8.2 During the past few years, with the fast globalisation process of the world economy, enterprises in the Export Processing Zones (EPZ) have been facing critical challenges. On the one hand, this sector is in direct competition with low cost and high volume producers of Asia and Latin America while, on the other hand, it has to exploit fully opportunities offered by the regional markets such as Southern African Development Community (SADC) and Common Market for Eastern and Southern Africa (COMESA) as well as those under the African Growth and Opportunity Act (AGOA).
- 8.3 To meet these challenges, the EPZDA has reorganised its activities laying more emphasis on specialised services. In this context, the following three units have been set up namely: a **Clothing Technology Centre (CTC)** conceived as a centre of excellence for the textile and clothing industry to play a vital role in Mauritius and at regional level. It would also facilitate acquisition of technology and know-how by the industry and provide required back-up and technical support throughout the clothing value-chain. The **Information Communication and Technology Unit (ICTU)** would facilitate the deployment of automated solutions to the industry in order to enhance competitiveness and a **Business Processing Re-Engineering Unit (BPRU)** would provide consultancy services to enterprises. These units would help enterprises in diversifying their product range while moving up market to attain higher value added products.
- 8.4 We are not bringing any change to the structure except for the creation of a grade of Purchasing and Supply Officer.

**Purchasing and Supply Officer (New Grade)**

8.5 At present, there is no specific grade to perform the duties of Purchasing and Supply. We are, therefore, providing for a grade at appropriate level.

**Recommendation**

8.6 **We recommend the creation of a grade of Purchasing and Supply Officer. Recruitment thereto would be by selection from among employees at the level of Clerk who reckon at least four years' service in a substantive capacity.**

8.7 The Purchasing and Supply Officer would be required to perform purchasing, storekeeping and stock control duties.

**8. EXPORT PROCESSING ZONES DEVELOPMENT AUTHORITY  
(EPZDA)**

**SALARY SCHEDULE**

<b>EPZDA 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>EPZDA 2</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Attendant/Driver
<b>EPZDA 3</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> <b>x 300 - 10600 x 400 - 13000</b> Receptionist/Word Processing Operator Word Processing Operator
<b>EPZDA 4</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> <b>x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator
<b>EPZDA 5</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600</b> Technical Assistant

**8. EXPORT PROCESSING ZONES DEVELOPMENT AUTHORITY  
(EPZDA) (Contd.)**

- EPZDA 6 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Executive Officer  
Purchasing and Supply Officer (New Grade)
- EPZDA 7 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- EPZDA 8 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer
- EPZDA 9 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Accounts Officer
- EPZDA 10 : Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Technical Officer
- EPZDA 11 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Assistant Manager  
Design Technologist
- EPZDA 12 : Rs 27200 x 800 - 28000 x 1000 - 34000**  
Administrative Secretary
- EPZDA 13 : Rs 27200 x 800 - 28000 x 1000 - 36000**  
Industrial Analyst (Research and Analysis)  
Industrial Engineer (Operations)  
Garment Engineer  
Manager (On line Information Services)  
Publications and Marketing Manager
- EPZDA 14 : Rs 37000 x 1000 - 39000**  
Financial Analyst  
Operational Analyst



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**8. EXPORT PROCESSING ZONES DEVELOPMENT AUTHORITY  
(EPZDA) (Contd.)**

**EPZDA 15 : Rs 45000**  
Head, Clothing Technology Centre (Personal)

**EPZDA 16 : Rs 47500**  
Director

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## **9. EXPORT PROCESSING ZONE LABOUR WELFARE FUND**

- 9.1 The Export Processing Zone Labour Welfare Fund (EPZLWF) operates under the aegis of the Ministry of Labour and Industrial Relations. It was set up following the promulgation of the EPZLWF Act in November 1987 and its proclamation in January 1988 to promote welfare of EPZ workers and their families.
- 9.2 The EPZLWF has moved through several strategic planning milestones since its inception and its wide-ranging worker/family oriented welfare programmes have impacted significantly on EPZ workers and improved their living standards. On this same line, the Fund triggered the second phase of its development through a new action plan (2000-2005) which aims at stepping up further the welfare of the EPZ workers and their families.
- 9.3 The major strategies of the plan are to enhance the image of work in the EPZ sector as well as that of workers; reinforce existing support services in education, health, sports, leisure and home improvement; disseminate information on existing facilities for social support; facilitate the adaptation of workers to changing lifestyle including assimilation of foreign workers to socio-economic, cultural and sports activities; enhance skills development towards sustaining employability; strengthen day care activities; and improve health and safety conditions at the workplace.
- 9.4 In the wake of the new Action Plan, two additional units, namely the Information, Education and Communication Unit and the Counselling Unit have recently been set up under the Welfare Department at the EPZLWF. We are, in this Report, reinforcing the Programme Welfare Department to enable the organisation to meet its mission and objectives in a more meaningful way.

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**Programme Coordinator (New Grade)**

9.5 The Programme Welfare Department is responsible for the welfare programme of the Fund. At present, the department operates with one Programme Welfare Officer, three Programme/Welfare Assistants and one Documentation Clerk. In order to deal effectively with new strategies and emerging priorities in welfare promotion, there is need for a new grade of Programme Coordinator on the establishment of the EPZLWF.

**Recommendation 1**

9.6 **We recommend the creation of a new grade of Programme Coordinator. Recruitment thereto should be made by selection from among candidates possessing a Honours Degree in Social Science together with at least seven years' experience in planning, programming, budgeting and implementing welfare activities.**

9.7 Incumbent would have, *inter alia*, to manage and control the Programme Welfare Department and the units therein; arrange for regular sittings of the Welfare Committee; implement and coordinate welfare schemes; evaluate the current welfare programme of the Fund and prepare periodic progress reports.

**Programme/Welfare Assistant**

9.8 Appointment to the grade of Programme/Welfare Assistant is at present made from among holders of the Cambridge School Certificate with credit in five subjects together with one year experience in social work. Given that the Programme/Welfare Assistant will now have to shoulder additional responsibilities and perform new duties related to regionalisation, child care, integration of foreign courses and counselling, there is need to review the qualification requirements for entry to the grade of Programme/Welfare Assistant.

## Recommendation 2

9.9 We recommend that, in future, recruitment to the grade of Programme/Welfare Assistant be made from among candidates possessing the Cambridge School Certificate with credit in five subjects and the General Certificate of Education with passes in at least two subjects at 'A' Level together with at least one year experience in social work.

9.10 Incumbent would, *inter alia*, have to assist in the organisation of information, education and communication activities; coordinate counselling meeting relating to workers in need of assistance; perform site visits in registered day care centres and conduct enquiries relating to cases requiring social alleviation.

### 9. EXPORT PROCESSING ZONE LABOUR WELFARE FUND (EPZLWF)

#### SALARY SCHEDULE

EPZLWF 1	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200
		Watchman
EPZLWF 2	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400
		Office Attendant
EPZLWF 3	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300
		Driver/Handy Worker (Skilled) <i>formerly Driver/Handyman (Skilled)</i>
EPZLWF 4	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000
		Receptionist/Word Processing Operator
EPZLWF 5	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400
		Clerk/Word Processing Operator Documentation Clerk Programme/Welfare Assistant

**9. EXPORT PROCESSING ZONE LABOUR WELFARE  
FUND (EPZLWF) (Contd.)**

- EPZLWF 6 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk
- EPZLWF 7 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 -  
17600**  
Confidential Secretary
- EPZLWF 8 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer  
Revenue Officer
- EPZLWF 9 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -  
23200**  
Secretary's Assistant
- EPZLWF 10 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -  
27200**  
Programme Welfare Officer  
Secretary
- EPZLWF 11 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant  
Internal Auditor
- EPZLWF 12 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Programme Coordinator (New Grade)
- EPZLWF 13 : Rs 42500**  
General Manager

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## 10. FARMERS' SERVICE CORPORATION

- 10.1 Set up under the provisions of the Farmers' Service Corporation Act of 1991, the Farmers' Service Corporation (FSC) operates under the aegis of the Ministry of Agriculture, Food Technology and Natural Resources. It provides guidance and assistance to small planters with a view to enhancing efficiency and productivity in respect of sugar cane yield.
- 10.2 Today the Farmers' Service Corporation caters for some 30,000 small planters who produce about 40% of the total Mauritian sugar. To better serve its stakeholders, the FSC has decentralised its services by setting up ten Farmers' Service Centres and three sub centres across the island. Concurrently, there has been an increase in the establishment size of the Farmers' Service Corporation from 51 in 1991/92 to 160 to date. We are, in this Report, reviewing the organisation structure in support of the Corporation's initiatives to offer better services.

### **Programmer/Systems Analyst IT Officer (New Grade)**

- 10.3 There exists a post of Programmer/Systems Analyst on the establishment of the Corporation since 1993. A degree in Computer Science is a requisite for entry into the grade. The job incumbent was expected to set up the computer division, develop a Planter's data base, design programmes etc. However, the post has remained vacant. In pursuance of the computerisation project, the Farmers' Service Corporation has made acquisition of about 30 computers, thus the need for a polyvalent grade to monitor, maintain and enhance existing applications, to develop and implement new IT applications, to train end users and to ensure proper maintenance of computers.

**Recommendation 1**

- 10.4** We recommend the creation of a new grade of IT Officer. Recruitment thereto should be from among candidates possessing a degree in Computer Science and having post qualification experience in IT usage.
- 10.5** We further recommend that the present grade of Programmer/Systems Analyst be abolished.

**Purchasing and Supply Officer (New Grade)**

- 10.6** At present, an Accounts Officer of the Finance Section is carrying out the duties pertaining to stores against payment of a monthly allowance of Rs 750. With an increase in the activities of the organisation and with the setting up of centres across the island, there is need for a new grade for the effective management and control of the purchasing and supply functions.

**Recommendation 2**

- 10.7** We recommend the creation of a new grade of Purchasing and Supply Officer to be responsible for the purchasing and distribution of the stores items and proper functioning of the stores section of the organisation.
- 10.8** Recruitment to the grade of Purchasing and Supply Officer should be made from among Clerical Officer/Higher Clerical Officers holding the Cambridge School Certificate with at least four years' experience or from those holding the Cambridge Higher School Certificate with at least two years' experience in the grade.
- 10.9** However, should the officer presently performing the Purchasing and Supply functions be appointed as Purchasing and Supply Officer, he should continue to draw the allowance of Rs 750 on a personal basis.

**Executive Assistant (New Grade)**

- 10.10 Clerk/Senior Clerks and Accounts Officers drawing personal salaries and posted in centres are performing multidisciplinary duties which include executive, secretarial and accounting tasks.
- 10.11 Both appellations are misleading and do not reflect the duties the job incumbents are actually performing. We are, therefore, creating a new level to absorb the Clerk/Senior Clerks and Accounts Officers drawing personal salaries and posted in centres to perform the variety of duties and assisting the officers in charge of centres in their day to day administration.

**Recommendation 3**

- 10.12 **We recommend the creation of a new grade of Executive Assistant. Officers in the grades of Clerk/Senior Clerk and Accounts Officer drawing personal salaries and posted in centres should be absorbed into the new grade of Executive Assistant.**
- 10.13 **We further recommend that, in future, recruitment to the grade of Executive Assistant should be made from among Clerical Officer/Higher Clerical Officers possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and reckoning at least four years' experience at Clerical Officer/Higher Clerical Officer level or from those holding the Cambridge Higher School Certificate together with two years' experience at Clerical Officer/Higher Clerical Officer level.**

**Investigation Officer**

- 10.14 With the winding up of the ex-sugar Industry Development Fund, an Investigation Officer was re-deployed to the Farmers' Service Corporation. The post is presently vacant and management has no intention of filling the vacancy.

**Recommendation 4**

- 10.15 **We recommend that the grade of Investigation Officer should be abolished.**



**Office Attendant/Driver**

10.16 The Office Attendant/Drivers at the Farmers' Service Corporation, besides driving and performing messengerial duties are also involved in the handling, carrying, loading and unloading of items. To reflect the nature of the duties and responsibilities devolving upon the grade of Office Attendant/Driver, we are restyling the grade.

**Recommendation 5**

10.17 We recommend that the grade of Office Attendant/Driver be restyled Driver/Handy Worker.

**10. FARMERS' SERVICE CORPORATION****SALARY SCHEDULE**

<b>FSC 1 :</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>FSC 2 :</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> General Worker/Gardener <i>formerly General Office/Premises Worker/Gardener</i> Office Attendant
<b>FSC 3 :</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver Driver/Handy Worker <i>formerly Office Attendant/Driver</i>
<b>FSC 4 :</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant
<b>FSC 5 :</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephonist

**10. FARMERS' SERVICE CORPORATION (Contd.)**

- FSC 6 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Audio Visual Technician
- FSC 7 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- FSC 8 : Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Technical Assistant
- FSC 9 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Clerk/Senior Clerk
- FSC 10 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Accounts Officer (Personal to officer in post as at 30.06.98)  
Executive Assistant (New Grade)  
Purchasing and Supply Officer (New Grade)
- FSC 11 : Rs 12200 x 400 - 15000 x 500 - 16000**  
Senior Technical Assistant
- FSC 12 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- FSC 13 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer  
Chief Examiner  
Senior Accounts Officer (Personal to officer in post as at 30.6.98)
- FSC 14 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Technical Officer

**10. FARMERS' SERVICE CORPORATION (Contd.)**

- FSC 15 : Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
LAMU/Nursery Co-ordinator
- FSC 16 : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Internal Auditor
- FSC 17 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Accounts Officer
- FSC 18 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Land Surveyor
- FSC 19 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant  
Economist/Statistician  
Secretary
- FSC 20 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Agricultural Engineer  
Assistant Manager, Farmers' Service Centre  
Crop Technologist  
IT Officer (New Grade)
- FSC 21 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Manager, Farmers' Service Centre
- FSC 22 : Rs 28000 x 1000 - 34000**  
Technical Manager  
Training Manager
- FSC 23 : Rs 32000 x 1000 - 39000**  
Assistant Director
- FSC 24 : Rs 47500**  
Director

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## 11. FISHERMEN WELFARE FUND

- 11.1 The Fishermen Welfare Fund was set up under the Fishermen Welfare Fund Act No. 28 of 2000 under the aegis of the Ministry of Fisheries. The main objectives of the Fund are to advance and promote the welfare of fishermen and their families, manage and optimise the financial and other resources of the Fund to further the social and economic welfare of fishermen, develop schemes and projects for their welfare and set up schemes in respect of loans or other financial assistance for the benefit of those fishermen who make contributions.
- 11.2 In order to attain its objectives, the Fishermen Welfare Fund is implementing a series of projects and schemes including a scholarship scheme to assist fishermen in the schooling of their children, a financial assistance scheme to sick fishermen and a death gratuity to cover fishermen who die on duty as a result of an accident. Several other projects are in the pipeline both in Mauritius and Rodrigues.
- 11.3 We are not bringing any major change to the existing organisational structure which we consider adequate. However, we are reviewing the qualification requirements for the Secretary.

### **Secretary**

- 11.4 Recruitment to the grade of Secretary is, at present, made by selection from among candidates possessing a Degree in Public Administration and/or Management from a recognised institution or an equivalent qualification acceptable to the Board and having at least five years' experience at middle management level.
- 11.5 Representation has been received to change the mode of appointment so that in future recruitment to the grade is also open to candidates possessing a pass in the Final Examinations of the Institute of Chartered Secretaries and Administrators.

## Recommendation

- 11.6 We recommend that the scheme of service of the grade of Secretary should be amended so that appointment thereto be by selection from among candidates possessing a Degree in Public Administration and/or Management from a recognised institution or a pass in the Final Examinations of the Institute of Chartered Secretaries and Administrators and having at least five years' experience at middle management level.

### 11. FISHERMEN WELFARE FUND

#### SALARY SCHEDULE

FWF 1	:	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Office/Premises Worker</i>
FWF 2	:	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
FWF 3	:	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator
FWF 4	:	<b>Rs 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000</b> Welfare Development Officer
FWF 5	:	<b>Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Finance Officer
FWF 6	:	<b>Rs 22400 x 800 - 28000 x 1000 - 30000</b> Secretary

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## **12. FOOD AND AGRICULTURAL RESEARCH COUNCIL**

- 12.1 The Food and Agricultural Research Council (FARC) was established by the Food and Agricultural Research Council Act No 49 of 1985 and assigned responsibility for co-ordinating, promoting and harmonising agricultural and food research. The act was amended by Act No 20 of 1997 when the mission of FARC was redefined and the setting up of the Agricultural Research and Extension Unit (AREU), formerly a section of the Ministry of Agriculture, integrated within FARC. AREU's responsibility is to conduct research in non-sugar crop and livestock and to provide extension services to farmers. It is responsible to the FARC Board.
- 12.2 FARC is now responsible for national planning and coordinating the promotion of interdisciplinary collaboration and consensus building on priorities among Agri-food Research Institutions and stakeholders in Mauritius.
- 12.3 FARC's Unit has up to now been operating with a core professional staff consisting of a Director on contract, a Laboratory and Research Manager, an Information, Liaison and Documentation Officer and a Research Coordinator assisted by a few technical, administrative and manual staff. AREU, on the other hand, has a staff (non manual) of some 350 including some 14 professional grades.
- 12.4 In view of the new strategic role of FARC, there is need to review the organisational structure of the FARC's Unit.
- 12.5 On the other hand, AREU is providing additional service to various Ministries under the International Food and Agricultural Development (IFAD) project in support of such programmes as "A nou diboute ensemble" in Mauritius and "leve deboute" in Rodrigues and is expected to supply additional staff for research and extension under the Northern Plains Irrigation Project Phase II. There is, therefore, also need to strengthen AREU.

**Director General (New Grade)**

- 12.6 Up to now the position of Director General, who is the chief administrative, scientific and technical Officer of FARC, has been filled on a contractual basis. We consider that this post should be established in order to ensure continuity in the delivery of the policy guidance of the Board and to empower the postholder in fulfilling the mandate of the organisation.

**Recommendation 1**

- 12.7 **We recommend the creation of a new grade of Director General on the establishment of FARC. The grade should be filled by candidates holding at least an MSc in Agriculture/Physiology or an equivalent qualification acceptable to the Council with at least five years' experience in a senior administrative position.**
- 12.8 The Director General would be responsible for the overall integration and coordination of activities for programme areas and focus themes, including their continual refinement.

**Technical Secretary**

- 12.9 With the creation of the grade of Director General, there is no longer need for the post of Technical Secretary which has remained vacant since its creation.

**Recommendation 2**

- 12.10 **We recommend the abolition of the grade of Technical Secretary.**

**RESEARCH PLANNING DIVISION/UNIT**

- 12.11 FARC has been developing a logical framework whereby the agri-food sector has been divided into four broad disciplinary groupings for the systematic study of the sector and to improve FARC research funding policy. There is need for proactive leadership in the organisation of thematic, inter-disciplinary discussions/workshops, constitution of panel Groups or Expert Advisory Committees functioning as idea networks to identify areas that need specific funding outside of normal responsive mode/funding. Research initiatives would be directed towards specific objectives and lead to preparation of collaborative research proposals to be submitted for funding locally or internationally.

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**Programme Manager (formerly Research Coordinator)**

- 12.12 The strategic coordination role for each scientific area would be effected by the grade of Research Coordinator, which we are restyling to reflect the duties and responsibilities of the grade.

**Recommendation 3**

- 12.13 We recommend that the grade of Research Coordinator should be restyled Programme Manager. The scheme of service of the grade should be amended to reflect the new duties described below.**

- 12.14 Apart from managing the Grants Programme in their own field, each Programme Manager would be responsible for overseeing the peer reviewed funding process in their scientific area, liaise with a variety of interests involved in the research process while identifying emerging disciplinary and cross-disciplinary developments and innovative approaches to research.

**Research Scientist/Senior Research Scientist (New Grade)****Assistant Research Scientist (New Grade)**

- 12.15 In view of the complexity of their new role and the increase in responsibility, each Programme Manager would be supported by new grades of Assistant Research Scientist and Research Scientist/Senior Research Scientist. These grades would assist the Head of the Biotechnology Unit and the Laboratory and Nursery Manager whose responsibilities and activities have expanded from the essentially developmental work focused on technology transfer to a range of research projects undertaken for AREU.

**Recommendation 4**

- 12.16 We recommend the creation of a grade of Assistant Research Scientist and a grade of Research Scientist/Senior Research Scientist.**

- 12.17 The Assistant Research Scientist should be recruited from among holders of the Higher School Certificate with passes in at least two science subjects at Principal Level or a General Certificate of Education with passes in two science subjects at Advanced Level obtained on one certificate together with a Diploma in Agriculture or an equivalent qualification acceptable to the**



**Council. Priority of consideration should be given to Technical Officers of FARC possessing the required qualification.**

- 12.18 The Research Scientist/Senior Research Scientist should be recruited from among holders of the Higher School Certificate with passes in at least two science subjects at Principal Level or a General Certificate of Education with passes in two science subjects at Advanced level obtained on one certificate together with a Degree in a relevant field. They should also have at least three years' experience in duties related to Agriculture.**

**Technical Officer**

- 12.19 With the creation of the new grade of Assistant Research Scientist, the grade of Technical officer would no longer be needed in the organisation.

**Recommendation 5**

- 12.20 We recommend that the grade of Technical Officer at the FARC Unit be abolished on vacancy. We are providing a personal salary for officers in the grade.**

**Administrative Manager formerly Administrative Officer/Senior Administrative Officer**

- 12.21 With the expansion in activities and staffing at the FARC, the duties and responsibilities of the Administrative Officer/Senior Administrative Officer have increased both in volume and complexity. We are restyling the post to reflect the span of control.

**Recommendation 6**

- 12.22 We recommend the restyling of the grade of Administrative Officer/Senior Administrative Officer to Administrative Manager.**

**Accountant (New Grade)  
Accounting Technician**

- 12.23 An Accounting Technician presently heads the finance section of the FARC. However, in view of the complexity of accounting systems that would be required for monitoring and evaluating the functions of the different divisions and

the provision of analytical input to Programme Managers, there is need for a full fledged Accountant to take charge of that section.

#### **Recommendation 7**

**12.24 We recommend the creation of a new grade of Accountant at the FARC to assume responsibility of the financial management and accounting functions and to assist the Director General by providing financial analytical input. The Accountant should be recruited from among holders of a pass at the final examination required for admission to membership of a recognised professional body or an equivalent qualification.**

**12.25 We further recommend that the grade of Accounting Technician should be abolished on vacancy. We have provided a personal salary scale for the incumbent in post.**

#### **Allowances**

12.26 The Confidential Secretary at the FARC is responsible for the Confidential Registry, is in charge of the library and provides support to Management in ensuring the smooth running of seminars, conferences organised by FARC and for other institutions at the FARC, arranges for proper office accomodation and ensures workplace tidyness for seminars, workshops and any other occasions.

#### **Recommendation 8**

**12.27 We recommend the payment of an allowance equivalent to one increment at the point reached in the scale to the Confidential Secretary for extraneous duties.**

### **AGRICULTURAL RESEARCH AND EXTENSION UNIT**

#### **Deputy Director**

12.28 The post of Deputy Director already exists at AREU but it has never been filled as it was decided that Assistant Directors would take turn to deputise for the Director. This arrangement has not proved workable and it has been decided to reinstate the post with defined functions.

**Recommendation 9**

**12.29 We recommend that the grade of Deputy Director be filled by promotion, on the basis of merit and experience, from officers in the grade of Assistant Director.**

12.30 Apart from deputising for the Director and assisting him in the performance of his duties, the Deputy Director would be responsible for the day-to-day administration of AREU and the overall management of resources (financial, procurement and personnel). He would also, among other duties, coordinate and monitor the planning and implementation of programmes in respect of non-cane crops, livestock and extension.

**LIVESTOCK RESEARCH AND EXTENSION**

12.31 Presently, the research and extension functions are dealt with separately at AREU, with an Assistant Director and a Principal Extension Officer in charge of each unit. However, in view of the declining trend in livestock production and the pressure for environmental consideration on small units in urban and suburban areas, it is expected that animal production units would be fewer but larger in future. Consequently, it is felt that both the research and extension functions, in respect of livestock, should be brought under one umbrella to improve operational efficiency and quality of service.

**Recommendation 10**

**12.32 We recommend that the grade of the Assistant Director (Livestock) should be restyled Assistant Director (Livestock and Extension) and the scheme of service be amended accordingly.**

**Principal Economist (New Grade)**

12.33 An Agricultural Management Unit has been created under the Central Services, Administration Department to provide farm management advice to agricultural producers, assess choices for production projects, undertake the socio-economic evaluation of the technologies generated by research and assess the impact of

such technologies and incentive schemes. There is need for an appropriate grade to head the unit.

### **Recommendation 11**

**12.34 We recommend the creation of a new grade of Principal Economist to be filled by promotion, on the basis of merit and experience, from officers in the grade of Economist reckoning at least four years' experience in the grade.**

12.35 The Principal Economist would be responsible for the Management Cell, advise the Director on economic issues related to Agricultural Research and Development and formulate policies in relation to national development aspirations in the agricultural sector, among other duties.

### **Principal Agricultural Engineer (New Grade)**

12.36 The Agricultural Engineering Unit, with its research on irrigation, mechanisation and farm structures, is important to farmers in relation to raising productivity and coping with new problems such as shortage and rising cost of labour. New possibilities are also available presently for crop production under plastic tunnels and glass houses. However, these new technologies require testing and adaptation before they can be proposed to small farmers. The Agricultural Engineering Unit, which is also responsible for the maintenance of rolling stock, farm buildings and physical assets of AREU, is being reviewed to cater for these developments.

### **Recommendation 12**

**12.37 We recommend the creation of a new grade of Principal Agricultural Engineer to take charge of the Agricultural Engineering Unit. The post should be filled by promotion, on the basis of merit and experience, from officers in the grade of Agricultural Engineer/Senior Agricultural Engineer reckoning at least four years' service in the grade.**

12.38 The Principal Agricultural Engineer would, *inter alia*, plan research programmes in the field of Agricultural Engineering in relation to crops and livestock production, implement approved research and development programmes, supervise and monitor their progress and outputs, advise on technological

advances in Agricultural Engineering and related subjects, produce scientific papers, prepare budget and monitor expenditure as well as oversee engineering works.

## **BIOMETRY UNIT**

- 12.39 The Biometry Unit is presently staffed by a Biometrician/Senior Biometrician and two Assistant Biometricians. The Unit is responsible for data processing, design of experiment and surveys and computer applications. The Unit is also engaged in forecasting production of selected commodities such as potato and onion.
- 12.40 With the recruitment of additional research staff and the implementation of the IFAD project on "Rural Diversification Programme", there is an increase in statistical design and analysis of data. The Unit is being reinforced.

### **Principal Biometrician (New Grade)**

#### **Recommendation 13**

- 12.41 **We recommend the creation of a new grade of Principal Biometrician to be filled by promotion, on the basis of merit and experience, from officers in the grade of Biometrician/Senior Biometrician reckoning at least four years' service in the grade.**
- 12.42 The Principal Biometrician would be required to allocate resources and supervise the execution of manual work programmes; coordinate activities and services; undertake statistical design; prepare budget and monitor expenditure as well as producing technical and administrative reports; assist in the formulation and preparation of extension messages; deliver talks and participate in seminars/workshops, among other duties.

### **Data Processing Assistant (New Grade)**

#### **Recommendation 14**

- 12.43 **We recommend the creation of a new grade of Data Processing Assistant to assist in the Biometry Section. The grade should be filled from holders of the Cambridge Higher School Certificate with passes at Principal level in at least two subjects including Mathematics, obtained on one certificate or the General Certificate of Education with passes in two subjects including**

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**Mathematics at Advanced Level, obtained at one and same sitting, together with the relevant diploma in IT or three years' experience in computer operations.**

- 12.44 The Data Processing Assistant would, *inter alia*, work with a computer system and be responsible for its proper running; perform data capture from source documents and assemble data in electronic form using a computer or data entry system and verify and validate data captured.

**Assistant Biometrician  
Recommendation 15**

- 12.45 **With the creation of the two new grades in the Biometry section, the grade of Assistant Biometrician would no longer be required. We, therefore, recommend that the grade be abolished on vacancy. We have provided a personal salary scale for incumbents in post.**

**Scientific Liaison Officer**

- 12.46 The qualification requirement for this post is a Degree in Agriculture with at least four years' experience in public relation or extension duties as well as good interpersonal communication skills. It has been represented that the duties of the post may be transferred to the Senior Extension Officer and the Principal Extension Officer and the grade of Scientific Liaison Officer be made evanescent.

**Recommendation 16**

- 12.47 **We recommend that the grade of Scientific Liaison Officer be made evanescent and be abolished on vacancy. We have provided a personal salary for the incumbent in post.**
- 12.48 **We further recommend that the duties of the grade be included in the schemes of service of the grades of Senior Extension Officer and Principal Extension Officer.**

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**ADMINISTRATIVE UNITS****FINANCE/STORES/AUDIT**

- 12.49 The Finance section is headed by an Accountant who is responsible for AREU's budget which runs around Rs 80 million and its capital budget which is around Rs 10 million. Apart from the normal accounting functions, the Accountant provides financial analysis for the various projects of AREU.
- 12.50 The Stores section is headed by a Senior Stores Officer who is responsible for the main stores at AREU headquarters, as well as the five stores situated in the research stations, and is responsible for all procurement functions. Six Stores Officers assist him.
- 12.51 The Audit Section is manned by only one Internal Controller and this has been adversely commented upon by the Government Auditors who have advised that the function needs to be professionalised.

**Recommendation 17**

- 12.52 **In view of the high value of transactions, funds and assets as well as the associated level of responsibility involved, we recommend that the grade of Accountant be restyled Manager, Accounts Section, and Senior Stores Officer to Senior/Principal Stores Officer.**
- 12.53 **We further recommend the creation of a new grade of Internal Auditor to be recruited from among holders of a pass at the final examinations required for admission to membership of a recognised professional body or an equivalent qualification.**
- 12.54 The Internal Auditor would, *inter alia*, be responsible to the Director for ensuring daily internal control and audit in matters related to finance, accounting, stores, transport and other operations.

**Recommendation 18**

- 12.55 **We also recommend that the grade of Internal Controller be abolished on vacancy. We have provided a personal salary scale for the incumbent in post.**

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**Administrative Manager (formerly Secretary)**

12.56 The Secretary is presently servicing the Board in, *inter alia*, the preparation of background papers and dissemination of Board's decisions to relevant parties. The post is filled either from holders of a post 'A' Level Degree in Administration or Management or from serving officers possessing the Diploma in Public Administration with at least four years' experience in administration at management level. It is now proposed that the Secretary would conduct similar functions in respect of meetings of the Tender (Procurement) Committee and other committees and evaluation panels. Furthermore, the Secretary would be responsible for drafting, vetting and finalisation of contracts and agreements between AREU and other parties for works, supplies and services and for ensuring the proper management and execution of such contracts thereafter. He would also be required to initiate action and follow-up on all legal matters involving the organisation as well as operating a complaints desk to receive complaints from clients, arrange for their resolution and advise management on remedial action. The post is being restyled to reflect the new responsibilities.

**Recommendation 19**

**12.57 We recommend that the grade of Secretary be restyled Administrative Manager. The scheme of service of the grade should be amended to include the additional duties mentioned at paragraph 12.56.**

**Human Resource Officer**

12.58 AREU has an establishment size of 521 employees including 275 minor grade staff. A Human Resource Officer performs the Human Resources Management function and reports directly to the Director. We are amending the qualification requirements of the grade for better effectiveness and efficiency.



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**Recommendation 20**

- 12.59** The scheme of service of the grade should be amended to include a degree in Human Resource Management or an equivalent qualification with specialisation in Human Resource Management or an equivalent qualification acceptable to the Council, together with relevant post qualification experience.

**Office Superintendent (New Grade)**

- 12.60 There is need to strengthen the administrative unit by one additional supervisory layer to, *inter alia*, achieve better coordination of the administrative functions and to ensure proper office accommodation.

**Recommendation 21**

- 12.61** We recommend the creation of a new grade of Office Superintendent. Appointment thereto should be made by promotion from officers of the Executive Cadre reckoning at least four years' experience in a substantive capacity in the cadre.

**Clerk/Word Processing Operator**

- 12.62 There exist both the grades of Clerical Officer/Higher Clerical Officer and Word Processing Operator at AREU. It is felt that for the sake of flexibility of work and greater effectiveness these grades should be merged.

**Recommendation 22**

- 12.63** We recommend that the grades of Clerical Officer/Higher Clerical Officer and Word Processing Operator of AREU be merged and restyled Clerk/Word Processing Operator. Recruitment to the grade should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts; or an equivalent qualification; a Certificate in Typewriting at a speed of at least 25 words per

**minute and a Certificate in Word/Data Processing from a recognised institution.**

**12.64 We further recommend that the schemes of service of the promotional grades should be amended accordingly.**

**Safety and Health Officer (Part Time)**

12.65 In view of its staff strength, AREU is required to hire the services of a Safety and Health Officer according to the Occupational Safety, Health and Welfare Act.

**Recommendation 23**

**12.66 We recommend the creation of a new grade of Safety and Health Officer (Part-Time). The qualification requirements for the grade should be:**

- (a) Cambridge School Certificate with credit in five subjects including English, Mathematics and Physics or equivalent qualifications acceptable to the Board;**
- (b) A Diploma in Occupational Safety and Health prescribed by the Occupational Safety, Health and Welfare Act 1998; and**
- (c) Practical experience in matters pertaining to safety and health in agriculture.**

**ALLOWANCES**

**Lead Allowance**

12.67 Some officers in the grade of Research Scientist/Senior Research Scientist are in charge of research teams in the course of their work. It is felt that they should be compensated for the additional responsibility.

**Recommendation 24**

**12.68 We recommend the payment of a monthly lead allowance of Rs 2000 to each officer in the grade of Research Scientist/Senior Research Scientist who leads a research team.**

**Inducement Allowance**

12.69 In August 1997, as an incentive to join the FARC/AREU a Memorandum of Understanding was signed between FARC/AREU, the Ministry of Agriculture, Food Technology and Natural Resources and the Unions, where it was agreed that officers of the Ministry of Agriculture, Food Technology and Natural Resources would be granted an equivalent of four increments on appointment at AREU. It was also agreed that this would be subject to the last point in the appropriate scale and that, in the event that the four increments bring the computed figure beyond the last point, "the difference shall be considered as an allowance pending the next review exercise by PRB". To date six officers are still in receipt of allowances.

**12.70 This element has been taken into account in reviewing the salaries.**

**Transport Organiser****Research Assistant**

12.71 The Transport Organiser works alone and the organisation is experiencing difficulties in the planning and organisation of the work, whenever he is absent. Research Assistants replace the latter in his absence.

**Recommendation 25**

**12.72 We recommend that officers in the Research Assistant grade should be paid an allowance of Rs 75 per day, whenever they perform the duties of the Transport Organiser.**

**Allowance to Research Assistants**

12.73 Some officers in the grade of Research Assistant are required to work on roster in outstations. We consider that they should be compensated as their counterparts of the Ministry of Agriculture, Food Technology and Natural Resources.

**Recommendation 26**

**12.74 Officers in the grade of Research Assistant who work on roster on outstations should be paid an allowance of Rs 325 monthly.**

**Handy Worker (Skilled)**

12.75 Handy Worker (Skilled) are entitled to an allowance of Rs 300 monthly when the experience acquired in other trades are gainfully utilised by the organisation. We are revising the quantum of that allowance.

**Recommendation 27**

12.76 We recommend that the allowance to which the Handy Worker (Skilled) are entitled, when the experience acquired in other trades are gainfully utilised by the organisation, should be revised to Rs 390 monthly.

**12. FOOD AND AGRICULTURAL RESEARCH COUNCIL****SALARY SCHEDULE**

<b>FARC 1 :</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker (AREU/FARC) <i>formerly General Field and Office/Premises Worker</i>
<b>FARC 2 :</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Handy Worker (AREU) <i>formerly Handyman</i>
<b>FARC 3 :</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Stores Attendant (AREU) <i>formerly Storeman</i>
<b>FARC 4 :</b>	<b>Rs 8025</b> Safety and Health Officer (Part Time) (New Grade) (AREU)
<b>FARC 5 :</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Gardener/Nurseryman (AREU/FARC) Insecticide Sprayerman (AREU) Office Attendant/Caretaker (AREU/FARC) Stockman (on roster) (AREU)
<b>FARC 6 :</b>	<b>Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 8600</b> Irrigation/Pump Operator (on roster) (AREU)

**12. FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd.)**

- FARC 7 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000**  
Crop Assistant (AREU)
- FARC 8 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000**  
Senior Gardener/Nurseryman (AREU)
- FARC 9 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver (AREU)  
Office Attendant/Driver (FARC)
- FARC 10 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Gangman (AREU)  
Senior Stockman (AREU)
- FARC 11 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Handy Worker (Skilled) (AREU)  
*formerly Handyman (Skilled)*
- FARC 12 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant (AREU)
- FARC 13 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600**  
Implement Operator (AREU)
- FARC 14 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Telephonist/Receptionist (AREU)
- FARC 15 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Driver (Heavy Vehicle > 5 tons) (AREU)
- FARC 16 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Laboratory Attendant (AREU/FARC)

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**12. FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd.)**

- FARC 17 :** **Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Receptionist/Assistant Clerk (FARC)
- FARC 18 :** **Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Audiovisual Assistant (AREU)
- FARC 19 :** **Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator (FARC)  
Clerk/Word Processing Operator (AREU)  
*formerly Clerical Officer/Higher Clerical Officer*  
*Word Processing Operator*  
Library Clerk (AREU)
- FARC 20 :** **Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk (AREU/FARC)  
Data Processing Assistant (New Grade) (AREU)  
Executive Officer (AREU)  
Senior Clerk (FARC)
- FARC 21 :** **Rs 10000 x 300 - 10600 x 400 - 15000**  
Stores Officer (AREU/FARC)
- FARC 22 :** **Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500**  
Extension Assistant (AREU)  
Research Assistant (AREU)
- FARC 23 :** **Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Laboratory Technician (FARC)  
Transport Organiser (AREU)
- FARC 24 :** **Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Assistant Biometrician (Personal) (AREU)  
Cartographer (AREU)  
Visual Artist (Graphics) (AREU)
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**12. FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd.)**

- FARC 25:**      **Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary (AREU/FARC)
- FARC 26 :**      **Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Higher Executive Officer (AREU)  
Senior Extension Assistant (AREU)  
Senior Research Assistant (AREU)
- FARC 27 :**      **Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Technical Officer(Personal) (FARC)
- FARC 28 :**      **Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Accounting Technician (Personal) (FARC)  
Internal Controller(Personal) (AREU)
- FARC 29 :**      **Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Accounts/Senior Accounts Officer (AREU)
- FARC 30 :**      **Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 22400**  
Office Superintendent (New Grade) (AREU)
- FARC 31 :**      **Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Assistant Research Scientist (AREU/FARC)
- FARC 32 :**      **Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Technical Officer/Senior Technical Officer (Computer Services) (AREU)  
Technical Officer/Senior Technical Officer (Equipment Maintenance) (AREU)
- FARC 33 :**      **Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 24000**  
Senior/Principal Stores Officer (AREU)  
*formerly Senior Stores Officer*
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**12. FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd.)**

- FARC 34 :** **Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Maintenance Officer (AREU)
- FARC 35 :** **Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Librarian (AREU)
- FARC 36 :** **Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant (New Grade) (FARC )  
Human Resource Officer (AREU)  
Internal Auditor (New Grade) (AREU)
- FARC 37 :** **Rs 17000 x 600 - 20000 x 800 - 27200**  
Extension Officer (AREU)
- FARC 38 :** **Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Manager (FARC)  
*formerly Administrative Officer/Senior Administrative Officer*  
Administrative Manager (AREU)  
*formerly Secretary*
- FARC 39 :** **Rs 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Agricultural Engineer/Senior Agricultural Engineer (AREU)  
Biometrician/Senior Biometrician (AREU)  
Economist/Senior Economist (AREU)  
Research Scientist/Senior Research Scientist (AREU/FARC)  
Station/Laboratory Manager (AREU)
- FARC 40 :** **Rs 22400 x 800 - 28000 x 1000 - 30000**  
Manager, Accounts Section (AREU)  
*formerly Accountant*  
Senior Extension Officer (AREU)
- FARC 41 :** **Rs 22400 x 800 - 28000 x 1000 - 36000**  
Scientific Liaison Officer (Personal) (AREU)
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**12. FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd.)****FARC 42 : Rs 28000 x 1000 - 36000**

Agricultural Coordinator (AREU)  
Information, Liaison and Documentation Officer (FARC)  
Laboratory and Nursery Manager (FARC)  
Principal Biometrician (New Grade) (AREU)  
Principal Economist (New Grade) (AREU)  
Principal Extension Officer (AREU)  
Principal Research Scientist (Animal Health) (AREU)  
Principal Research Scientist (Animal Production) (AREU)  
Principal Research Scientist (Crops) (AREU)  
Principal Research Scientist (Entomology) (AREU)  
Principal Research Scientist (Plant Pathology) (AREU)  
Programme Manager (FARC)  
*(formerly Research Coordinator)*

**FARC 43 : Rs 33000 x 1000 - 39000**

Assistant Director (Crops) (AREU)  
Assistant Director (Livestock and Extension) (AREU)  
Assistant Director (Training) (AREU)

**FARC 44 : Rs 40000**

Deputy Director (AREU)

**FARC 45 : Rs 47500**

Director (AREU)  
Director General (New Grade) (FARC)

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### 13. ILOIS WELFARE FUND

- 13.1 The Ilois Welfare Fund (IWF) which has been established under the Ilois Welfare Fund Act of 1999, in replacement of the Ilois Trust Fund Act 1982, provides for the social and economic welfare of the members of the Ilois Community in Mauritius.
- 13.2 The Fund operates under the aegis of the Ministry of Social Security, National Solidarity and Senior Citizens Welfare and its main objectives are, *inter alia*, to advance and promote the welfare of the members of the Ilois Community and their descendants in Mauritius; to develop programmes and projects for the total integration of the members of the Ilois Community and their descendants into the Island of Mauritius; and to maintain and manage the Ilois Community Centres of Pointe aux Sables and Tombeau Bay and other community facilities vested in it for the benefits of the members of the Ilois Community and their descendants.
- 13.3 The Ilois Welfare Fund is administered by a Board which also manages the affairs and assets of the Welfare Fund.
- 13.4 Today, the Fund has on its establishment a core staff comprising a Watchman and a Caretaker/Gardener.
- 13.5 The Ilois Welfare Fund Act makes provision for the appointment of a Secretary who shall be responsible for the administrative control of the staff of the Fund. Given the scope of work at the Fund, it is not desirable to have a full time Secretary for the time being. However, the officer of the Ministry who is called upon to act as Secretary has also to attend to the administrative duties related to the Fund in the absence of any staff.
- 13.6 In this Report, we are, therefore, making provision for the payment of an appropriate all-inclusive monthly allowance instead of a fee per sitting to the officer concerned both for acting as Secretary to the Board and for assuming the administrative responsibilities of the Fund.

**Recommendation**

**13.7 We recommend that, in the absence of a full time Secretary, the officer designated to act as Secretary to the Board and to assume the administrative responsibilities of the Ilois Welfare Fund should be paid an all-inclusive monthly allowance of Rs 1500.**

**13. ILOIS WELFARE FUND**

**SALARY SCHEDULE**

<b>IWF 1</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>IWF 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Caretaker/Gardener

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## **14. INDUSTRIAL AND VOCATIONAL TRAINING BOARD**

- 14.1 The Industrial and Vocational Training Board (IVTB) was initially set up to advise on matters related to training, monitor training needs in consultation with relevant authorities, administer, control and operate training schemes and provide for, promote, regulate and assist in the training and apprenticeship of persons in the vocational, technical and commercial fields. However, with the setting up of the Mauritius Qualifications Authority in May 2002, the regulatory function has been taken over by the latter organisation while maintaining the enhanced role of the IVTB as provider of training. The IVTB is expected to take the lead in national training efforts, be more responsive to the requirements of industry and businesses and develop and implement programmes that will improve employability of the young, reduce skills mismatches and raise overall productivity.
- 14.2 The IVTB offers full-time and part-time courses ranging from the NTC Level 3 to Higher National Diploma dispensed in the different Training Centres.
- 14.3 The organisation structure of the IVTB comprises eleven divisions/sections namely: Human Resource, Public Relations, Finance, Internal Audit, Quality Assurance, Training Standards, Administration, Industry Based Training, Planning, Training Centres and Maintenance. The structure is being reviewed and appropriate new levels in the relevant divisions/sections are being recommended to allow the organisation to provide its services more efficiently and effectively.

### **HUMAN RESOURCE DIVISION**

#### **Human Resource Assistant (New grade)**

- 14.4 Presently the Human Resource Division is headed by a Divisional Manager who is assisted by an Assistant Manager. At the lower level, there is need for the creation of a grade of Human Resource Assistant to provide support services either at the Head Office or at Training Centres.

**Recommendation 1**

- 14.5 **We recommend the creation of a grade of Human Resource Assistant to be appointed either from among Executive Clerks, and Assistant Executive Clerks possessing a Diploma in Human Resource Management or from among outside candidates possessing a post ‘A’ Level diploma in Human Resource Management. Candidates should have knowledge of personnel policies, rules and regulations, human resource management techniques and practice and skills in examining personnel matters.**
- 14.6 Incumbent would be required to perform the duties of Secretary on Committees/Board concerning personnel matters, attend to court cases in connection with personnel matters, participate in job inspection exercise with a view to keeping staffing requirements under constant review, assist in the deployment and placement of staff, draft schemes of service and promote good industrial relations.

**Sports/Welfare Officer (New grade)**

- 14.7 The IVTB provides training to about seven to eight thousand students. With a view to maintaining a right balance between studies and sports/welfare, there is need for a level to promote and coordinate sports activities and welfare in general. We are providing for a grade to this effect.

**Recommendation 2**

- 14.8 **We recommend the creation of a grade of Sports/Welfare Officer to be recruited from among candidates possessing a post ‘A’ Level Degree in Physical Education or Sports.**
- 14.9 Incumbent would be required to promote and coordinate sports activities and look after students’ welfare in general.

**FINANCE DIVISION**

14.10 The Finance Division is staffed by officers in the grades of Accountant, Senior Accounts Officer, Accounts Officer, Assistant Executive Clerk and Clerk/Word Processing Operator. With the introduction of new accounting system whereby training centres would be considered as cost centres, new financial and accounting techniques would have to be adhered to and such duties need to be carried out by staff possessing appropriate skills in finance and accounting. The present structure of the Finance Division is being reviewed with the creation of new levels below the grade of Accountant.

**Accounts Clerk (New Grade)****Recommendation 3**

14.11 **We recommend the creation of a grade of Accounts Clerk to be recruited from among candidates possessing the School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and the Certificate of the London Chamber of Commerce and Industry in Book keeping Level 2, formerly Intermediate Stage. Candidates should also reckon at least four years' experience in finance duties.**

14.12 The Accounts Clerk would be required to prepare payment of salaries/wages, travel grant, travelling/travelling allowances, overtime, write up cash book, make entries in ledger and journal and maintain Books of Accounts, records and prepare Bank Reconciliation Statement and Statistics.

**Accounting Technician (New Grade)****Recommendation 4**

14.13 **We also recommend the creation of a grade of Accounting Technician to be recruited from among candidates possessing a pass in at least four subjects at Level 2 of the ACCA examination or an equivalent qualification. Officers in the grade should possess Level 2 of the ACCA examination in order to proceed beyond the Qualification Bar (QB) inserted in the recommended salary scale.**

- 14.14 The Accounting Technician would, among others, be responsible for the day to day running of the Finance Section at the Training Centres, ensure that financial, accounting and stores regulations are correctly applied and fully complied with and carry out auditing and accounting business of the Training Centres/Divisions.

**Senior Accounting Technician (New Grade)****Recommendation 5**

- 14.15 We further recommend the creation of a grade of Senior Accounting Technician to be appointed by promotion on the basis of merit and experience of officers in the grade of Accounting Technician having completed Level 2 of the ACCA examination or an equivalent qualification.**

- 14.16 The Senior Accounting Technician would be responsible for the auditing, financial and accounting business of the organisation, control of payment procedures to personnel, suppliers of materials and to contractors and exercise budgetary control, prepare estimates and produce financial statements.

**Accounts Officer****Senior Accounts Officer**

- 14.17 With the restructuring of the Finance Division, officers in the grades of Accounts Officer and Senior Accounts Officer would be redundant. The duties of these grades would be taken over by officers in the grades of the Accounting Technician Cadre.

**Recommendation 6**

- 14.18 We recommend that the grades of Accounts Officer and Senior Accounts Officer be abolished on vacancy and we are providing personal salaries to post holders.**

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**PURCHASING AND SUPPLY SECTION**

**Purchasing and Supply Officer (New Grade)**

**Senior Purchasing and Supply Officer (New Grade)**

14.19 Presently an Assistant Manager supervises all the Procurement and Stores activities which are performed by officers in the grades of Executive Clerk and Assistant Executive Clerk. The structure is being reinforced with the creation of grades of appropriate levels for better accountability of Purchasing and Supply functions.

**Recommendation 7**

**14.20 We recommend the creation of a grade of Purchasing and Supply Officer to be recruited from among candidates possessing Cambridge School Certificate with credit in at least three subjects including English Language and Mathematics/or Principles of Accounts obtained at one and same sitting together with a Certificate in Purchasing and Supply Management and reckoning at least two years' experience in Purchasing and Supply duties.**

14.21 The Purchasing and Supply Officer would be required, among others, to supervise the operation at Stores Section including the collection of stores items from Suppliers, accept materials into stores in compliance with requisition orders and verify that physical quantities tally with quantities in stores ledger.

**Recommendation 8**

**14.22 We also recommend the creation of a grade of Senior Purchasing and Supply Officer to be appointed by selection from Purchasing and Supply Officers possessing a Diploma in Purchasing and Supply Management and reckoning at least five years' experience in a substantive capacity.**

14.23 The Senior Purchasing and Supply Officer would be responsible, among others, for stores management, stock control, ordering and purchasing processes.



**INTERNAL AUDIT SECTION****Internal Auditor (Accounts) (New grade)**

14.24 The functions of the Internal Audit are presently being carried out by the Accountant. Given the number of the stores items including tools, equipment, machinery as well as consumables, there is need for an effective internal control system. We are providing for appropriate grades for the Internal Audit Section.

**Recommendation 9**

**14.25 We recommend the creation of a grade of Internal Auditor (Accounts) to be recruited from among holders of a pass at the final examinations required for admission to membership of a recognised professional accounting body or an equivalent qualification and having experience in accounting/auditing duties.**

14.26 Incumbent would be required to devise, plan and monitor programmes of checks and internal audit at the IVTB's establishment, train audit staff, and prepare reports upon any investigations and auditing exercises.

**Internal Auditor (Technical) (New grade)**

14.27 In view of the specificity of the Organisation with respect to consumables used during training courses and the valuable materials, tools and equipment in workshops, there is need for an officer with engineering knowledge to look after the technical aspects of the audit duties.

**Recommendation 10**

**14.28 We recommend the creation of a grade of Internal Auditor (Technical) to be recruited from among candidates possessing a post 'A' Level Degree in Engineering and having experience in audit duties.**

14.29 Incumbent would be responsible for the setting up of a technical audit system, ensure the rational utilisation of tools, equipment and consumables and carry out stock audit.

**MARKETING DIVISION****Marketing Officer (New Grade)****Marketing Manager (New Grade)**

14.30 In an enhanced role as a provider for training, the IVTB aims at targeting employees of large business organisations. Presently an officer on contractual employment is performing the marketing functions. There is need for an efficient and effective marketing of the role of the IVTB at national and regional level as a provider of Training facilities and courses. In this context, a two level structure is being provided.

**Recommendation 11**

**14.31 We recommend the creation of a grade of Marketing Officer to be recruited from among candidates possessing a post ‘A’ Level Diploma in Marketing or Management or Communications.**

14.32 The Marketing Officer would be required, *inter alia* , to assist the Marketing Manager in the smooth running of the section, conduct marketing surveys and establish and maintain a data base.

**Recommendation 12**

**14.33 We also recommend the creation of a grade of Marketing Manager to be recruited from among candidates possessing a post ‘A’ Level Degree in Marketing. Candidates should reckon at least five years’ post qualification experience in a position at middle or senior management level in the marketing field.**

14.34 The Marketing Manager would be responsible, among others, for the smooth running of the section, organise market information and research network, develop a sound market intelligence system covering collection, compilation, analysis, storage and dissemination of market information and devise marketing strategies to promote the actual objectives of the IVTB.

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**ADMINISTRATION****Office Supervisor (New grade)**

14.35 At the Head Office, there is need for a level to supervise the officers of general service grades, make arrangements for regular maintenance of building, plant and equipment, be responsible for the security measures, arrange for the booking of committee rooms, look after the fleet of vehicles and make arrangement for official transport etc.

**Recommendation 13**

**14.36 We recommend the creation of a grade of Office Supervisor. Appointment thereto should be made by selection from among Assistant Executive Clerks reckoning at least 10 years' service. Candidates should have a thorough knowledge of work procedures and organisational and supervisory skills.**

14.37 Incumbent would be required, *inter alia*, to monitor the use of vehicles and organise official transport, supervise, advise and guide junior staff and assist in the organisation of official function and welfare activities.

**General Assistant**

14.38 General Assistants are posted either at Head Office or at workshops in the different Training Centres. Those posted at the Head Office perform duties such as operating duplicating machine, sorting and binding, working on laminating machine, preparing and serving tea and coffee to visitors. They also take responsibility for delivery of audio-visual equipment in classes and conference room, reply to telephone calls after office hours, and perform despatch duties, whilst General Assistants posted at the Workshops are required to, *inter alia*, prepare, clean and keep in readiness all the equipment of the workshop, office, library, be responsible for all tools and stones and ensure security of equipment in the workshop.

14.39 Representations have been made for the creation of separate grades. However, the Bureau is of the view that for the sake of polyvalency and effective use of manpower, General Assistants should be required to rotate periodically.

**Recommendation 14**

- 14.40 We recommend that the scheme of service of the grade of General Assistant be amended to cater for both duties at Head Office as well as at the Workshops. This element has been taken into consideration in arriving at the recommended salary for the grade.**

**Senior General Assistant (New Grade)**

- 14.41 Several General Assistants are posted in main Training Centres. In order to coordinate, monitor and supervise the duties of the General Assistants, we are providing for a supervisory level.

**Recommendation 15**

- 14.42 We recommend the creation of a grade of Senior General Assistant to be appointed on the basis of merit and experience from officers of the grade of General Assistant.**

- 14.43 Incumbent would be required, *inter alia*, to plan, organise, supervise and control the work of the General Assistant and also to perform the duties of the latter grade as and when required.

**Head of Section**

- 14.44 Presently, Training Officers are designated as Head of Section to take responsibility of tools and equipment of each workshop at the Training Centres. The Heads of Section are also responsible for monitoring of curriculum, arranging for industrial placement for trainees and co-ordinating activities in respect of their trade. They are paid an allowance equivalent to two increments.

**Recommendation 16**

- 14.45 We recommend that Training Officers be designated as Head of Section on a rotation basis. They should be paid a headship allowance equivalent to two increments at the point they have reached in their salary scale to be read from the Master Scale whenever they perform these duties.**

**14. INDUSTRIAL AND VOCATIONAL TRAINING BOARD****SALARY SCHEDULE**

- IVTB 1 : Rs 4800 x 125 - 5675 x 150 - 7025**  
General Worker  
*formerly General Field and Office/Premises Worker*
- IVTB 2 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**  
Office Attendant
- IVTB 3 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 9750**  
General Assistant
- IVTB 4 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver/Messenger
- IVTB 5 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600**  
Senior General Assistant (New Grade)
- IVTB 6 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephonist
- IVTB 7 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Printing Assistant
- IVTB 8 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk  
Clerk/Word Processing Operator
- IVTB 9 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13800**  
Technical Assistant (Maintenance)  
Technical Assistant (Computer)

**14. INDUSTRIAL AND VOCATIONAL TRAINING BOARD (Contd.)**

- IVTB 10 :** **Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Executive Clerk  
Accounts Clerk (New Grade)  
Purchasing and Supply Officer (New Grade)
- IVTB 11 :** **Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000**  
Instructor Scale 'B'
- IVTB 12 :** **Rs 11400 x 400 - 15000 x 500 - 16000**  
Office Supervisor (New Grade)
- IVTB 13 :** **Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- IVTB 14 :** **Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer (Personal)  
Executive Clerk
- IVTB 15 :** **Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Human Resource Assistant (New Grade)  
Library Officer  
Marketing Officer (New Grade)  
Safety and Health Officer/Senior Safety and Health Officer  
*formerly Safety and Health Officer*
- IVTB 16 :** **Rs 12600 x 400 - 15000 x 500 - 17000 QB 17600 x 600 - 19400**  
Accounting Technician (New Grade)
- IVTB 17 :** **Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Accounts Officer (Personal)  
Senior Purchasing and Supply Officer (New Grade)
- IVTB 18 :** **Rs 12200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 21600**  
Recruitment Officer

**14. INDUSTRIAL AND VOCATIONAL TRAINING BOARD (Contd.)**

- IVTB 19 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Senior Accounting Technician (New Grade)
- IVTB 20 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 21600 QB 22400 x 800 - 27200**  
Curriculum Officer
- IVTB 21 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Coordinator Apprenticeship  
Coordinator Hotel Studies  
Psychologist  
Public Relations Officer  
Sports/Welfare Officer (New Grade)  
Training Officer
- IVTB 22 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Internal Auditor (Accounts) (New Grade)  
Internal Auditor (Technical) (New Grade)
- IVTB 23 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Head Librarian  
Accountant/Senior Accountant
- IVTB 24 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Assistant Manager  
Marketing Manager (New Grade)
- IVTB 25 : Rs 28000 x 1000 - 37000**  
Training Centre Manager
- IVTB 26 : Rs 32000 x 1000 - 39000**  
Divisional Manager

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**14. INDUSTRIAL AND VOCATIONAL TRAINING BOARD (Contd.)**

**IVTB 27 : Rs 42500**  
Assistant Director

**IVTB 28 : Rs 47500**  
Director

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## 15. IRRIGATION AUTHORITY

- 15.1 The Irrigation Authority started its operation in 1979 with the implementation of the Northern Plains Irrigation Project Stage I. Over the years, the Irrigation Authority has expanded its activities and embarked on mobilising its own water resources in order to meet its target. At present, the Irrigation Authority is operating about 17 irrigation schemes and ensuring the optimum use of water resources by constant monitoring and improvement in the irrigation process.
- 15.2 The ongoing projects are providing irrigation facilities to about 3,800 planters over an area of about 4500 hectares in the various regions of the country. With the coming into operation of the Midlands Dam, the Authority would be called upon to provide irrigation facilities to an additional area of some 3500 hectares in the North and North East areas of the island. Furthermore the organisation is also moving for the tapping of underground water with a view to initiating micro-irrigation schemes.
- 15.3 The present organisation structure comprises the Irrigation Planning Unit, the Construction and Supervision, Operations and Maintenance, Administration and the Accounts Departments.
- 15.4 A restructure exercise was carried out in 1993 in the light of a World Bank Report. In order to enable the organisation to attain its objectives and render the services provided to the planters community in a more efficient and effective manner, we are in this report, reinforcing the present structure.

### OPERATION AND MAINTENANCE DEPARTMENT

#### **Principal Engineer (Civil/Mechanical) (New Grade)**

- 15.5 The Operation and Maintenance Department is manned by the Head of Operation and Maintenance who is assisted by the Divisional Irrigation Officer, Mechanical Engineer, Operation and Maintenance Engineer, and officers in technical and supervisory grades, as well as employees in manual grades. The irrigation plant and equipment are in use since a long time, and frequent repairs and maintenance are essential for the ongoing irrigation schedule. To ensure the smooth running

of the Operation and Maintenance Department and to co-ordinate and monitor engineering activities, there is need for a new level above the grade of Engineer.

### **Recommendation 1**

**15.6 We recommend the creation of a grade of Principal Engineer (Civil/Mechanical) to be recruited from among registered professional Engineers (Civil/Mechanical) reckoning at least five years' post registration experience.**

15.7 Incumbent would be responsible, among others, to co-ordinate and monitor the engineering projects.

### **Irrigation Operation and Maintenance Officer (New Grade)**

15.8 The Irrigation Officer is responsible for the planning and organisation of irrigation operation and works under the supervision of the Divisional Irrigation Officer. The Technical Officer and the Senior Technical Officer are both entry grades and officers in these grades are responsible for the efficient discharge of duties related to the implementation of irrigation projects. Moreover, the Technical Officers are entrusted with irrigation projects on a regular basis and are required to act as Officer-in-Charge of projects and are, therefore, responsible to monitor and supervise the employees in the grades of Gangman, Driver, Irrigueur and General Worker.

15.9 To cope with the increase in the irrigation activities and to establish proper level for the discharge of duties and responsibilities below the Divisional Irrigation Officer, we are providing for the creation of a grade at professional level to assist and support the Divisional Irrigation Officer.

15.10 Incumbent, in the new grade, would take over the duties and responsibilities of the officers in the grades of Irrigation Officer, Technical Officer and Senior Technical Officer and eventually these grades would be evanescent.

**Recommendation 2**

**15.11 We recommend the creation of a grade of Irrigation Operation and Maintenance Officer to be recruited from among holders of a post ‘A’ Level Degree in Agriculture or Irrigation, or related fields.**

**Recommendation 3**

**15.12 We further recommend that :**

- (i) the grade of Divisional Irrigation Officer be restyled Divisional Irrigation Operation & Maintenance Officer.**
- (ii) officers in the grades of Technical Officer, Senior Technical Officer and the Irrigation Officer possessing a post ‘A’ Level Degree in Agriculture/Irrigation should be given priority of consideration for appointment to the grade of Irrigation Operation and Maintenance Officer.**
- (iii) the grade of Technical Officer, Senior Technical Officer and Irrigation Officer be abolished on vacancy and we are providing personal salaries to the officers in post.**

**Irrigueur**

**15.13 Drip irrigation projects are operational in certain specific areas. Irrigueurs posted to areas falling under the overhead irrigation schemes also service the drip projects.**

**Recommendation 4**

**15.14 We recommend that the scheme of service of the grade of Irrigueur should be amended to include duties related to drip irrigation. These duties have been considered in arriving at the salary recommended for the grade.**

**ADMINISTRATIVE DEPARTMENT****Secretary**

15.15 The Administrative Department is headed by the Secretary who also acts as Secretary to the Board. With the coming into operation of the Midlands Dam and with the implementation of new irrigation schemes, the Secretary would be required to perform additional duties such as formulating and maintaining administrative procedures, manpower management and training programmes, policies and plans related to industrial relations and liaising with legal adviser and preparing reports for the Board. Moreover, the jobholder would also be required to act as Secretary to the Board.

**Recommendation 5**

**15.16 We recommend that the grade of Secretary be restyled Administrative Secretary and the scheme of service be amended to include the additional duties.**

**ACCOUNTS DEPARTMENT**

15.17 Presently, the Finance Department is headed by the Accountant who is assisted by the Senior Finance Officer, Finance Officer, Senior Accounts Clerk and Accounts Clerk. A recent Report of the Management Audit Bureau has highlighted certain weaknesses in the Accounts Department. We are addressing same in this Report to render the Accounts Department more efficient and effective.

**Financial Manager (New Grade)**

15.18 With the increasing number of capital projects necessitating huge investments, there is need for proper management of funds in the organisation and the structure of the Accounts Department need to be reinforced with the creation of a level at the top as recommended by the Management Audit Bureau. We are providing for a level to this effect.

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**Recommendation 6**

- 15.19 We recommend the creation of a grade of Financial Manager to be recruited from among professionally qualified Accountants reckoning at least five years' experience in financial matters in a senior position.**
- 15.20 Incumbent would be responsible, among others, for financial strategy development, implementation of a proper management information system, and maintenance of a financial procedure manual and overall management and supervision of the Accounts Department.

**Accountant**

- 15.21 With the creation of a new level at the top of the Accounts Department the role and functions of the Accountant would need to be redefined. In future, the Accountant would report directly to the Financial Controller and would be responsible, *inter alia*, for planning, monitoring and evaluation of capital projects, carrying out feasibility studies, assessment of risks, forecasting cash flows and loan management and advising management on financial issues in respect of projects.

**Recommendation 7**

- 15.22 We recommend that the scheme of service of the grade of Accountant should be amended to reflect these changes. The additional duties have been taken into consideration in arriving at the salary recommended for the grade.**

**Senior Finance Officer****Finance Officer****Senior Accounts Clerk**

- 15.23 Along with the changes in the roles and functions of the Accountant, the schemes of service of the Senior Finance Officer, Finance Officer and Senior Accounts Clerk need to be amended to redefine their new duties and responsibilities. Senior Finance Officer would be required to prepare the draft final accounts, monitor the recurrent expenditure and the collection of irrigation dues, ensure that proper records and ledgers are kept and maintained up to date, control the

collection of all revenues and supervise the members of staff of the Accounts Department, and authorise disbursement of fund for recurrent expenses. The Finance Officer would head the Expenditure Section and monitor the preparation, examination and processing of payments after obtention of approval. The Senior Accounts Clerk would be responsible for the prompt collection, banking and recording of irrigation dues and all other revenues of the Organisation.

#### **Internal Auditor (New Grade)**

15.24 With the restructuring of the Accounts Department and the huge capital investment in the irrigation schemes, there is need for a grade of Internal Auditor for the proper internal control and auditing of the organisation.

#### **Recommendation 8**

**15.25 We recommend the creation of a grade of Internal Auditor to be recruited from among holders of a pass at the final examinations required for admission to membership of a recognised professional accounting body or an equivalent qualification and having experience in audit duties.**

15.26 Incumbent would be responsible, *inter alia*, to maintain a daily and continuous check on all the financial activities and transactions, devise regularly ways and means to improve the systems of checking with a view to preventing fraud, cutting out unnecessary work, instituting self-checking methods and exercising better internal control, attend committees and meetings and submit a monthly report on all financial transactions of the organisation to the Board.

#### **Computer Operator**

15.27 The post of Computer Operator was created for the performance of simple computer programming works, making entries in the Database System and for the retrieval of data. This post has remained vacant for quite sometime and the management does not intend to fill the post. Consequently, the post should be abolished.

#### **Recommendation 9**

**15.28 We recommend that the grade of Computer Operator be abolished.**

**Information Technology Officer (New Grade)**

15.29 For the setting up of a sound computer system for management of funds and for carrying out of proper evaluation of the irrigation schemes, there is need for a professional in Information Technology to perform database and system administration, network administration and management and software application maintenance.

**Recommendation 10**

15.30 We recommend the creation of a grade of Information Technology Officer. Recruitment thereto should be made from among holders of a post 'A' Level Degree in Computer Science and reckoning post qualification experience.

**15. IRRIGATION AUTHORITY****SALARY SCHEDULE**

<b>IA 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>IA 2</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Irrigueur
<b>IA 3</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Stores Attendant <i>formerly Storeman</i> Tradesman Assistant
<b>IA 4</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>IA 5</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant Pump Operator

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**15. IRRIGATION AUTHORITY (Contd.)**

- IA 6 : Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 9000**  
Vulcaniser
- IA 7 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver  
Gangman
- IA 8 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Driver (on roster)  
Electrician  
Gangman (on roster)  
Mechanic  
Pipe Fitter  
Welder
- IA 9 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephonist (Future Holder)
- IA 10 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Vehicle Controller
- IA 11 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400**  
Receptionist/Telephonist/Radio Operator (Personal)
- IA 12 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Assistant Stores Officer
- IA 13 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Technical Assistant (Electromechanical)
- IA 14 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
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**15. IRRIGATION AUTHORITY (Contd.)**

- IA 15 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer
- IA 16 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Assistant Workshop and Plant Supervisor
- IA 17 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13800**  
Technical Assistant
- IA 18 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Supervisor (Civil Works)
- IA 19 : Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Field Officer
- IA 20 : Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Supervisor (Irrigation) (on roster)
- IA 21 : Rs 13800 x 400 - 14600**  
Trainee Engineer
- IA 22 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Executive Officer  
Stores Officer
- IA 23 : Rs 12600 x 400 - 15000**  
Workshop and Plant Supervisor
- IA 24 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Draughtsman

### 15. IRRIGATION AUTHORITY (Contd.)

- IA 25 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Internal Controller
- IA 26 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- IA 27 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer  
Higher Executive Officer  
Higher Stores Officer  
Senior Accounts Clerk
- IA 28 : Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Higher Executive Assistant (Personal)
- IA 29 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Irrigation Officer (Personal)  
Safety and Health Officer/Senior Safety and Health Officer  
Technical Officer (Agriculture) (Personal)  
Technical Officer (Civil)
- IA 30 : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Senior Technical Assistant
- IA 31 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Personnel Officer
- IA 32 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Finance Officer  
Senior Internal Controller
- IA 33 : Rs 17600 x 600 - 20000 x 800 - 23200**  
Senior Technical Officer (Personal)
- IA 34 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Irrigation Operation and Maintenance Officer (New Grade)

**15. IRRIGATION AUTHORITY (Contd.)**

- IA 35 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 – 27200**  
Accountant  
Internal Auditor (New Grade)
- IA 36 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Engineer (Irrigation Planning Unit)  
Engineer (Mechanical)  
Information Technology Officer (New Grade)
- IA 37 : Rs 17000 x 600 - 20000 x 800 - 28000**  
Engineer (Construction and Supervision) (Staggered)  
Engineer (Operation and Maintenance) (Staggered)
- IA 38 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Secretary  
*formerly Secretary*
- IA 39 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Divisional Irrigation Operation and Maintenance Officer  
*formerly Divisional Irrigation Officer*
- IA 40 : Rs 22400 x 800 - 28000 x 1000 - 34000**  
Principal Engineer (IPU)  
Principal Engineer (Civil/Mechanical) (New Grade)  
Financial Manager (New Grade)
- IA 41 : Rs 27200 x 800 - 28000 x 1000 - 36000**  
Head of Construction and Supervision  
Head of Operation and Maintenance  
Investigation/Research Specialist
- IA 42 : Rs 38000 x 1000 - 40000**  
Head of Irrigation Planning Unit
- IA 43 : Rs 47500**  
General Manager

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## 16. ISLAMIC CULTURAL CENTRE

- 16.1 The Islamic Cultural Centre (The Centre), which was set up by the Islamic Cultural Centre Trust Fund Act 46 of 1989, operates under the aegis of the Ministry of Arts and Culture. Its main objectives are to preserve and promote the authentic and perennial values of Islam; establish links with major Islamic socio-cultural organisations both locally and internationally, promote the study of Arabic and Urdu, organise lectures, workshops and seminars, create facilities for research and facilitate Islamic pilgrimage to holy places.
- 16.2 Initially, the Centre started its operation with a skeleton staff and as the activities expanded additional staff was recruited on contract to cope with the workload. Recently the Centre has been entrusted with the responsibility of organising the Hady Pilgrimage. Its new complex which will soon be operational will provide a series of facilities such as - library, several classrooms for teaching, a Resource Centre and a multi purpose hall.
- 16.3 At present, the Executive Director is the executive head of the Centre and is supported in his duties by the Secretary/Treasurer and staff of the General Services. In view of the development at the Centre, its structure needs to be reinforced. We are, therefore, in this Report creating additional levels to allow the Centre to provide its services efficiently.

### **Research Officer (New Grade)**

- 16.4 The Islamic Cultural Centre will have a Resource Centre. A database of resources (persons, rare books etc) will be built and made available to those interested. There is need for a specific grade for the Research Centre who will carry out research, compile data, prepare material for Centre's publications on Islamic Arts and Culture.

### **Recommendation 1**

- 16.5 **We recommend the creation of a grade of Research Officer. Recruitment thereto should be made from among holders of a post 'A' Level Degree in Social Science and who are computer literate.**

- 16.6 The job incumbent would be responsible, *inter alia*, for the management of the database related to Islamic Culture in Mauritius, the establishment of a data base and collection of information on Islamic culture and Islamic institution, the initiation and monitoring of research projects related to Islam, undertaking of survey and managing IT data programmes.

#### **Hadj/Programme Officer (New Grade)**

- 16.7 One of the important activities of the Centre is to organise the Hadj pilgrimage. The Centre acts as a facilitator and provides necessary information, arranges for vaccination, travel, lodging abroad etc.
- 16.8 These duties are presently performed by an officer (Hadj Officer) employed on contract. The officer also assists in the organisation of socio-cultural activities. We are providing for a new grade with combined responsibilities to take over the duties related to the organisation of Hadj and socio-cultural functions.

#### **Recommendation 2**

- 16.9 **We recommend the creation of a grade of Hadj/Programme Officer to be recruited from among holders of Cambridge School Certificate with five credits, with experience in organising socio-cultural programmes in Hadj/Umrah, artistic, cultural and social activities, possessing good organising and interpersonal skills and having knowledge of Urdu or Arabic.**
- 16.10 The job incumbent would, among other things, organise and monitor overall Hadj activities in Mauritius and Saudi Arabia including registration and training of future Hadjis; liaise with future Hadjis, Imams, Mutawallis and Muassassah offices in Mecca and Madinah on behalf of the Centre; assist in the organisation of seminars, conferences and other training activities and competitions and in the presentation and organisation of artistic and cultural programmes, shows and similar functions at regional, national and international levels.
- 16.11 In view of the expansion of the activities at the Centre, we are reinforcing the organisation structure by the creation of appropriate supporting grades.

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**Recommendation 3**

**16.12 We recommend the creation of the grades of Executive Officer, Office Attendant/Driver, Attendant/Cleaner, Gardener and General Worker.**

**Executive Officer (New Grade)**

**16.13 Recruitment to the grade should be made by selection from among officers in the grade of Clerical Officer/Higher Clerical Officer, or Clerk or officers of the level of Clerical Officer/Higher Clerical Officer reckoning at least four years' service in a substantive capacity in their respective grades and who are computer literate.**

16.14 The job incumbent would deal with personnel, general administrative, finance and purchasing and supply matters; process all correspondence including drafting of letters; act as Secretary of Board meetings and committees; coordinate and monitor the work of junior staff under his/her responsibility; assist in the organisation of cultural and other activities; and undertake simple data and word processing operations on computers.

**Office Attendant/Driver (New Grade)**

16.15 Recruitment thereto should be made from among holders of the Certificate of Primary Education possessing a valid driving licence, having a basic knowledge of mechanics and simple vehicle maintenance and good eyesight.

16.16 The Office Attendant/Driver will drive the vehicles of the Centre, carry out simple maintenance task, perform messengerial duties and clean office premises amongst other duties.

**Attendant/Cleaner (New Grade)**

**16.17 The grade of Attendant/Cleaner should be recruited from among holders of the Certificate of Primary Education and will be responsible to run official errands, clean premises and operate simple office equipment amongst other duties.**

**Gardener (New Grade)**

- 16.18 Recruitment to the grade of Gardener should be made from among holders of the Certificate of Primary Education. Jobholder will be responsible to clean the compound of the centre, and perform gardening duties, amongst others.

**General Worker (New Grade)**

- 16.19 Recruitment thereto should be made from holders of the CPE and job incumbent would be responsible for general cleaning and any other related duties.

**16. ISLAMIC CULTURAL CENTRE****SALARY SCHEDULE**

<b>ICC 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker (New Grade)
<b>ICC 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Attendant/Cleaner (New Grade) Gardener (New Grade) Office Attendant
<b>ICC 3</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver Office Attendant/Driver (New Grade)
<b>ICC 4</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Receptionist/Word Processing Operator
<b>ICC 5</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator

**16. ISLAMIC CULTURAL CENTRE (Contd.)**

- ICC 6 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Executive Officer (New Grade)  
Hadj/Programme Officer (New Grade)
  
- ICC 7 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000x 600 - 17600**  
Confidential Secretary
  
- ICC 8 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Library Officer
  
- ICC 9 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Secretary/Treasurer
  
- ICC 10 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Research Officer (New Grade)
  
- ICC 11 : Rs 37000 x 1000 - 39000**  
Executive Director

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## 17. MAHATMA GANDHI INSTITUTE

- 17.1 The Mahatma Gandhi Institute (MGI) was established in 1970 to be a centre of studies for Indian Culture and Traditions and to promote education and culture generally.
- 17.2 The main objectives of the MGI are to promote formal and informal education; foster a research culture in the areas of specialisation; develop into an integrated poly-nodal Institute responding to the cultural aspiration of the nation with maximum participation of the community; and develop a culture of quality while optimising standard of courses, research, infrastructure and resources.
- 17.3 By virtue of the amended MGI Act of 2002, both the MGI and the Rabindranath Tagore Institute are governed by a common Council and a Director-General will be nominated to be the principal academic and administrative officer of both Institutes. Moreover, in the wake of the reforms in the Education Sector, the Mahatma Gandhi Institute has been allowed to operate new regional secondary schools.
- 17.4 The Mahatma Gandhi Institute delivers its mandate through its various departments/sections viz. Central Administration, Finance, Library and Archives, Extra Mural Studies and Distance Education, Printing and Publishing, School of Mauritian, Asian and African Studies; School of Indian Music and Fine Arts, Secondary School, and Gandhian Basic School.
- 17.5 Over the years the MGI has broadened its scope and scale of operation by dispensing courses leading to Diplomas and Degrees in oriental languages in conjunction with the University of Mauritius, in addition to secondary and vocational courses. In the light of the expansion of the secondary sector of the MGI in line with the reforms in Education, we are reinforcing its structure to enable the organisation to meet its objectives effectively.

**Rector (New Grade)****Deputy Rector (New Grade)**

17.6 In view of the setting up of additional Mahatma Gandhi Institute Secondary Schools, the need for additional levels to be responsible for the running of these schools is consequently felt. We are, therefore, providing for the grades of Rector and Deputy Rector.

**Recommendation 1**

17.7 **We recommend the creation of a grade of Rector. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Deputy Rector.**

17.8 Incumbent would, amongst others, be responsible for the running of one of the secondary schools/colleges falling under the MGI Council; the supervision of the teaching staff; the maintenance of discipline on the school compound; and the developing and implementing of new initiatives and innovative learning approaches that will maintain the required standard.

**Recommendation 2**

17.9 **We recommend the creation of a grade of Deputy Rector. Recruitment thereto should be made by selection from among Education Officers possessing the qualifications required to cross the QB and reckoning at least eight years' experience in the grade. Candidates should also possess a good knowledge of pedagogical principles and practices; good organising and administrative potential and ability to communicate effectively and interact with others.**

17.10 Incumbent would be required, amongst others, to assist the Rector in the running of one of the secondary schools/colleges falling under the MGI Council; deputise for the Rector in his/her absence; act as Liaison Officer between the Rector and teaching staff; maintain discipline on the school compound and be responsible for developing and implementing new initiatives and innovative learning approaches that will maintain the required standard.

**Accountant (New Grade)**

17.11 Subsequent to the increase in its activities, the budget of the MGI has considerably increased. Presently, the Bursar who is the Head of the Finance Section is often taken up in policy matters. There is, therefore, need for a new level to give assistance and professional support in the financial and accounts management of the Institute.

**Recommendation 3**

**17.12 We recommend the creation of a grade of Accountant. Recruitment thereto should be made by selection from among holders of a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification.**

17.13 Incumbent would, amongst others, assist the Bursar for the accounting and financial management of the Institute.

**Librarian (New Grade)**

17.14 The Head, Library and Archives has the overall responsibility of the Library and Archives Section. He is supported in his duties by officers in the grades of Library Officer, Senior Library Clerk and other support staff. To ensure the smooth delivery of services, we are providing for a new grade of Librarian.

**Recommendation 4**

**17.15 We recommend the creation of a grade of Librarian. Recruitment thereto should be made by selection from among candidates possessing a Degree in Library and Information Science or a Degree in an academic field together with a Postgraduate Diploma in Library and Information Science. Candidates should also have at least three years' experience in library duties.**

17.16 Incumbent would, amongst others, assist the Head, Library and Archives in the day-to-day running of the library, on the selection of library materials and equipment, stock development, and in planning and research in library matters.

**Personnel Officer (New Grade)**

17.17 The expansion of the secondary sector of the MGI coupled with the opening of more MGI Schools, have led to an increased staff size. As a result, there is need for a new level to carry out personnel functions including assistance in the planning of manpower resources and in identifying the right training needs.

**Recommendation 5**

**17.18 We recommend the creation of a grade of Personnel Officer. Recruitment thereto should be made by selection from among candidates possessing a post 'A' Level Diploma in Management with specialisation in Human Resource Management and reckoning at least three years' experience in personnel duties.**

17.19 Incumbent would be required, amongst others, to ensure that personnel policies, rules, regulations and procedures are properly and consistently applied; draft schemes of service and revise existing ones to meet organisational needs; and ensure the smooth functioning of the Personnel Section.

**Computer Technician (New Grade)**

17.20 To keep pace with technological development, the MGI has automated many of its processes for a more effective delivery of service. This entails the use of computers and electronic equipment which are often subject to breakdowns. To avoid disruption in the normal flow of activities, the need for a grade to carry out the necessary repairs is felt. In this context, we are providing for a grade of Computer Technician.

**Recommendation 6**

**17.21 We recommend the creation of a grade of Computer Technician. Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language and Mathematics; the Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Mathematics; and a Diploma in Computer Science and Engineering from a recognised institution.**

- 17.22 Incumbent would be required, amongst others, to maintain, repair and administer the computer system including all related peripherals; provide technical guidance and support to end-users; devise appropriate systems of security in relation to hardware and software; prepare specification and advise on the purchase of computers, printers and spare parts for computers.

#### **Graphic Artist (New Grade)**

- 17.23 The MGI carries out extensive and intensive research works which culminate in their publications. It is necessary to make these publications more appealing to their target groups through design and creative work. We are thus recommending the creation of a new grade of Graphic Artist to address this issue.

#### **Recommendation 7**

- 17.24 **We recommend the creation of a grade of Graphic Artist. Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Art and a Diploma in Graphic Design or Communication Graphic or an equivalent qualification.**
- 17.25 Incumbent would be required, amongst others, to conceive, design and produce visual materials using appropriate equipment and techniques.

#### **Office Superintendent (New Grade)**

- 17.26 Following the increase in the overall activities of the Mahatma Gandhi Institute, many duties have cropped up relating to the use of office equipment, office layout, infrastructure and the supervision of the running of the guest house. The volume and nature of these duties are significant and the need is felt for an officer having the relevant knowledge and experience to shoulder these responsibilities. We are, therefore, making appropriate recommendation to that effect.

**Recommendation 8**

- 17.27 **We recommend the creation of a grade of Office Superintendent. Recruitment thereto should be made by selection from among officers in the Executive Cadre possessing a Certificate in Office Management and reckoning at least four years' service in a substantive capacity in the grade and having knowledge of work procedures, judgement and initiative in problem solving, good interpersonal and communication skills together with ability to adapt to different work situations.**
- 17.28 Incumbent would, amongst others, be responsible for the prompt and accurate performance of executive functions and for the correct interpretation and application of rules; supervision and running of the Guest House; and arrangement of proper office accommodation, furniture and equipment.

**Archives Officer (New Grade)**

- 17.29 The MGI provides the academic and cultural basis for the promotion, consideration and dissemination of the rich Indian Cultural Traditions within the multi-cultural context of the Mauritian Society. As such, there has been a considerable increase in the activity of the Archives Section. There is need for a grade to look after the physical well-being of records in the archives and the holdings on Indian Immigration, and to monitor access to the records by researchers and members of the public.

**Recommendation 9**

- 17.30 **We recommend the creation of a grade of Archives Officer. Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and History and passes in at least two subjects at the General Certificate of Education "Advanced" Level.**

- 17.31 Incumbent would be required, amongst others, to classify, index, catalogue and transcribe records/maps, plans, books and other archive materials; prepare research tools, current chronology and bibliographical supplements; maintain discipline on archive premises; update, develop and maintain archival collections and records.

#### **Higher Stores Officer (New Grade)**

- 17.32 The Stores Section of the MGI is presently manned by officers in the grades of Senior Stores Officer and Stores Officer. In view of the expansion of the activities of the MGI, the stores functions of the organisation have evolved considerably. We are strengthening the Cadre by the creation of an additional level.

#### **Recommendation 10**

- 17.33 **We recommend the creation of a grade of Higher Stores Officer. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Stores Officer reckoning at least four years' experience in the grade.**
- 17.34 Incumbent would, amongst others, be responsible for the procurement and distribution of the stores of the MGI and to prepare stores orders.

#### **Stores Officer**

- 17.35 At present appointment to the grade of Stores Officer is by promotion from Assistant Stores Officers on the basis of seniority and merit. Given the operational functions of the Stores Officer and to be in line with what obtains elsewhere, we are reviewing the entry requirements of the grade.

#### **Recommendation 11**

- 17.36 **We recommend that recruitment to the grade of Stores Officer should be made by selection from among Clerical Officer/Higher Clerical Officers reckoning at least four years' service in the grade.**

**Office Supervisor (New Grade)**

17.37 Following the setting up of new secondary schools on a regional basis, responsibilities in terms of infrastructure, transport arrangements, equipment etc., have increased considerably. There is, therefore, need for a new level to assist in the provision of proper office accommodation, furniture and equipment and their proper maintenance.

**Recommendation 12**

**17.38 We recommend the creation of a grade of Office Supervisor. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Clerical Officer/Higher Clerical Officer reckoning at least 10 years' service in a substantive capacity in the grade.**

17.39 Incumbent would, amongst others, be responsible for the proper running of small divisions/sections/units; to organise transport for official purposes; attend to queries from members of the public and provide them with relevant information; supervise, advise and guide junior staff; and assist in the organisation of official functions, welfare activities and in the provision of proper office accommodation, furniture and equipment and their maintenance.

**Senior Word Processing Operator (New Grade)**

17.40 In view of the increase in activities at the MGI, the need is felt for an additional level to plan, organise, supervise and control the work of Word Processing Operators in the typing pool.

**Recommendation 13**

**17.41 We recommend the creation of a grade of Senior Word Processing Operator. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Word Processing Operator reckoning at least four years' experience in a substantive capacity in the grade.**

17.42 Incumbent will be required, amongst others, to plan, organise, supervise and control the work of Word Processing Operators; type and collate official documents; and provide guidance and training to Word Processing Operators.



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**Word Processing Operator (Oriental Language) (New Grade)**

17.43 At present, word processing duties in connection with Oriental Languages are performed by Word Processing Operators. In view of the specificity of MGI and the permanency of this type of work, there is need for a specific grade to perform these word processing duties.

**Recommendation 14**

**17.44 We recommend the creation of a grade of Word Processing Operator (Oriental Language). Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” in at least five subjects with at least Grade C in English Language and French or an equivalent qualification; a certificate in type writing at a speed of at least 25 words per minute in the relevant Oriental Language; and a Certificate in Word/Data Processing from a recognised institution.**

17.45 Incumbent would be required, amongst others, to type scripts in the relevant oriental language.

**Computer Laboratory Attendant (New Grade)**

17.46 Following the setting up of the New Form VI College, the computer laboratory of the MGI now warrants the services of an officer to look after the day-to-day care of the computers, printers and other equipment.

**Recommendation 15**

**17.47 We recommend the creation of a new grade of Computer Laboratory Attendant. Recruitment thereto should be made by selection from among employees on the permanent and pensionable establishment and who possess the Cambridge School Certificate with at least a pass in Mathematics or any Science subject or an equivalent.**

- 17.48 Incumbent would, among others, be responsible for the general cleanliness of the computer laboratory, the general care of equipment; scheduling hardware and software for use in different classes and laboratories; and to set up equipment and load relevant software.

#### **Head, Centre for Performing Arts**

- 17.49 The Head, Centre for Performing Arts is recruited by selection from among candidates possessing a degree with administrative and organisational experience at a senior level for at least five years and proven experience in stage production.
- 17.50 The Centre for Performing Arts covers several disciplines. The Management of the MGI is of the view that the grade of Head, Centre for Performing Arts should not be filled in a substantive capacity. Instead, a member of the academic staff of an appropriate level should be assigned the duties of Head, Centre for Performing Arts so that officers from various disciplines be given the opportunity to perform at that level. The Bureau fully concurs with this view.

#### **Recommendation 16**

- 17.51 We recommend that, in future, the duties of Head, Centre for Performing Arts should be assigned to a member of academic staff of an appropriate level to be determined by the Council, on a rotational basis.**

#### **Education Officer**

- 17.52 Education Officers are required, amongst others, to maintain discipline inside and outside the classroom, prepare lesson plans and submit for inspection as well as to ensure the overall development of students - be it intellectual, emotional or moral.

#### **Recommendation 17**

- 17.53 We recommend that the scheme of service of the grade of Education Officer be amended to reflect these duties and responsibilities as these have been taken into consideration in arriving at the salary recommended for the grade.**

**Recommendation 18**

- 17.54 We recommend that officers joining the grade of Education Officer and possessing a post 'A' Level Degree or a post SC Degree together with a Master's Degree or Post Graduate Certificate in Education should join the recommended salary at point Rs 14200. Education Officers, possessing the Diploma or a post SC Degree and drawing less than Rs 14200, should on obtention of the qualifications required to cross the QB, be allowed to join the recommended salary scale at point Rs 14200.
- 17.55 We further recommend that (a) officers joining the grade of Education Officer as from 1<sup>st</sup> July 2003, should draw salary in the scale of Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 18800 QB 19400 x 600 - 20000 x 800 - 27200 (b) those possessing the diploma would be allowed to proceed beyond the QB inserted in the salary scale upon obtention of the Degree and (c) those possessing the post SC Degree would be allowed to proceed beyond the QB on obtention of a Master's Degree or a post graduate certificate in education.
- 17.56 We also recommend that the monthly allowance of Rs 1000 payable to Education Officers not possessing the qualifications required to cross the QB and who are called upon to teach sixth form subjects in scarcity areas for at least eight periods weekly should be revised to Rs 1200 monthly. On obtention of the full qualifications of the grade they would be entitled to the new salary point arrived at after adding the allowance to their basic salary and would draw the new determined salary or Rs 14200, whichever is the higher.

**National Inspectorate  
Secondary School Inspector**

- 17.57 At present, appointment to the grade of Secondary School Inspector is made from among officers in the grades of Senior Education Officer and Education Officer reckoning at least five years' service. Up till now this recruitment has been restricted to Education Officers teaching in State Secondary Schools. With the

widening of the scope of the Inspectorate, there is need to allow recruitment from Education Officers of the MGI Secondary Schools as well.

### **Recommendation 19**

**17.58 We recommend that appointment to the grade of Secondary School Inspector should also be made from officers in the grade of Education Officer, MGI Secondary Schools who are qualified to cross the QB inserted in the salary scale and reckoning at least five years' service in a substantive capacity.**

### **Dean (New Grade)**

17.59 In the wake of reform, there is need for a new grade to help inculcate a new work culture in schools and revitalise the teaching learning process. The grade would be responsible for the introduction of pedagogical programmes for quality enhancement in student and teacher performance.

### **Recommendation 20**

**17.60 We recommend the creation of a grade of Dean. Recruitment thereto should be made by selection from among Education Officers possessing the qualifications to cross the QB and reckoning at least 15 years' experience in the grade.**

17.61 Incumbent would be required to provide leadership in the stream under his responsibility, teach subject of specialisation for a minimum of ten periods weekly, prepare Departmental Development Plans in collaboration with the members of the stream, support Inspectorate in the implementation of pedagogical projects and programmes, ensure quality in Education Services and also to maintain discipline inside and outside the classroom.

17.62 The Dean would head one of the four streams, namely: Humanities, Mathematics/Science, Commercial Studies and Technical subjects.

17.63 With the creation of the grade of Dean, the functions of the Head of Department would be taken over by the new grade.

**Recommendation 21**

- 17.64** We recommend that pending the creation of the post of Dean, the allowance payable to an Education Officer acting as Head of Department be revised to Rs 960 monthly.

**Senior Assistant Technician (Printing)****Assistant Technician (Printing)**

- 17.65** In our 1998 Report, a QB has been inserted in the salary scales of the grades of Senior Assistant Technician (Printing) and Assistant Technician (Printing). To proceed beyond the QB, officers in these grades should possess the vocational qualifications of either the National Trade Certificate Level 3 of the Industrial and Vocational Training Board or a Record of Unit Credit issued by the Mauritius Examinations Syndicate. Promotion to the grade of Senior Assistant Technician (Printing) is made from Assistant Technician (Printing) possessing the prescribed qualifications.

**Recommendation 22**

- 17.66** We recommend that Senior Assistant Technicians (Printing) and Assistant Technicians (Printing) should possess either the National Trade Certificate Level 3 of the Industrial and Vocational Training Board or a Record of Unit Credit issued by the Mauritius Examinations Syndicate to proceed beyond the Qualification Bar (QB) provided in the salary scale recommended for their respective grade.
- 17.67** We also recommend that promotion to the grade of Senior Assistant Technicians (Printing) should be made from among Assistant Technicians (Printing) possessing the qualification required to cross the QB inserted in the salary scale of the grade.

### Sabbatical Leave

- 17.68 A Sabbatical Leave Scheme exists at the University of Mauritius that enables Academics to conduct research and pursue programmes of academic activity at a University or other institutions approved by the Council. Representations have been received that the MGI be requested to introduce a similar scheme as well.

### Recommendation 23

- 17.69 We recommend that the Mahatma Gandhi Institute considers the possibility of setting up a Sabbatical Leave Scheme for its academic staff.**

### Qualification Bar

- 17.70 A Qualification Bar has been introduced in the salary scales of certain manual/technical grades with a view to encouraging officers in these grades to acquire the required qualifications to keep pace with emerging technologies and meeting the functional requirements of the organisation.
- 17.71 Recognition/Accreditation of prior learning is a provision designed primarily for those employees who have acquired skills, knowledge and experience over the years but having no formal proof of competence in their respective fields. In many instances such employees who have the necessary skills cannot attain the top of their salary scales due to Qualification Bars (QB's) inserted therein.
- 17.72 The Bureau considers that experiential learning could be recognised in these cases. The Mauritius Qualifications Authority (MQA), in the circumstances, is best placed to deal with the matter.

### Recommendation 24

- 17.73 We recommend that concerned employees should direct their request for Recognition/Accreditation of acquired experience which should be of at least 15 years in the relevant field to the Mauritius Qualifications Authority. On obtention of the necessary Recognition/Accreditation, they can apply to the Ministry of Civil Service Affairs and Administrative Reforms for clearance to proceed beyond the Qualification Bar. This recommendation should in no case apply in relation to academic qualification.**

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**Specific Conditions of Service****Vacation Leave**

17.74 With regards to vacation leave for the teaching staff we have made specific recommendations at Chapter 15 paragraph 15.4.10 of Volume 1 and which should apply to teaching staff of the MGI.

**Recommendation 25**

17.75 We further recommend that:

- (i) **subject to the exigencies of the service, a maximum of up to 50% of the annual vacation leave entitlement may be granted during term time; and**
- (ii) **officers who have not taken advantage of the annual vacation leave entitlement during term time in a calendar year, should be allowed to cumulate up to 50% of the annual vacation leave entitlement over and above the leave ceiling annually. Such leave may be taken as leave prior to retirement. Should the services of the officers be required during the leave prior to retirement, these officers should be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.**

**Political Activities**

17.76 In our 1998 Report, we recommended that full time academic staff of the MGI should not be allowed to participate in active politics as involvement in such activities would disrupt the proper functioning of the Institute. **We are maintaining this recommendation.**

## 17. MAHATMA GANDHI INSTITUTE

### SALARY SCHEDULE

<b>MGI 1</b>	: <b></b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b>	General Worker <i>formerly General Field and Office/Premises Worker</i> <i>General Office/Premises Worker</i>
<b>MGI 2</b>	<b>: :</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b>	Sanitary Attendant
<b>MGI 3</b>	<b>: :</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b>	Stores Attendant <i>formerly Storeman</i> Tradesman's Assistant
<b>MGI 4</b>	<b>: :</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b>	Watchman
<b>MGI 5</b>	<b>: :</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b>	Caretaker Farm Attendant Gardener Guest House Attendant (New Grade) Handy Worker (Personal to officers in post as at 30.6.98) <i>formerly Handyman</i> Museum Attendant Nurseryman Office Attendant Workshop Assistant
<b>MGI 6</b>	<b>: :</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b>	Driver
<b>MGI 7</b>	<b>: :</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b>	Office Assistant (Personal)



**17. MAHATMA GANDHI INSTITUTE (Contd)**

- MGI 8 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 -10000 x 300 - 10300**  
Carpenter  
Electrician  
Mason  
Painter  
Plumber and Pipe Fitter
- MGI 9 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 -10000 x 300 - 10300**  
Senior/Head Office Attendant  
Supervising Attendant
- MGI 10 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Head Gardener
- MGI 11 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 -10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator
- MGI 12 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 -10000 x 300 - 10600 x 400 - 11800**  
Clerical Assistant/Senior Clerical Assistant  
Clerk Assistant (New Grade)  
Computer Laboratory Attendant (New Grade)
- MGI 13 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 -10000 x 300 - 10600 x 400 - 11800**  
Laboratory Attendant
- MGI 14 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 -10000 x 300 - 10300 QB 10600 x 400 - 11800**  
Assistant Technician (Printing)
- MGI 15 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 -10000 x 300 - 10600 x 400 - 13000**  
Overseer

**17. MAHATMA GANDHI INSTITUTE (Contd)**

- MGI 16 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator  
Word Processing Operator (Oriental Language) (New Grade)
- MGI 17 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Archives Officer (New Grade)  
Clerical Officer/Higher Clerical Officer  
Library Clerk
- MGI 18 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Foreman
- MGI 19 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Senior Laboratory Attendant
- MGI 20 : Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Senior Word Processing Operator (New Grade)
- MGI 21 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 QB 13800 x 400 - 14600**  
Senior Assistant Technician (Printing)
- MGI 22 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Executive Officer  
Stores Officer
- MGI 23 : Rs 10300 x 300 - 10600 x 400 - 15000**  
Microfilm Operator  
Senior Library Clerk
- MGI 24 : Rs 11400 x 400 - 15000 x 500 - 16000**  
Office Supervisor (New Grade)

**17. MAHATMA GANDHI INSTITUTE (Contd)**

- MGI 25 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Assistant Instructor  
Performing Artiste
- MGI 26 : Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Production/Curriculum Assistant (Personal)
- MGI 27 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Assistant Editor  
Usher
- MGI 28 : Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Technician
- MGI 29 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MGI 30 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer  
Higher Executive Officer  
Higher Stores Officer (New Grade)
- MGI 31 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Computer Technician (New Grade)  
Graphic Artist (New Grade)  
Library Officer  
Maintenance Officer  
Safety and Health Officer/Senior Safety and Health Officer  
*formerly Safety and Health Officer*

**17. MAHATMA GANDHI INSTITUTE (Contd)**

- MGI 32 : Rs 13800 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Printing Officer
- MGI 33 : Rs 15500 x 500 - 17000 x 600 - 19400**  
Senior Executive Officer
- MGI 34 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Accounts Officer  
Senior Stores Officer  
Personnel Officer (New Grade)
- MGI 35 : Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 20800**  
Senior Performing Artiste
- MGI 36 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 20800**  
Senior Assistant Editor
- MGI 37 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 22400**  
Office Superintendent (New Grade)
- MGI 38 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 21600 QB 22400 x 800 - 27200**  
Education Officer
- MGI 39 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Assistant  
Curator (Folk Museum)  
Librarian (New Grade)
- MGI 40 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant (New Grade)  
Internal Auditor
- MGI 41 : Rs 20800 x 800 - 28000**  
Documentation and Research Officer (Oriental Languages)

**17. MAHATMA GANDHI INSTITUTE (Contd)**

- MGI 42 : Rs 23200 x 800 - 28000 x 1000 - 29000**  
Curator (Folk Museum) (Personal to Officers in post as at 30.6.93)
- MGI 43 : Rs 17600 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Assistant Lecturer/Lecturer
- MGI 44 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Dean (New Grade)  
Deputy Rector (New Grade)  
Deputy Rector  
*formerly Deputy Administrator, MGI Secondary School*
- MGI 45 : Rs 23200 x 800 - 28000 x 1000 - 34000**  
Assistant Registrar  
Head, Centre for Performing Arts  
Head, Gandhian Basic School  
Head, Publishing and Printing Dept
- MGI 46 : Rs 28000 x 1000 - 34000**  
Head, Library and Archives  
Rector (New Grade)
- MGI 47 : Rs 28000 x 1000 - 37000**  
Bursar  
Senior Lecturer
- MGI 48 : Rs 29000 x 1000 - 37000**  
Administrator, MGI Secondary School (Personal)
- MGI 49 : Rs 32000 x 1000 - 39000**  
Programme Co-ordinator  
Registrar

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**17. MAHATMA GANDHI INSTITUTE (Contd)**

**MGI 50 : Rs 35000 x 1000 - 40000**

Associate Professor

**MGI 51 : Rs 42500**

Deputy Director

**MGI 52 : Rs 47500**

Director

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## **18. MAURITIAN CULTURAL CENTRE TRUST**

- 18.1 Established in 2001, the Mauritian Cultural Centre Trust operates under the aegis of the Ministry of Arts and Culture. Its mission is to promote Mauritian culture and the development of a plural Mauritian cultural identity. This is being achieved through the establishment of a register of Mauritian artists and associations of artists, the creation of facilities for multi-disciplinary documentation and research, the collection, publication and dissemination of information on Mauritian culture and history, the organisation of lectures, seminars, workshops, exhibitions and other activities to develop and improve the knowledge, understanding and practice of Mauritian culture, the collaboration with other Cultural Centres both at national and international levels, and the establishment of links with organisations engaged in similar activities locally and internationally.
- 18.2 The Trust is also responsible for identifying, developing and perpetuating the Mauritian cultural heritage inclusive of oral traditions and folk arts; showcasing Mauritian culture worldwide, including the setting up of a website; encouraging Mauritian artistic and cultural creativity and setting up a Mauritian Cultural Troupe.
- 18.3 The organisation has not yet become fully operational. We are providing for a structure that would enable the organisation to operate effectively. The set up would consist of three units: Documentation and Research, Cultural Events and Administration.

### **DOCUMENTATION AND RESEARCH UNIT**

- 18.4 The Documentation and Research Unit would be responsible to carry out research, publish documentations and make them available to members of the public. The Unit would be staffed by officers in the grades of Documentation and Research Coordinator, Technical and Research Officer (Mauritian Culture), Audio-Visual Producer (Audio-Visual/Multimedia Production) and Assistant Documentation Officer.

- 18.5 The Documentation and Research Unit would be headed by a Documentation and Research Coordinator.

### **Documentation and Research Coordinator (New Grade)**

#### **Recommendation 1**

- 18.6 **We recommend the creation of a grade of Documentation and Research Coordinator. Recruitment thereto should be from among candidates possessing a post 'A' Level Degree in Library and Information Studies and having at least three years' post qualification experience in research work.**

- 18.7 Incumbent would be required, among others, to keep a record of all official communiqués in the press, liaise with organisations, both public and private for audio-visual material produced and other documents published, undertake research work in Mauritian Culture, assist in the computerisation and micro filming of the Documentation Unit, and prepare and update a register of Artists.

### **Technical and Research Officer (Mauritian Culture) (New Grade)**

#### **Recommendation 2**

- 18.8 **We recommend the creation of a grade of Technical and Research Officer (Mauritian Culture). Recruitment thereto should be made from among candidates holding a post 'A' Level Diploma/Degree in Mauritian Studies or Humanities or Social Sciences. Candidates should have proven experience in the field of research in Mauritian Studies.**

- 18.9 **We also recommend that the Technical and Research Officer (Mauritian Culture) possessing the post 'A' Level Degree should join the scale at salary point Rs 14200. Those possessing the post 'A' Level Diploma would be allowed to proceed beyond the Qualification Bar inserted in the salary scale upon obtention of the Degree.**

- 18.10 Incumbent would be required, among others, to assist the Documentation and Research Coordinator in the preparation of research programmes, undertake research in the field of Mauritian Culture and assist in the organisation of workshops/seminars and conferences.



**Audio-Visual Producer (Audio-Visual and Multimedia Production) (New Grade)****Recommendation 3**

- 18.11 We recommend the creation of a grade of Audio-Visual Producer (Audio-Visual and Multimedia Production). Recruitment thereto should be from among candidates holding a post 'A' Level Diploma/Degree in Mass Communication, Media Studies and/or Information Technology or an equivalent qualification. Candidates should have at least two years' proven experience in the field of Audio-Visual and Multimedia Production.
- 18.12 We also recommend that the Audio-Visual Producer (Audio-Visual and Multimedia Production) possessing the post 'A' Level Degree should join the scale at salary point Rs 14200. Those possessing the post 'A' Level Diploma would be allowed to proceed beyond the Qualification Bar (QB) inserted in the salary scale upon obtention of the Degree.
- 18.13 Incumbent would be required to assist in the production of audio-visual programme and in the preparation of multimedia productions, be responsible for the web site of the Centre and for the maintenance of audio-visual equipment.

**Assistant Documentation Officer (New Grade)****Recommendation 4**

- 18.14 We recommend the creation of a grade of Assistant Documentation Officer. Recruitment thereto should be made from among candidates holding a post 'A' Level Diploma in Library and Information Studies and having proven work experience in a library.
- 18.15 Incumbent would be required, among others, to introduce readers to the documentation service and guide them in their reading and particularly in research and reference work, prepare bibliographical tools for publication and build up collection of non-book materials.

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**Cultural Events Unit**

18.16 The Cultural Events Unit would be headed by a Cultural Events Coordinator who would be assisted by officers in the grade of Technical and Research Officer (Performing/Fine Arts). The Cultural Events Unit would be responsible for the conceptualisation, preparation and organisation of cultural programmes/events.

**Cultural Events Coordinator (New Grade)****Recommendation 5**

18.17 We recommend the creation of a grade of Cultural Events Coordinator. Recruitment thereto should be made from among holders of a post 'A' Level Degree in Performing Arts or an equivalent qualification. Candidates should also have at least three years' proven experience in the field of performing arts.

18.18 Incumbent would be required, among others, to conceptualise, prepare and organise cultural programmes/events and be responsible for the Mauritian Cultural Troupe.

**Technical and Research Officer (Performing/Fine Arts) (New Grade)****Recommendation 6**

18.19 We recommend the creation of a grade of Technical and Research Officer (Performing/Fine Arts). Recruitment, thereto, should be made from among holders of a post 'A' Level Diploma/Degree in Performing/Fine Arts or an equivalent qualification. Candidates should have proven experience in the field of performing arts.

18.20 We also recommend that the Technical and Research Officer (Performing/Fine Arts) possessing the post 'A' Level Degree should join the scale at salary point Rs 14200. Those possessing the post 'A' Level Diploma would be allowed to proceed beyond the Qualification Bar inserted in the salary scale upon obtention of the degree.

- 18.21 The Technical and Research Officer (Performing/Fine Arts) would be required to assist the Cultural Events Coordinator in the conceptualisation and designing as well as in the preparation and organisation of cultural programmes/events and workshops and to undertake research in the field of arts and culture.

## 18. MAURITIAN CULTURAL CENTRE TRUST

### SALARY SCHEDULE

- MCCT 1 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Office Attendant/Driver
- MCCT 2 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator
- MCCT 3 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Executive Officer
- MCCT 4 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Assistant Documentation Officer (New Grade)
- MCCT 5 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 18800 Q.B. 19400 x 600 - 20000 x 800 - 27200**  
Audio-Visual Producer (Audio-Visual and Multimedia Production) (New Grade)  
Technical and Research Officer (Mauritian Culture) (New Grade)  
Technical and Research Officer (Performing/Fine Arts) (New Grade)
- MCCT 6 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Cultural Events Coordinator (New Grade)  
Documentation and Research Coordinator (New Grade)
- MCCT 7 : Rs 42500**  
Director

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## 19. MAURITIUS COLLEGE OF THE AIR

- 19.1 The Mauritius College of the Air (MCA) was established in 1971, as an organisation under the Ministry of Education, to use mass media and correspondence education to promote education, arts, science and culture in Mauritius.
- 19.2 Its mission is to develop high quality educational programmes to enrich formal teaching as well as to enhance the availability of life long education by using the most appropriate educational technologies.
- 19.3 The activities of the MCA revolve around the following sections/divisions: Production and Maintenance, Graphics/Printing and Photography, Educational Services, Administrative, Internal Audit, Finance/Stores and Information Systems, National Resource and Distance Education.
- 19.4 In this Report, we are consolidating the present structure of relevant sections/divisions by creating appropriate grades to respond to the needs of the organisation.

### **Internal Audit**

#### **Internal Auditor (New Grade)**

- 19.5 At present, internal audit duties are performed by a Senior Finance Officer and a Finance Officer. Given the importance of internal audit in the organisation, there is need to have a professionally qualified officer to be responsible for Internal Audit. We are, therefore, providing for a new grade of Internal Auditor.

### **Recommendation 1**

- 19.6 **We recommend the creation of a grade of Internal Auditor to be recruited from among holders of a pass at the final examinations required for admission to membership of a recognised professional accounting body or an equivalent qualification with post qualification experience in audit/financial duties.**

- 19.7 The Internal Auditor would, *inter alia*, be responsible for ascertaining the accuracy of the accounting, costing, budgetary control, stores and assets control and evaluating the systems in operation, reporting on the deficiencies detected and proposing improvements.

### **Production and Maintenance Section**

- 19.8 The Production and Maintenance Section is responsible for the production of educational audio and video programmes and the maintenance of all equipment. To reflect the duties which are more of an engineering nature, there is need to restyle the section.

### **Recommendation 2**

- 19.9 We recommend that the Production and Maintenance Section be restyled Production and Engineering Services Section.**

### **Recommendation 3**

- 19.10 We also recommend that the grades performing maintenance duties be restyled as follows:**

<b>Present Appellation</b>	<b>New Appellation</b>
<b>Technician (Maintenance)</b>	<b>Technician (Engineering Services)</b>
<b>Senior Technician (Maintenance)</b>	<b>Senior Technician (Engineering Services)</b>
<b>Technical Executive (Maintenance)</b>	<b>Technical Executive (Engineering Services)</b>
<b>Senior Technical Executive (Maintenance)</b>	<b>Senior Technical Executive (Engineering Services)</b>

### **Editor**

- 19.11 In the performance of his duties, the Editor has, *inter alia*, to edit texts produced in English and French, produce copy material when required from information supplied, follow through the production of such texts correctly and accurately and participate in the dissemination of information concerning the activities of the MCA. There is, therefore, need to restyle the post to reflect the duties being performed.

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**Recommendation 4**

**19.12 We recommend that the post of Editor be restyled Copy Editor.**

**Graphics Artist**

**Senior Graphics Artist**

19.13 There are, at present, two distinct grades, the Graphics Artist and the Senior Graphics Artist, but there is no clear-cut demarcation of responsibilities between these two. While we are maintaining the grade of Senior Graphics Artist as a promotion for Graphics Artist, we are providing for officers in the latter grade who have drawn their top salary for a year to proceed in the scale of the former grade, provided they have been efficient and effective and have not been adversely reported upon.

**Recommendation 5**

**19.14 We recommend that Graphics Artists having drawn their top salary for a year, should proceed in the scale of Senior Graphics Artist, provided they have been efficient and effective and have not been adversely reported upon. This recommendation should not, however, preclude Graphics Artists from being promoted to Senior Graphics Artist before they have reached the top point of their salary scale.**

**Stores Cadre**

19.15 The structure of the Stores Officer Cadre consists of the following levels: Stores Officer, Higher Stores Officer and Senior Stores Officer.

19.16 We are standardizing the structure of the Stores Officer Cadre and in line with what is obtaining in the Civil Service, we are restyling the relevant grades.

**Recommendation 6**

**19.17 We recommend that the grades of Stores Officer, Higher Stores Officer and Senior Stores Officer be restyled Purchasing and Supply Officer, Higher Purchasing and Supply Officer and Senior Purchasing and Supply Officer respectively.**

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**Recommendation 7**

**19.18 We also recommend that appointment to the grade of Purchasing and Supply Officer should, in future, be made by selection from among officers at the level of Clerical Officer/Higher Clerical Officer holding a substantive appointment and reckoning four years' service.**

**Recommendation 8**

**19.19 We further recommend that promotion to the grade of Higher Purchasing and Supply Officer should be made, on the basis of merit and experience from among Purchasing and Supply Officers having successfully followed a course in Purchasing and Supply Management.**

**Driver**

19.20 Drivers, when not performing driving duties during part of the day, are expected to perform duties such as running errands and effecting despatch of letters and files.

**Recommendation 9**

**19.21 We recommend that the scheme of service of Driver be amended to include duties such as running errands and despatch work. This element has been taken into consideration in the recommended salary.**

**Roster**

19.22 The National Resource Centre provides students access to MCA learning services beyond normal working hours. In this connection, officers in the grades of Library Officer, Documentation Officer, Assistant Documentation Officer, Senior/Head Office Attendant, Office Attendant and Driver posted to this centre are required to work on a roster basis. This element has been taken into consideration in the recommended salary.

## 19. MAURITIUS COLLEGE OF THE AIR

### SALARY SCHEDULE

<b>MCA 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>MCA 2</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> General Worker (Personal) <i>formerly General Field and Office/Premises Worker</i>
<b>MCA 3</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>MCA 4</b>	<b>:</b>	<b>Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 8600</b> Office Attendant (On Roster)
<b>MCA 5</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Telephone Operator
<b>MCA 6</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
<b>MCA 7</b>	<b>:</b>	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 300 - 10300</b> Handy Worker/Tradesman (Skilled) <i>formerly Handyman/Tradesman</i> Driver (On Roster)
<b>MCA 8</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant
<b>MCA 9</b>	<b>:</b>	<b>Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600</b> Senior/Head Office Attendant (On Roster)
<b>MCA 10</b>	<b>:</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephonist <i>formerly Receptionist</i>



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**19. MAURITIUS COLLEGE OF THE AIR (Contd.)**

<b>MCA 11</b>	<b>:</b>	<b>Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Senior Handy Worker/Tradesman (Skilled) <i>formerly Senior Handyman/Tradesman</i>
<b>MCA 12</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800</b> Printing Assistant
<b>MCA 13</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Word Processing Operator
<b>MCA 14</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer Clerk/ Word Processing Operator
<b>MCA 15</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200</b> Assistant Printing Officer
<b>MCA 16</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600</b> Assistant Documentation Officer
<b>MCA 17</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Assistant Finance Officer Executive Officer Purchasing and Supply Officer <i>formerly Stores Officer</i>
<b>MCA 18</b>	<b>:</b>	<b>Rs 9250 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Assistant Documentation Officer (On Roster)
<b>MCA 19</b>	<b>:</b>	<b>Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000</b> Technician (Engineering Services) <i>formerly Technician (Maintenance)</i> Technician (Operations)
<b>MCA 20</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000</b> Computer Operations Controller

**19. MAURITIUS COLLEGE OF THE AIR (Contd.)**

- MCA 21 : Rs 12200 x 400 - 15000 x 500 - 17000**  
Documentation Officer
- MCA 22 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MCA 23 : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Documentation Officer (On Roster)
- MCA 24 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer  
Higher Executive Officer  
Higher Purchasing and Supply Officer  
*formerly Higher Stores Officer*
- MCA 25 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Library Officer
- MCA 26 : Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Graphics Artist  
Printing Officer
- MCA 27 : Rs 13800 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Senior Technician (Engineering Services)  
*formerly Senior Technician (Maintenance)*  
Senior Technician (Operations)
- MCA 28 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Senior Documentation Officer
- MCA 29 : Rs 11000 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Library Officer (On Roster)
- MCA 30 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Senior Documentation Officer (On Roster)

**19. MAURITIUS COLLEGE OF THE AIR (Contd.)**

- MCA 31 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Finance Officer  
Senior Purchasing and Supply Officer  
*formerly Senior Stores Officer*
- MCA 32 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Principal Finance Officer
- MCA 33 : Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 25600**  
Technical Executive (Engineering Services)  
*formerly Technical Executive (Maintenance)*  
Technical Executive (Operations)
- MCA 34 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Assistant  
Copy Editor  
*formerly Editor*  
Librarian
- MCA 35 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Internal Auditor (New Grade)
- MCA 36 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Computer Analyst/Senior Computer Analyst
- MCA 37 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Co-ordinator  
Evaluation Officer  
Senior Graphics Artist  
Senior Printing Officer
- MCA 38 : Rs 17600 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Assistant Lecturer/Lecturer

**19. MAURITIUS COLLEGE OF THE AIR (Contd.)**

- MCA 39 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Senior Technical Executive (Engineering Services)  
*formerly Senior Technical Executive (Maintenance)*  
Senior Technical Executive (Operations)
- MCA 40 : Rs 22400 x 800 - 28000 x 1000 - 34000**  
Administrative Secretary  
Financial Controller  
Head, Engineering Services  
Head of National Resource Centre  
Head, Operational Services  
Head of Printing and Graphics and Photography  
Programmes Co-ordinator  
Senior Co-ordinator
- MCA 41 : Rs 28000 x 1000 - 37000**  
Senior Lecturer
- MCA 42 : Rs 31000 x 1000 - 37000**  
Head Educational Services
- MCA 43 : Rs 33000 x 1000 - 40000**  
Associate Professor
- MCA 44 : Rs 42500**  
Deputy Director
- MCA 45 : Rs 47500**  
Director

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## 20. MAURITIUS EXAMINATIONS SYNDICATE

- 20.1 The Mauritius Examinations Syndicate (MES) was set up by the Mauritius Examinations Syndicate Act of 1984 as a corporate body to organise and conduct examinations, engage in relevant research and other related activities, promote the development of a sound system of examinations, award certificates and co-operate with other examination bodies.
- 20.2 Since its inception, the Mauritius Examinations Syndicate has played a prominent role in the education sector. This is reflected by the fact that the majority of examinations taken locally are held under the supervision of the Mauritius Examinations Syndicate which ensures that the necessary norms have been observed in terms of confidentiality and security. Today the MES conducts more than 75 different examinations (local/international, professional, technical and vocational) involving more than 80,000 candidates.
- 20.3 The MES is headed by a Director who is supported by two Deputy Directors. The different operational units including the Research and Development Section are manned by Technical Cadres of Research and Development Officers, Examination Officers, Examination Assistants and staff of the General Services. The Financial Manager heads the Finance Section while the Secretary is responsible for general administration and supporting services.
- 20.4 There has been vast expansion and development in the activities of the MES over the years. This has necessitated concurrent infrastructural and organisational development particularly in the use of IT as a management support. In order to enable the MES to cope with the increasing load of work related to development of syllabus, marking schemes for CPE script and the conduct of examinations, we are reinforcing the organisation structure by the provision of a few new grades particularly in the field of IT.

### **Systems Analyst (New Grade)**

- 20.5 Many manual processes have been computerised at the MES. The volume of work in the Data Processing Section has consequently increased and the nature of the work has grown in complexity. Coupled with these, there has been changes arising out of reforms in the Education Sector, entailing additional work

pertaining to computer operations. In view of the increasing use of computers and other IT equipment in all areas of activity, there is need for adequate support to ensure the smooth development and operation of the system. We are, therefore, providing a new grade at professional level.

### **Recommendation 1**

**20.6 We recommend the creation of a new grade of Systems Analyst. Recruitment thereto should be made by selection from among candidates possessing a Post 'A' Level Degree in Computer Science together with post qualification experience in systems analysis, data base design and operation of multi-user systems.**

20.7 Incumbent would, amongst others, be required to analyse, design, implement information systems; perform database and system administration; set up and configure all computer systems; and perform software application maintenance.

### **Computer Technician (New Grade)**

20.8 At present, a Senior Programmer has been assigned duties in connection with the maintenance of the computers. His skills are thus not being gainfully utilised. For a more effective use of manpower he should be mainly involved in programming and software development rather than maintenance. We are, therefore, providing for a new grade to perform maintenance and repairs of computers.

### **Recommendation 2**

**20.9 We recommend the creation of a new grade of Computer Technician. Recruitment thereto should be made by selection from among holders of the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics, the Cambridge Higher School Certificate with Mathematics or Computing and a Diploma in Computer Science and Engineering.**

- 20.10 Incumbent would, amongst others, be required to maintain, repair and administer the computer system including all related peripherals; provide general technical guidance and support to end-users; devise appropriate system of security in relation to hardware and software; liaise with suppliers for repairs and maintenance of computers.

#### **Maintenance Officer (New Grade)**

- 20.11 Over the years, the MES has expanded its infrastructure and modernised its equipment. The new examinations centre is now fully equipped with audiovisual, video projection and other sophisticated sound equipment. The infrastructure as well as the equipment need to be regularly maintained and repaired. In this context, we are providing for a grade to cater for the maintenance of same.

#### **Recommendation 3**

- 20.12 **We recommend the creation of a new grade of Maintenance Officer. Recruitment thereto should be made by selection from among candidates possessing a Diploma in Building and Civil Engineering or Building Technician Diploma or an alternative acceptable qualification.**
- 20.13 Incumbent would, *inter-alia*, be responsible for the execution and supervision of civil engineering works; maintenance and repairs of plant, furniture and equipment; maintenance and upkeeping of the grounds and buildings.

#### **Foreman (New Grade)**

- 20.14 The Handy Worker/Tradesmen, formerly Handymen at the Mauritius Examinations Syndicate are posted in different sections and the duties pertaining to their grade cover a wide range. Given the physical expansion of the Mauritius Examinations Syndicate, the duties have increased in volume as well as in variety. There is, therefore, need for a level to oversee and co-ordinate these duties for greater efficiency. In this context, we are providing for a new grade.

**Recommendation 4**

- 20.15 **We recommend the creation of a new grade of Foreman. Recruitment thereto should be made by selection from among serving Handy Worker/Tradesmen formerly Handymen reckoning at least five years' experience in the grade.**
- 20.16 Incumbent would be responsible for assigning, supervising and coordinating the work of Handy Worker/Tradesmen formerly Handymen and other workers under his responsibility.

**Senior Security Officer (New Grade)**

- 20.17 At present, the work of Security Officers at the MES are planned, organised, supervised and co-ordinated by the seniormost Security Officer against payment of an allowance. Given the nature of activities at the Mauritius Examinations Syndicate, much importance is attached to the security aspect. The need is therefore felt to have someone in a substantive capacity to shoulder the supervisory responsibilities.

**Recommendation 5**

- 20.18 **We recommend the creation of a new grade of Senior Security Officer. Appointment thereto should be made on the basis of merit and experience, of Security Officers reckoning at least five years' experience in the grade at the Mauritius Examinations Syndicate.**
- 20.19 Incumbent would, *inter-alia*, be responsible for the planning, organising and co-ordinating the activities of Security Officers and should report to management on all aspects of security.



**20. MAURITIUS EXAMINATIONS SYNDICATE****SALARY SCHEDULE**

<b>MES 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>MES 2</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>MES 3</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Gardener
<b>MES 4</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Examinations Attendant
<b>MES 5</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Senior Gardener
<b>MES 6</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
<b>MES 7</b>	<b>:</b>	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Binder Handy Worker/Tradesman <i>formerly Handyman/Tradesman</i>
<b>MES 8</b>	<b>:</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephone Operator
<b>MES 9</b>	<b>:</b>	<b>Rs 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Senior Examinations Attendant

**20. MAURITIUS EXAMINATIONS SYNDICATE (Contd.)**

- MES 10 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Technical Assistant (Practical Examinations)  
Technical Assistant (Printing)  
Technical Assistant (Electrical Installation and Maintenance)
- MES 11 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Assistant Stores Officer
- MES 12 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator  
Examinations Clerk
- MES 13 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Foreman (New Grade)
- MES 14 : Rs 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13800**  
Security Officer
- MES 15 : Rs 10000 x 300 - 10600 x 400 - 14600**  
Assistant Printing Supervisor
- MES 16 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Data Processing Assistant  
Examinations Assistant  
Stores Officer
- MES 17 : Rs 13000 x 400 - 15000 x 500 - 16500**  
Senior Security Officer (New Grade)
- MES 18 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary

**20. MAURITIUS EXAMINATIONS SYNDICATE (Contd.)**

- MES 19 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer  
Higher Stores Officer
- MES 20 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Senior Confidential Secretary (Personal)
- MES 21 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 18200**  
Senior Data Processing Assistant  
Senior Examinations Assistant
- MES 22 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Computer Technician (New Grade)  
Maintenance Officer (New Grade)
- MES 23 : Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Programmer
- MES 24 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Finance Officer  
Senior Stores Officer
- MES 25 : Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 21600**  
Examinations Superintendent  
Head of Printing
- MES 26 : Rs 17600 x 600 - 20000 x 800 - 23200**  
Research and Development Assistant  
Senior Programmer
- MES 27 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Principal Finance Officer
- MES 28 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Systems Analyst (New Grade)

**20. MAURITIUS EXAMINATIONS SYNDICATE (Contd.)**

- MES 29 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Officer
- MES 30 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 30000**  
Examinations Officer (Administration)  
Examinations Officer (Data Processing)
- MES 31 : Rs 24000 x 800 - 28000 x 1000 - 31000**  
Chief Stores Officer
- MES 32 : Rs 28000 x 1000 - 34000**  
Financial Manager
- MES 33 : Rs 23200 x 800 - 28000 x 1000 - 37000**  
Research & Development Officer
- MES 34 : Rs 28000 x 1000 - 37000**  
Senior Examinations Officer (Administration)  
Senior Examinations Officer (Data Processing)
- MES 35 : Rs 33000 x 1000 - 39000**  
Principal Examinations Officer
- MES 36 : Rs 37000 x 1000 - 39000**  
Principal Research and Development Officer  
Secretary
- MES 37 : Rs 42500**  
Deputy Director
- MES 38 : Rs 47500**  
Director

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## 21. MAURITIUS EX-SERVICES TRUST FUND

- 21.1 The Mauritius Ex-Services Trust Fund, which falls under the aegis of the Ministry of Finance, is a Body Corporate established by Act No. 6 of 2000. The objectives of the Fund are to provide financial assistance to Ex-Servicemen and to Ex-Servicemen Associations represented on the Board and to advance and promote the general welfare of Ex-Servicemen.
- 21.2 The Act provides for the appointment of a Secretary to the Board and all employees of the Fund are under the administrative control and direction of the latter.
- 21.3 The only source of revenue of the Trust Fund is the yearly grant from the Government which is Rs 24 million for financial year 2002-03. The administrative cost of the Fund for the same financial year amounts to Rs 2.6 million.
- 21.4 Prior to the establishment of the Mauritius Ex-Services Trust Fund, there were four organisations catering for the welfare of ex-servicemen: the Ex-Servicemen's Welfare Fund, the Ex-Servicemen Association, the Union of War and Peace Ex-Servicemen and the Royal Pioneer Corps Association. As the four organisations under reference had their respective structures and staff, a sub-committee of the Trust Fund was appointed to consider, as a matter of priority, the implications of the centralisation, particularly in regard to the redeployment of the staff in the existing organisations, and to make recommendations for, *inter-alia*, the setting up of an administrative structure to ensure the functioning of the Trust Fund and for proposing the salary structure and conditions of service of the Fund.
- 21.5 Pursuant to this exercise, a new structure has been designed for the Mauritius Ex-Services Trust Fund and today, the Fund has on its establishment the following grades: Secretary, Accounts Officer, Higher Executive Officer, Accounts Clerk, Clerical Officer, Word Processing Operator, Office Attendant and Caretaker. Since January 2002, all the staff of the Ex-Servicemen organisations have been redeployed to the Trust Fund.

- 21.6 In this Report, we are maintaining the structure of the Trust Fund and restyling the grade of Accounts Officer to a more appropriate appellation to reflect the nature of the duties and responsibilities befalling on the incumbent.

## 21. MAURITIUS EX-SERVICES TRUST FUND

### SALARY SCHEDULE

<b>MESTF 1 :</b>	<b>Rs 5050 x 125 – 5675 x 150 – 7325 x 175 - 7500</b> Caretaker
<b>MESTF 2 :</b>	<b>Rs 5675 x 150 – 7325 x 175 – 8200 x 200 - 8400</b> Office Attendant
<b>MESTF 3 :</b>	<b>Rs 6875 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 13000</b> Word Processing Operator
<b>MESTF 4 :</b>	<b>Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 13400</b> Clerical Officer
<b>MESTF 5 :</b>	<b>Rs 9000 x 250 – 10000 x 300 – 10600 x 400 - 15000</b> Accounts Clerk
<b>MESTF 6 :</b>	<b>Rs 13000 x 400 – 15000 x 500 – 17000 x 600 - 17600</b> Higher Executive Officer
<b>MESTF 7 :</b>	<b>Rs 16000 x 500 – 17000 x 600 - 20000</b> Officer-in-Charge (Finance) <i>formerly Accounts Officer</i>
<b>MESTF 8 :</b>	<b>Rs 16000 x 500 – 17000 x 600 – 20000 x 800 - 21600</b> Principal Executive Officer (Personal)
<b>MESTF 9 :</b>	<b>Rs 16000 x 500 – 17000 x 600 – 20000 x 800 - 27200</b> Secretary

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## 22. MAURITIUS FILM DEVELOPMENT CORPORATION

- 22.1 The Mauritius Film Development Corporation, a statutory body set up by Act No. 31 of 1986, operates under the aegis of the Ministry of Industry and International Trade.
- 22.2 The mission of the Mauritius Film Development Corporation is to provide one-stop-shop services for film shooting activities and a training centre for the region in audio-visual sector and cinema. It also aims at promoting local images and production and projecting Mauritius as a destination for film making.
- 22.3 During the last few years, the Mauritius Film Development Corporation has laid emphasis on training. A training/production studio has been set up to provide training in related fields of audio-visual communications and film production including photography, using latest technologies.
- 22.4 The Corporation plans to implement a number of important projects such as publications of directories in respect of Archives, Documentation and Publication, co-production of local film/image: documentaries/short pictures/serials; rental of heavy duty film and audio-visual equipment and coordinating film shooting activities by foreign crews.
- 22.5 At present, the grades in the organisation are not filled in a substantive capacity but officers on secondment from the Ministry of Arts and Culture are performing the duties of the grades. We are providing for the grades of General Manager and Technical Officer to enable the organisation to meet its mandate.

### **General Manager (New Grade)**

- 22.6 The General Manager would be responsible for the execution of policy and implementation of the Board's decision and the day-to-day administration of the Corporation. He would also be required, among others, to design projects and programmes, promote the film and image industry, develop and implement training schemes, supervise and coordinate film/image activities, develop links and collaboration with film makers and agencies specialised in film/image

industry, promote co-production and marketing mechanisms and encourage research in new image technologies.

### Recommendation 1

**22.7 We recommend the creation of a grade of General Manager. Recruitment, thereto, should be made from among holders of a Degree in Communications or Communications Studies or Film and Television Studies. Candidates should also possess excellent organisation, communication and inter-personal skills and experience at senior management level in film and image production.**

### Technical Officer (New Grade)

#### Recommendation 2

**22.8 We recommend the creation of a grade of Technical Officer. Recruitment, thereto, should be made from among holders of a post 'A' Level Diploma in Engineering (Electrical/Electronics/Mechanical) or an equivalent qualification.**

22.9 Incumbent would be responsible for the overall film production tasks of the Corporation and would take charge of all audio-visual and heavy duty film equipment. He would also perform filming, editing and post production tasks, amongst others.

## 22. MAURITIUS FILM DEVELOPMENT CORPORATION

### SALARY SCHEDULE

**MFDC 1 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025**

Stores Attendant  
*formerly Storeman*

**MFDC 2 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**

Office Attendant



**22. MAURITIUS FILM DEVELOPMENT CORPORATION**

- MFDC 3 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver/Handy Worker  
*formerly Driver/Handyman*
- MFDC 4 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator  
Word Processing Operator/Receptionist
- MFDC 5 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer
- MFDC 6 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Executive Officer
- MFDC 7 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MFDC 8 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer
- MFDC 9 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Technical Officer (New Grade)
- MFDC 10 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Assistant Secretary  
Marketing Officer
- MFDC 11 : Rs 37000 x 1000 - 39000**  
General Manager (New Grade)

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## 23. MAURITIUS INDUSTRIAL DEVELOPMENT AUTHORITY

- 23.1 The Mauritius Industrial Development Authority (MIDA) formerly known as Mauritius Export Development and Investment Authority (MEDIA) was created by the MEDIA Act 1983 to promote the export of goods and services manufactured in Mauritius, promote Mauritius as an attractive base for the establishment of manufacturing industries and services, engage in investment promotion activities, develop and operate industrial sites and estates. In March 1993, a Trade Information Centre was set up to cater for the information needs of the organisation for the business community in general and more particularly for the industrial sector. Following the enactment of the Investment Promotion Act in 2000 and creation of the Board of Investment (BOI) in August 2001 the investment part was transferred to the latter organisation. As a result of this transfer of responsibility, the MEDIA changed its appellation to MIDA and is, at present, entrusted with the task of promoting the export of goods and services manufactured in Mauritius and to develop and manage industrial sites and estates.
- 23.2 The vision of MIDA is to position Mauritius as a world class export hub. As an export development strategy calls for a holistic approach for maximum impact, MIDA has to pursue its synergistic working relationship with other key institutions such as the BOI, Export Processing Zones Development Authority (EPZDA) and Small and Medium Industries Development Organisation (SMIDO) amongst others. The emphasis will be on joint programs in export development. Export capacity building programs are also being planned and executed in collaboration with SMIDO and EPZDA. We are, in this Report, providing for a few new grades to enable the organisation meet its objectives set out in its strategic plan.

### **Manager (Corporate Affairs) (New Grade)**

- 23.3 The support functions which include Finance, Personnel, Administration and Information Technology fall under the responsibility of a Deputy Director who is assisted by the Manager and Financial Controller. At present, all three officers are on leave without pay and the duties are being performed by staff of lower levels. We are creating a new grade of Manager (Corporate Affairs) to take over these duties and responsibilities.

**Recommendation 1**

- 23.4 **We recommend the creation of a grade of Manager (Corporate Affairs). Recruitment thereto should be made either from professionally qualified Accountants or candidates possessing a degree in Management or Human Resources and reckoning at least five years' post qualification work experience at senior management level.**
- 23.5 **We further recommend that the post of Manager (Corporate Affairs) should only be filled when the post of Deputy Director becomes vacant.**
- 23.6 The Manager (Corporate Affairs) would, amongst others, be responsible for the smooth running of the support functions including Finance, Personnel, Administration and Information Technology and advise in the formulation of policies and decisions in respect of such support functions.

**Accountant (New Grade)**

- 23.7 In the absence of the Financial Controller, there is need for a qualified professional to take charge of the Accounts Section and we are making provision to this effect.

**Recommendation 2**

- 23.8 **We recommend the creation of a grade of Accountant to be recruited from among holders of a pass at the final examinations required for admission to membership of a recognised professional accounting body or an equivalent qualification.**
- 23.9 The Accountant would, among others, assist the Financial Controller in the day-to-day running of the Accounts Section, supervise and follow up the work of the Accounts Officers and assist the Manager (Corporate Affairs) in the preparation of Annual Statutory Accounts, the Annual Budget Estimates and interim Financial Statements.

**Administrative Secretary (New Grade)**

- 23.10 The Administration Section of the organisation needs to be reinforced by the grades of Administrative Secretary and Executive Officer.

**Recommendation 3**

- 23.11 We recommend the creation of a grade of Administrative Secretary. Appointment to the grade should be from candidates possessing a post ‘A’ Level Degree in Management or Administration or who are members of the Institute of Chartered Secretaries and Administrators and having three years’ post qualification experience at middle management level.
- 23.12 The Administrative Secretary would, among others, be responsible for the Administrative Division, formulate and maintain appropriate administrative procedures and perform duties relating to personnel, welfare and staff relations.

**Executive Officer (New Grade)****Recommendation 4**

- 23.13 We recommend the creation of a grade of Executive Officer. Recruitment thereto should be made by selection from officers operating at Clerical Officer/Higher Clerical Officer level and possessing a Cambridge School Certificate with credit in five subjects, two passes at the General Certificate of Education ‘A’ Level and reckoning at least four years’ experience in clerical duties in the government or private sector.
- 23.14 The Executive Officer would, among others, provide support in general administration and personnel management.

**Technician (New Grade)**

- 23.15 The Technical Officer of MIDA is very often called upon to effect minor repairs on the Industrial Estate. As his services could be more effectively used for more important duties, we are creating a grade of Technician.

**Recommendation 5**

- 23.16 We recommend the creation of a grade of Technician to be recruited from among candidates possessing a Cambridge School Certificate, “Brevet de Technicien” in Building Construction and reckoning two years’ post qualification work experience in construction/maintenance works preferably in respect of industrial buildings.

- 23.17 The Technician would, among others, ensure the general up-keeping and proper maintenance of the industrial buildings, assist in carrying out the inspection of existing infrastructure on industrial sites and attend to minor repairs to the electrical, mechanical and plumbing installation on the premises.

#### **Word Processing Operator/Receptionist (New Grade)**

- 23.18 The activities of the MIDA are such that it has to receive visitors, mainly foreign buyers and local producers regularly. The need is felt for a grade to act as Receptionist. However, as there may not be full time work for a Receptionist, incumbent may also be required to do word processing duties. We are providing for a grade of Word Processing Operator/Receptionist.

#### **Recommendation 6**

- 23.19 **We recommend the creation of a grade of Word Processing Operator/ Receptionist to be recruited from among holders of Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” in at least five subjects with at least Grade C in English Language and French or an equivalent qualification; a certificate in typewriting at a speed of at least 25 words a minute and a certificate in Word/Data Processing from a recognised institution.**

- 23.20 The Word Processing Operator/Receptionist should, among others, be responsible for the reception desk at the Mauritius Industrial Development Authority including the operation of a PABX and perform routine word processing work.

#### **General Worker**

- 23.21 The MIDA is an organisation where meetings are held regularly with foreign buyers, industrialists and other stakeholders. There is need for a grade to prepare and serve tea, coffee and refreshments to visitors besides performing other minor duties.

**Recommendation 7**

23.22 We recommend the creation of a grade of General Worker who would be required to prepare and serve tea, coffee, refreshments and snacks, keep all utensils and the kitchen of the MIDA clean; operate the switchboard at the reception desk and run errands as and when required. Appointment thereto should be from among candidates possessing the Certificate of Primary Education.

**Assistant Manager****Senior Assistant Manager**

23.23 In our 1998 PRB Report, we recommended that an Assistant Manager having drawn his top salary for a year, should be allowed to proceed in the scale of the Senior Assistant Manager provided he has been efficient and effective and not adversely reported upon. We also mentioned that the recommendation should not preclude an Assistant Manager from being promoted to Senior Assistant Manager before he has reached the top point of his salary scale. This recommendation has given satisfaction and we are maintaining it.

**Recommendation 8**

23.24 We recommend that as at present Assistant Managers having drawn their top salary for a year should proceed in the scale of Senior Assistant Managers provided they have been efficient and effective and have not been adversely reported upon. This recommendation should not, however, preclude Assistant Managers from being promoted to Senior Assistant Manager before they have reached the top point of their salary scale.

**Extra Duty Allowance**

23.25 A non-pensionable monthly allowance for putting in extra hours in excess of normal working week is at present paid to senior officers of MIDA. We have been informed that this allowance is being paid to all the senior officers irrespective of whether they perform extra hours or not. We are making an appropriate recommendation to address this issue.

**Recommendation 9**

23.26 We recommend that the payment of the non-pensionable monthly allowance be restricted to senior officers of MIDA who have been authorised and who actually perform official duties beyond normal working hours regularly as follows:-

<b>Grade</b>	<b>Rupees</b>
<b>Director</b>	<b>3715</b>
<b>Deputy Director</b>	<b>2970</b>
<b>Manager</b>	<b>2200</b>
<b>Senior Assistant Manager</b>	<b>1760</b>
<b>Assistant Manager</b>	<b>1485</b>

**Overseas Posting**

23.27 We recommended in our 1998 PRB Report that officers of MIDA posted overseas should continue to draw allowances in accordance with the MIDA Regulations in force and at the rates recommended for officers of the Ministry of Foreign Affairs and International Trade posted in overseas missions.

**Recommendation 10**

23.28 We recommend that the present provisions regarding overseas posting be maintained.

**23. MAURITIUS INDUSTRIAL DEVELOPMENT AUTHORITY****SALARY SCHEDULE**

<b>MDA 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker (New Grade)
<b>MDA 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant

**23. MAURITIUS INDUSTRIAL DEVELOPMENT AUTHORITY (Contd.)**

- MDA 3 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver  
Office Attendant/Driver
- MDA 4 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- MDA 5 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Technician (New Grade)
- MDA 6 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator  
Word Processing Operator/Receptionist (New Grade)
- MDA 7 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk
- MDA 8 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Registry Officer  
Senior Clerk
- MDA 9 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Executive Officer (New Grade)
- MDA 10 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MDA 11 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer
- MDA 12 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Computer Technician  
Library Officer  
Technical Officer



**23. MAURITIUS INDUSTRIAL DEVELOPMENT AUTHORITY (Contd.)**

- MDA 13 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Accounts Officer
- MDA 14 : Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Information Officer
- MDA 15 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Librarian/Senior Librarian
- MDA 16 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant (New Grade)
- MDA 17 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Secretary (New Grade)
- MDA 18 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Assistant Manager  
Systems Analyst
- MDA 19 : Rs 28000 x 1000 - 33000**  
Administrative Officer (Personal)
- MDA 20 : Rs 28000 x 1000 - 34000**  
Senior Assistant Manager
- MDA 21 : Rs 32000 x 1000 - 38000**  
Systems Analyst (Personal)
- MDA 22 : Rs 32000 x 1000 - 39000**  
Financial Controller  
Manager  
Manager (Corporate Affairs) (New Grade)

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**23. MAURITIUS INDUSTRIAL DEVELOPMENT AUTHORITY (Contd.)**

**MDA 23 : Rs 42500**  
Deputy Director

**MDA 24 : Rs 47500**  
Director

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## 24. MAURITIUS INSTITUTE OF EDUCATION

- 24.1 The Mauritius Institute of Education (MIE) was established in 1973 as an institution for teacher education, curriculum development and research in education. It is the main publicly-funded professional body entrusted with the training of teachers at pre-primary, primary and secondary levels. It provides both pre-service and in-service teacher development programmes and offers a range of courses leading to certificates, diplomas and post graduate certificates in education. It runs a Degree Course in Education in conjunction with the University of Mauritius and the MA Education programme in collaboration with the University of Brighton.
- 24.2 The MIE is headed by a Director who is supported by a Deputy Director and other professional, sub-professional, administrative, technical and general services staff. The main operational units comprise academic, administration, finance and library. We are strengthening the structure with the provision of additional levels to facilitate the organisation to meet its mandate.

### Systems Analyst (New Grade)

- 24.3 A Computer Network System is being put in place at the MIE whereby all its departments will be interlinked. We are providing for a new level to be responsible for the administration and maintenance of the system.

### Recommendation 1

- 24.4 **We recommend the creation of a grade of Systems Analyst. Recruitment thereto should be made by selection from among candidates having a Degree in Computer Science together with experience in systems administration, networking and programming.**
- 24.5 Incumbent would, among others, plan, organise and direct the functions of the Information and Communication Technology Unit, assist the Institute in implementing its strategies and install new software and train users.

**Graphic Designer (New Grade)**

24.6 The MIE provides a number of courses and training through Distance Education and E-Education. In this perspective, training and educational materials need to be properly formatted, drafted and designed to meet its target group. We are, therefore, providing a new level to cater for these services.

**Recommendation 2**

24.7 **We recommend the creation of a grade of Graphic Designer. Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in five subjects together with passes in at least two subjects at “Advanced level” including Art/Design and a Diploma in Visual Arts or Graphic Designing or Communication Graphic or an equivalent qualification. Candidates should also be proficient in operating Hardware, Graphic Software, Macintosh and PC Platform.**

24.8 Incumbent would be required, among others, to create, design and produce publications (newsletters, brochures, manuals, journals) and graphical presentations, do research and investigation related to graphic, assist Lecturers in producing educational and multi-media teaching materials and be responsible for the work from pre-press/conception to printing/on-line publications.

**Assistant Technician (Printing)**

24.9 In our 1998 Report, a QB has been inserted in the salary scale of the grade of Assistant Technician (Printing). To proceed beyond the QB, officers should possess the vocational qualifications of either the National Trade Certificate Level 3 of the Industrial and Vocational Training Board or a Record of Unit Credit issued by the Mauritius Examinations Syndicate.

**Recommendation 3**

24.10 **We recommend that officers in the grade of Assistant Technician (Printing) should possess either the National Trade Certificate Level 3 of the Industrial and Vocational Training Board or a Record of Unit Credit issued by the Mauritius Examinations Syndicate in order to proceed beyond the Qualification Bar (QB) provided in the recommended salary for the grade.**

**Sabbatical Leave**

24.11 A Sabbatical Leave Scheme exists at the University of Mauritius that enables academic staff to conduct research and pursue programmes of academic activity at a University or other institutions approved by the Council. Representations have been received that the MIE be requested to introduce a similar scheme.

**Recommendation 4**

**24.12 We recommend that the Mauritius Institute of Education considers the advisability of setting up of a Sabbatical Leave Scheme for its academic staff.**

**Qualification Bar**

24.13 A Qualification Bar has been introduced in the salary scales of certain manual/technical grades with a view to encouraging officers in these grades to acquire the required qualifications to keep pace with emerging technologies and meeting the functional requirements of the organisation.

24.14 Recognition/Accreditation of prior learning is a provision designed primarily for those employees who have acquired skills, knowledge and experience over the years but having no formal proof of competence in their respective fields. In many instances such employees who have the necessary skills cannot attain the top of their salary scales due to Qualification Bars (QBs) inserted therein.

24.15 The Bureau considers that experiential learning could be recognised in these cases. In these circumstances the Mauritius Qualifications Authority (MQA) is best placed to deal with the matter.

**Recommendation 5**

**24.16 We recommend that concerned employees direct their request for Recognition/Accreditation of acquired experience, which should be of at least 15 years in the relevant field, to the Mauritius Qualifications Authority. On obtention of the necessary Recognition/Accreditation, they can apply to the Ministry of Civil Service Affairs and Administrative Reforms for**

clearance to proceed beyond the Qualification Bar. This recommendation should in no case apply in relation to academic qualification.

### Political Activities

24.17 In our 1998 Report, we recommended that full time academic staff of the MIE should not be allowed to participate in active politics as involvement in such activities disrupts the proper functioning of the Institute. **We are maintaining this recommendation.**

## 24. MAURITIUS INSTITUTE OF EDUCATION

### SALARY SCHEDULE

<b>MIE 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i> <i>General Office/Premises Worker</i>
<b>MIE 2</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Stores Attendant <i>formerly Storeman</i>
<b>MIE 3</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>MIE 4</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Gardener Library Attendant Office Attendant
<b>MIE 5</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Senior Gardener
<b>MIE 6</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Senior Library Attendant (New Grade)
<b>MIE 7</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 9750</b> Printing Assistant

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**24. MAURITIUS INSTITUTE OF EDUCATION (Contd.)**

- MIE 8 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver  
Technical Attendant
- MIE 9 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Binder  
Cabinet Maker/Carpenter  
Electrician  
Painter
- MIE 10 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- MIE 11 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator
- MIE 12 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 QB 10600 x 400 - 11800**  
Assistant Technician (Printing)
- MIE 13 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Assistant Stores Officer
- MIE 14 : Rs 10000 x 300 - 10600 x 400 - 12600**  
Assistant Technician (Printing) (Personal)
- MIE 15 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- MIE 16 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer  
Clerk/Word Processing Operator
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**24. MAURITIUS INSTITUTE OF EDUCATION (Contd.)**

- MIE 17 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Senior Binder
- MIE 18 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Library Clerk/Senior Library Clerk
- MIE 19 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Finance Officer  
Executive Officer  
Stores Officer
- MIE 20 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Educational Data Assistant
- MIE 21 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MIE 22 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Technician
- MIE 23 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer  
Higher Executive Officer  
Higher Stores Officer
- MIE 24 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Graphic Designer (New Grade)  
Library Officer
- MIE 25 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Finance Officer  
Senior Stores Officer



**24. MAURITIUS INSTITUTE OF EDUCATION (Contd.)**

- MIE 26 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 21600**  
Instructor
- MIE 27 : Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 21600**  
Principal Executive Assistant
- MIE 28 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Assistant Librarian/Cataloguer
- MIE 29 : Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Senior Technician
- MIE 30 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Principal Stores Officer
- MIE 31 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Assistant
- MIE 32 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Systems Analyst (New Grade)
- MIE 33 : Rs 18200 x 600 - 20000 x 800 - 27200**  
Senior Instructor
- MIE 34 : Rs 19400 x 600 - 20000 x 800 - 27200**  
Chief Technician
- MIE 35 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Deputy Head Librarian  
*formerly Deputy Librarian*
- MIE 36 : Rs 17600 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Assistant Lecturer/Lecturer

**24. MAURITIUS INSTITUTE OF EDUCATION (Contd.)**

<b>MIE 37</b>	<b>:</b>	<b>Rs 23200 x 800 - 28000 x 1000 - 34000</b> Assistant Registrar
<b>MIE 38</b>	<b>:</b>	<b>Rs 28000 x 1000 - 34000</b> Financial Controller Head Librarian <i>formerly Librarian</i>
<b>MIE 39</b>	<b>:</b>	<b>Rs 28000 x 1000 - 37000</b> Senior Lecturer
<b>MIE 40</b>	<b>:</b>	<b>Rs 30000 x 1000 - 37000</b> Deputy Registrar
<b>MIE 41</b>	<b>:</b>	<b>Rs 32000 x 1000 - 39000</b> Registrar
<b>MIE 42</b>	<b>:</b>	<b>Rs 35000 x1000 - 40000</b> Associate Professor
<b>MIE 43</b>	<b>:</b>	<b>Rs 42500</b> Deputy Director
<b>MIE 44</b>	<b>:</b>	<b>Rs 45000</b> Professor
<b>MIE 45</b>	<b>:</b>	<b>Rs 47500</b> Director

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## 25. MAURITIUS INSTITUTE OF HEALTH

- 25.1 The Mauritius Institute of Health (MIH) was established in 1989 as the training and research arm of the Ministry of Health and Quality of Life. Its main objectives are to organise the training of local health personnel, as well as overseas participants; conduct health systems research aimed at assessing the quality of health care; act as a focal point and resource centre for the production, exchange and promotion of health learning and health information material; and provide advisory services in matters of health care.
- 25.2 The MIH comprises three functional units: (a) the **Training Unit** responsible for identifying the training needs of different categories of health personnel, developing relevant training programmes and organising appropriate training courses (b) the **Research Unit** essentially concerned with Health Systems Research and (c) the **Administrative Unit** responsible for providing secretarial services and logistic support and looking after financial matters.
- 25.3 In pursuance of its objectives the Mauritius Institute of Health has been organising international courses in the field of Reproductive Health and Public Health and Epidemiology. It also runs national courses for Dispensers, Dental Assistants, medical and nursing staff of SAMU Services. To date 53 courses have been conducted and more than 1200 health professionals, comprising Physicians, Nurses, Midwives and Tutors from 44 African countries and countries outside the region such as Maldives and Nepal have been trained. The present technical structure meets the needs of the organisation and requires no change. We are, however, strengthening the structure at the level of the supporting staff.

### Word Processing Operator

- 25.4 Word Processing Operators at the Mauritius Institute of Health, besides performing the regular duties of the post are also called upon to invigilate examinations, take, transcribe notes of meeting and prepare slides for presentation using Power Point etc. As these duties do not form part of the Word

Processing Operator's schedule of work, we are providing for an allowance to compensate for all these additional duties and responsibilities.

### **Recommendation 1**

**25.5 We recommend that Word Processing Operators called upon to perform extraneous duties such as invigilation, transcribe notes of meetings and prepare slides for presentation during a month should be paid an allowance of Rs 500 monthly.**

### **Receptionist/Telephone Operator (New Grade)**

25.6 At present, an Office Attendant is posted at the Reception Counter of the Institute to receive and direct visitors and to operate the PABX. As there is an increase in the number of both national and international telephone calls and also in the number of visitors coming to the Institute, there is need to have an appropriate grade on the establishment of the organisation to attend to these visitors and to answer telephone calls.

### **Recommendation 2**

**25.7 We recommend the creation of a new grade of Receptionist/Telephone Operator. Recruitment thereto should be made from among holders of a Cambridge School Certificate with credit in English language and French obtained on one Certificate and having a pleasant personality.**

25.8 Incumbent would be required, *inter alia*, to make and receive both national and international telephone calls, to attend to and guide people coming to the Institute and to provide them with necessary information.

### **Senior Office Attendant (New Grade)**

25.9 With the construction of a new block and the expansion of the activities of the Institute there is also an increase in minor services. We are providing for a supervisory level to better coordinate and supervise the duties of the Office Attendants.

**Recommendation 3**

- 25.10** We recommend the creation of a new grade of Senior Office Attendant. Appointment thereto should be made by promotion on the basis of merit and experience of officers from the grade of Office Attendant.

**25. MAURITIUS INSTITUTE OF HEALTH****SALARY SCHEDULE**

<b>MIH 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>MIH 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>MIH 3</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Cook
<b>MIH 4</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Senior Office Attendant (New Grade)
<b>MIH 5</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
<b>MIH 6</b>	<b>:</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephone Operator (New Grade)
<b>MIH 7</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Word Processing Operator
<b>MIH 8</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer

**25. MAURITIUS INSTITUTE OF HEALTH (Contd.)**

- MIH 9 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Printing and Publishing Officer
- MIH 10 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MIH 11 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Documentalist
- MIH 12 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer  
Higher Executive Officer
- MIH 13 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Secretary  
Research Assistant
- MIH 14 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Research Officer/Senior Research Officer  
*formerly Research Officer*
- MIH 15 : Rs 26400 x 800 - 28000 x 1000 - 38000**  
Training Officer
- MIH 16 : Rs 47500**  
Executive Director

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## 26. MAURITIUS MARATHI CULTURAL CENTRE TRUST

- 26.1 Set up under the Mauritius Marathi Cultural Centre Trust Act No. 3 of 2001, the Trust operates under the aegis of the Ministry of Arts and Culture. Its main objectives are to preserve and promote Marathi art and culture, promote the study of Marathi, collect, publish and disseminate information pertaining to Marathi art and culture, organise lectures, seminars, training, workshops, exhibitions and other activities which will lead to a better understanding of Marathi art and culture, create facilities for documentation and research on Marathi art and culture and establish useful links with organisations engaged in similar activities locally and internationally.
- 26.2 The Trust is not yet fully operational and we are providing the salaries for the existing grades.

### 26. MAURITIUS MARATHI CULTURAL CENTRE TRUST

#### SALARY SCHEDULE

<b>MMCCT 1 :</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver
<b>MMCCT 2 :</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Secretary/Treasurer
<b>MMCCT 3 :</b>	<b>Rs 37000 x 1000 - 39000</b> Director

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## 27. MAURITIUS MEAT AUTHORITY

- 27.1 The Mauritius Meat Authority (MMA), established in 1974 by the Meat Act, started its operations in 1978. It is responsible for the management of the abattoir and the control and regulation of the sale of meat and meat products. It is essentially concerned with the slaughter of cattle, sheep and goats, and pigs.
- 27.2 The roles and objectives of the Authority, as originally set out in the Meat Act, have in the course of time undergone certain changes. The MMA has ceased to perform one of its primary functions of purchasing and importing livestock for slaughter and its quarantine is no longer operational. As a result, employees in a few concerned grades have become redundant and have been redeployed in the other sections of the Authority.
- 27.3 Today, the establishment of the MMA consists of 147 employees including 22 administrative staff and its activities are organised under three broad areas namely, Secretariat and Administrative Services, Finance, and Production. The Central Abattoir (Production) consists of three different slaughter houses: the beef, the pork and the goat sections together with their respective delivery services. For social, cultural and religious reasons, each section is manned by a separate team of workers and, as such, there is no mobility of labour between sections.
- 27.4 To facilitate the Authority to pursue efficiently and effectively its activities, we have, in this Report, reorganised and reinforced the following key functions: financial management, internal control, stores management, personnel management and transport management. We have also enunciated measures to combat illegal slaughter which adversely affects revenue and formulated recommendations to render polyvalence and multi-skilling possible among certain categories of employees, wherever expedient.



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## Financial Management

- 27.5 At present, the structure of the Finance Department of the Authority comprises the following levels: Financial Manager, Senior Finance Officer, Finance Officer and Assistant Finance Officer. A post of Accountant has fairly recently been abolished and the post of Financial Manager has become vacant following the appointment of the incumbent to the post of General Manager. In spite of his professional responsibility as Chief Executive, the General Manager has been overseeing the Finance Department.
- 27.6 However, on account of the ever increasing financial transactions of the organisation both in terms of volume and complexity, there is need for a full fledged professional to handle the financial and stores management of the organisation.

## Recommendation 1

- 27.7 **We recommend that the post of Accountant which previously existed on the establishment of the MMA be restored. Appointment to the grade should be made from among registered professional accountants.**
- 27.8 **Pursuant to the above recommendation, the vacant post of Financial Manager should be abolished.**
- 27.9 The Accountant would be responsible to the General Manager for advising, *inter alia*, on all financial aspects and implications and for the organisation and control of the financial and accounting systems of the MMA.

## Internal Control

- 27.10 In view of the ever increasing volume of activities at the MMA, there is need to reorganise and strengthen the internal control function which at present is being handled by officers of the finance department. At this stage, it is not considered appropriate to provide the authority with a specialised grade or a structured cadre to fulfill this function. We are making provision for an alternative arrangement.

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**Recommendation 2**

**27.11 We recommend that the establishment size of the grade of Senior Finance Officer be increased by one to take over the responsibility for the internal control function over the activities of the Authority. The incumbent, who would perform exclusively that function, would report to the General Manager but with fiduciary relationship to the Board of Directors.**

**Stores Management**

27.12 The Stores function of the MMA falls under the umbrella of the Finance Department. This section is presently manned by a Stores Officer who is assisted by two storemen, the post of Assistant Stores Officer being vacant.

27.13 As the monetary value of the stock of stores items is estimated to worth approximately two million rupees and on account of the variety and multiplicity of items available, the need is felt for the reinforcement of the structure of the stores cadre of the Authority.

**Recommendation 3**

**27.14 We recommend that the existing grade of Stores Officer be restyled Higher Purchasing and Supply Officer and that a new grade of Purchasing and Supply Officer be created. Appointment to this new grade should be made by selection from among serving Clerical Officers/ Higher Clerical Officers of the Authority reckoning four years' service in the grade. We further recommend that the vacant grade of Assistant Stores Officer be abolished.**

**Personnel Management**

27.15 The post of Personnel Officer is at present vacant and an Executive Officer, assisted by other clerical staff posted in the Secretariat and Administrative Services, is handling all the personnel matters of the Authority. Given the staffing complement which to-day stands at around 150 employees, it is imperative that the personnel management activity be reinforced and properly structured.

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**Recommendation 4**

- 27.16 We recommend that the post of Personnel Officer presently vacant be filled. We also recommend the creation of a new grade of Higher Executive Officer. Appointment thereto should be made, on the basis of merit and experience, from officers in the grade of Executive Officer.**

**Garage/Workshop**

- 27.17 The Mauritius Meat Authority has its own garage with a fleet of 14 vehicles and 3 trailers. At present, the Garage is headed by an Executive Officer in charge of the transport section. With regard to the Abattoir equipment, they are under the responsibility of the Abattoir Manager.
- 27.18 There exists a grade of Technical Officer (Electrical and Mechanical) on the establishment of the Mauritius Meat Authority. However, the post has remained vacant for more than a decade. In the absence of a qualified officer, the Authority has to resort to private firms and private garages for all major repairs and maintenance of vehicles and abattoir equipment. This obviously bears heavily on the finance of the organisation. Consequently, a grade of Engineer has fairly recently been created.

**Recommendation 5**

- 27.19 We recommend that the vacant post of Technical Officer (Electrical/Mechanical) on the establishment of the Mauritius Meat Authority be abolished.**

**Transport Management**

- 27.20 As the distribution service of the authority has to start early in the morning to reach the different outlets in time, the management of transport in the three sections of the Abattoir viz. Pork, Beef and Goat is, at present, carried out by Assistant Head Butchers over and above their normal duties.

**Recommendation 6**

- 27.21 **We recommend that Assistant Head Butchers who are required to manage the transport fleet of the Authority, over and above the discharge of their normal duties, should be paid an allowance of Rs 400 monthly.**

**Creation of a Squad to Combat Illegal Slaughter**

- 27.22 The Authority's main source of revenue is from its core activity, i.e., providing slaughtering services. It has been reported that illegal slaughter is on the increase and this adversely affects the revenue of the Authority. At present, only a few senior officials of the Authority carry out surprise checks occasionally in the meat shops across the island to ensure that meat offered for sale effectively bear the seal of the Authority in order to combat illegal slaughter. Cases of malpractices detected are reported to the appropriate authorities for action.

- 27.23 As strict control is being envisaged over illegal slaughter, it is therefore, proposed that a special squad be set up comprising officers of the Authority who have adequate knowledge and exposure in the field.

**Recommendation 7**

- 27.24 **We recommend that a special squad comprising officers in the grades of Head Butcher and Assistant Head Butcher be set up within the Authority to carry out surprise visits in meat shops in order to combat illegal slaughter. The schemes of service of the grades of Head Butcher and Assistant Head Butcher should be amended accordingly to reflect these additional responsibilities which have been taken into account in the salaries recommended for these grades.**

**Meatshop Butcher**

- 27.25 The MMA had a modern meat shop, which was in operation during period 1991 to 1999 where fresh goat meat and venison were being sold directly to consumers. With the closure of the meat shop in 1999, the Meatshop Butcher has become redundant.

**Recommendation 8**

- 27.26 We recommend that the grade of Meatshop Butcher be abolished on vacancy. A personal salary scale has been provided for the employee presently in post. We also recommend that the Meatshop Butcher be redeployed as Slaughterman in an appropriate section of the Abattoir.

**Tradesman's Assistant (Electrical and Mechanical)**

- 27.27 There are two Tradesmen Assistants (Electrical and Mechanical) on the establishment of the Authority, one assisting the Electro Mechanic and the other the Motor Mechanic. Given the specificity of the organisation, the two officers are also called upon to perform duties pertaining to other trades. This is the general tendency to-day in modern organisation structures to enable polyvalency and multiskilling.

- 27.28 The two posts of Tradesman's Assistant are therefore being restyled to a more appropriate job appellation and upgraded to the appropriate level to reflect these additional responsibilities.

**Recommendation 9**

- 27.29 We recommend that the grade of Tradesman's Assistant (Electrical and Mechanical) be restyled General Purpose Handy Worker/Tradesman's Assistant.

**Conditions of Service Specific to the Authority****Breakfast**

- 27.30 The Authority provides breakfast to all employees who resume duty before 6.00 hours on peak days.

**Recommendation 10**

- 27.31 We recommend that this practice should continue.

**Attendance Bonus**

- 27.32 The Abattoir workers are called upon to work staggered hours to cope with the increase in demand and to meet the delivery schedule/target. In that connection workers are paid an hourly attendance bonus equivalent to Rs 25 for every hour that they work prior to 6.00 a.m.
- 27.33 The grades of officers who are required to work at staggered hours are Abattoir Manager, Head Butcher, Assistant Head Butcher, Slaughterman, Meat Loader/Lorry Helper, Driver, Plant Operator, Motor Mechanic Grade I, Electro Mechanic, Boiler Operator and Tradesman's Assistant (Electrical & Mechanical).
- 27.34 With the exception of the Abattoir Manager, all the above mentioned grades are paid the attendance bonus.

**Recommendation 11**

- 27.35 We recommend that the Attendance Bonus be revised to Rs 35 per hour.**

**Hours of Work**

- 27.36 For the Mauritius Meat Authority to function properly and to meet its demand requirements, the abattoir staff has to be in attendance outside normal working hours and/or on Sundays and Public Holidays. However, the abattoir personnel according to the schedule of work put in less than 33 $\frac{3}{4}$  hours weekly.
- 27.37 Given the specificity of the Organisation, it was mentioned in our 1998 Report that Management may, in future, consider employing people on other patterns of work and types of appointment as elaborated upon at Chapter 7 - Scarcity Areas and Employment on Contract (Volume 1 of the 1998 PRB Report).
- 27.38 In this Report, too, similar recommendations have been made.

**Recommendation 12**

- 27.39 We recommend that Management should contemplate, in future, resorting to the alternative mode of employment specified at Chapter 10 of Volume I - Recruitment and Retention Problems in the Public Sector and Employment on Contract.**

## 27. MAURITIUS MEAT AUTHORITY

### SALARY SCHEDULE

<b>MA 1</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Abattoir Cleaner <i>formerly Cleaner</i> Laundress/Helper
<b>MA 2</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Stores Attendant <i>formerly Storeman</i>
<b>MA 3</b>	<b>:</b>	<b>Rs 8025</b> Safety and Health Officer (Part-time)
<b>MA 4</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>MA 5</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Gardener Office Attendant Stockman (Personal)
<b>MA 6</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8600</b> General Purpose Handy Worker/Tradesman's Assistant <i>formerly Tradesman's Assistant (Electrical and Mechanical)</i> Meat Loader/Lorry Helper
<b>MA 7</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver Slaughterman
<b>MA 8</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Senior Stockman (Personal)
<b>MA 9</b>	<b>:</b>	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Boiler Operator Electro-Mechanic Motor Mechanic Grade I Plant Operator

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**27. MAURITIUS MEAT AUTHORITY (Contd.)**

- MA 10 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- MA 11 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist
- MA 12 : Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Meatshop Butcher (Personal)
- MA 13 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Driver (Meat Van)
- MA 14 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- MA 15 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Assistant Head Butcher
- MA 16 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Cashier  
Clerical Officer/Higher Clerical Officer
- MA 17 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Finance Officer  
Executive Officer  
Liaison Officer  
Purchasing and Supply Officer (New Grade)
- MA 18 : Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000**  
Head Butcher (Goat, Pork, Cattle/Sheep)
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**27. MAURITIUS MEAT AUTHORITY (Contd.)**

<b>MA 19</b>	<b>:</b>	<b>Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600</b>
		Confidential Secretary
<b>MA 20</b>	<b>:</b>	<b>Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600</b>
		Finance Officer Higher Executive Officer (New Grade) Higher Purchasing and Supply Officer <i>formerly Stores Officer</i> Livestock Officer Marketing Officer
<b>MA 21</b>	<b>:</b>	<b>Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000</b>
		Personnel Officer
<b>MA 22</b>	<b>:</b>	<b>Rs 16000 x 500 - 17000 x 600 - 20000</b>
		Senior Finance Officer
<b>MA 23</b>	<b>:</b>	<b>Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200</b>
		Accountant Secretary
<b>MA 24</b>	<b>:</b>	<b>Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200</b>
		Engineer
<b>MA 25</b>	<b>:</b>	<b>Rs 28000 x 1000 - 34000</b>
		Head, Marketing Department
<b>MA 26</b>	<b>:</b>	<b>Rs 32000 x 1000 - 39000</b>
		Abattoir Manager
<b>MA 27</b>	<b>:</b>	<b>Rs 47500</b>
		General Manager

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## 28. MAURITIUS MUSEUMS COUNCIL

- 28.1 Established by Act No.3 of 2000, the Mauritius Museums Council, operating under the aegis of the Ministry of Arts and Culture, is responsible for the public museum service and has, at present, under its purview two national and eight specialised museums.
- 28.2 The Council is required to lead and encourage the formulation of policies in the field of museology, develop, maintain and promote national and specialised museums as well as conduct and control the affairs of national and specialised museums. The Council has also to promote the continuous flow of information to the public regarding its professional activities, programmes and projects.
- 28.3 As the organisation of the Mauritius Museums Council has only recently been reported upon, we are reviewing the pay structures on the basis of the existing organisational levels.

### **Allowances**

- 28.4 At present, a Senior Museum Technician is being paid a monthly allowance of Rs 270 for performing the duties of photographer. Representations have been received for the extension of the allowance to all technical staff who would be required to perform the duties of photographer. The Bureau is agreeable to the payment of the allowance to employees who are not normally required to perform these duties by virtue of their scheme of service.

### **Recommendation**

- 28.5 We recommend that an employee who, by virtue of his scheme of service, is not expected to, but is being called upon to perform the duties of photographer for 11 days or more in a month should be paid an allowance of Rs 325 a month.**

## 28. MAURITIUS MUSEUMS COUNCIL

### SALARY SCHEDULE

<b>MMC 1</b>	<b>: Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>MMC 2</b>	<b>: Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Handy Worker <i>formerly Handyman</i>
<b>MMC 3</b>	<b>: Rs 5435 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>MMC 4</b>	<b>: Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Gardener/Nurseryman Museum Attendant Office Attendant
<b>MMC 5</b>	<b>: Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver
<b>MMC 6</b>	<b>: Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Handy Worker (Skilled) <i>formerly Handyman (Skilled)</i>
<b>MMC 7</b>	<b>: Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Head Museum Attendant
<b>MMC 8</b>	<b>: Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephonist

**28. MAURITIUS MUSEUMS COUNCIL (Contd.)**

- MMC 9 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Laboratory Attendant  
Salesperson
- MMC 10 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- MMC 11 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator  
Clerical Officer/Higher Clerical Officer
- MMC 12 : Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Museum Technician
- MMC 13 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Executive Officer  
Purchasing and Supply Officer  
*formerly Stores Officer*
- MMC 14 : Rs 11400 x 400 - 15000 x 500 - 16000**  
Senior Museum Technician
- MMC 15 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MMC 16 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Exhibition Officer  
Museums Public Relations Officer

**28. MAURITIUS MUSEUMS COUNCIL (Contd.)**

- MMC 17 : Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Information Technology Officer
- MMC 18 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Accounts Officer/Senior Accounts Officer
- MMC 19 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 21600**  
Principal Museum Technician
- MMC 20 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Conservator  
Curator  
Museum Marketing Officer
- MMC 21 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Museum Educator
- MMC 22 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Secretary
- MMC 23 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Public Programme Organiser
- MMC 24 : Rs 28000 x 1000 - 36000**  
Director
- MMC 25 : Rs 42500**  
Director General

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## **29. MAURITIUS OCEANOGRAPHY INSTITUTE**

- 29.1 The Mauritius Oceanography Institute (MOI) has been set up by Act No. 24 of 1999 to foster interest in research and development in the field of oceanography. The Institute, a parastatal research organisation operating under the aegis of the Prime Minister's Office, is responsible for oceanographic policies and the formulation, implementation and coordination of scientific programmes relating to the protection, exploration and development of marine resources in the Maritime Zones of the Republic of Mauritius. The Mauritius Oceanography Institute has been engaged over the past few years in the mapping, surveying and definition of the outer limits of the continental shelf with a view to establishing and substantiating the claim of Mauritius for an extended continental shelf under the United Nations Convention on the Law of the Seas (UNCLOS).
- 29.2 The vision of MOI is the intelligent management of our ocean resources, underpinned by effective marine science and technology, to assist the industrial strategic and cognitive exploitation of our maritime zones, contributing to the economic development of the Republic of Mauritius. Its mission is to obtain recognition of the maximum maritime rights of the Republic of Mauritius under UNCLOS and provide an integrated scientific approach for the investigation, exploration, exploitation and sustainable management of its ocean territory.
- 29.3 At present, the staff structure of MOI comprises a Director, an Assistant Director, a Project Manager (all contract officers) and six Project Officers, appointed on the permanent and pensionable establishment. This core staff of scientists is supported by a group of supporting staff in the grades of Confidential Secretary, Accounts Officer, Clerical Officer, Receptionist/Word Processing Operator and Office Attendant/Driver.

- 29.4 In order to facilitate the institute to pursue efficiently and effectively its research and development initiatives in the field of oceanography, a full-fledged structure has been established with the right mix and equilibrium between contractual staff and permanent staff. The structure has been framed in a manner to provide MOI with a clear sense of purpose. It also spells out the direction along which MOI should progress to become a major coordinating and visible research institution in this part of the world. The organisation structure has therefore been drawn with a view to incorporating present as well as future activities in the field of oceanography.
- 29.5 In that context, we are making provisions, at this stage, for the creation of the following new grades on the permanent and pensionable establishment of the MOI: Assistant Director, Principal Research Scientist, Research Scientist and Associate Research Scientist as well as that of Assistant Administrative Officer at the supportive level. With the establishment of this new professional structure, the existing grade of Project Officer should gradually phase out.

#### **Assistant Director (New Grade)**

##### **Recommendation 1**

- 29.6 **We recommend the creation of a new grade of Assistant Director on the permanent and pensionable establishment of the Institute. Appointment thereto should be made from among holders of a Ph.D in related subjects or an MSc with 10 years' experience in the relevant field/research area.**
- 29.7 Incumbent would, *inter alia*, be required to guide and coordinate all research and field activities in close liaison with subordinate scientific and technical staff; and to be responsible to acquire funds for various research and consultancy activities in close association with the Director.

#### **Principal Research Scientist (New Grade)**

##### **Recommendation 2**

- 29.8 **We recommend the creation of a new grade of Principal Research Scientist. Appointment thereto should be made from among candidates possessing an M.Sc and five years' experience in the relevant field/research area or a B.Sc and 15 years' experience in the relevant field/research area.**

- 29.9 The Principal Research Scientist would be required to lead and guide specific research teams and activities in close liaison with subordinate scientific and technical staff and basically would be the backbone of the Department and should lead projects from the front.

#### **Research Scientist (New Grade)**

##### **Recommendation 3**

- 29.10 **We recommend the creation of a new grade of Research Scientist. Appointment thereto should be made from among candidates possessing an M.Sc in the relevant field/research area or B.Sc with 10 years' experience in the relevant field/research area.**
- 29.11 Incumbent would be required to support and help the Principal Research Scientist in leading and guiding specific research teams and activities in close liaison with subordinate scientific and technical staff and may hold charge independently to lead small research teams and consultancy activities.

#### **Associate Research Scientist (New Grade)**

##### **Recommendation 4**

- 29.12 **We recommend the creation of a new grade of Associate Research Scientist. Appointment thereto should be made from among holders of a B.Sc in the relevant field/research area.**
- 29.13 The Associate Research Scientist would be responsible to support and help the Principal Research Scientist and the Research Scientist in all their activities; to work in research teams and activities under the advice of superior Scientist; and to handle independently all technical jobs in connection with field and laboratory activities.

#### **Assistant Administrative Officer (New Grade)**

##### **Recommendation 5**

- 29.14 **We recommend the creation of a new grade of Assistant Administrative Officer on the establishment of the Institute. Appointment thereto should be made by selection from among candidates possessing a Diploma in Public Administration and Management or equivalent qualification acceptable to the Board.**



**Sea Going Allowance**

29.15 Project Officers of the MOI are often required to act as Observers on board vessels in connection with scientific operations and they are paid an allowance of Rs 550 per officer per day.

**Recommendation 6**

**29.16 We recommend that the Sea Going Allowance payable to Project Officers who act as observers on board vessels in connection with scientific operations be revised to Rs 660 per officer per day.**

**Diving Allowance**

29.17 Project Officers of the MOI who are required to perform diving duties for carrying out observation and data collection underwater are paid a Diving Allowance of Rs 375 per dive, subject to a maximum of Rs 5625 a month.

**Recommendation 7**

**29.18 We recommend that the Diving Allowance paid to Project Officers of MOI be revised to Rs 450 per dive subject to a maximum of Rs 6750 a month. This maximum may be reviewed by the Board based on operational requirements.**

**29. MAURITIUS OCEANOGRAPHY INSTITUTE****SALARY SCHEDULE**

**MOI 1 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**

Office Attendant/Driver

**MOI 2 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**

Receptionist/Word Processing Operator

**29. MAURITIUS OCEANOGRAPHY INSTITUTE (Contd.)**

- MOI 3 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer
- MOI 4 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts clerk  
*formerly Accounts Officer*
- MOI 5 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MOI 6 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Assistant Administrative Officer (New Grade)
- MOI 7 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Associate Research Scientist (New Grade)
- MOI 8 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Project Officer
- MOI 9 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Research Scientist (New Grade)
- MOI 10 : Rs 28000 x 1000 - 34000**  
Principal Research Scientist (New Grade)
- MOI 11 : Rs 32000 x 1000 - 39000**  
Assistant Director (New Grade)
- MOI 12 : Rs (Negotiable)**  
Director

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### 30. MAURITIUS QUALIFICATIONS AUTHORITY

- 30.1 The Mauritius Qualifications Authority (MQA), a body corporate, has been established under Act No. 42 of 2001. Its objectives are to develop, implement and maintain a National Qualifications Framework; to ensure compliance with provisions for registration and accreditation as per the Act; and to ensure that standards and registered qualifications are internationally comparable.
- 30.2 The activities of the MQA are organised under five Divisions namely Quality Assurance Services, Qualification Evaluation Services, Framework Services, Learner Attainment & Information Services and Corporate Services. A Manager heads each of the first four Divisions whereas the Corporate Services Division is manned by an Administrative Manager, all of them reporting to the Deputy Director/ Registrar and the Director. The grade of Manager is a polyvalent one and a Manager of a Division is transferable to any other Division of the Authority.
- 30.3 Since its inception, the MQA has been provided with a fit-for-purpose organisation structure to start its operation and to meet its operational requirements.

### 30. MAURITIUS QUALIFICATIONS AUTHORITY

#### SALARY SCHEDULE

<b>MQA 1</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver
<b>MQA 2</b>	<b>:</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephone Operator
<b>MQA 3</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator

**30. MAURITIUS QUALIFICATIONS AUTHORITY (Contd.)**

- MQA 4 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Executive Clerk
- MQA 5 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MQA 6 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Executive Clerk
- MQA 7 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Library Officer
- MQA 8 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Officer  
Programme Officer  
Public Relations Officer
- MQA 9 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Accountant
- MQA 10 : Rs 32000 x 1000 - 39000**  
Administrative Manager  
Manager
- MQA 11 : Rs 42500**  
Deputy Director and Registrar
- MQA 12 : Rs 47500**  
Director

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### **31. MAURITIUS RESEARCH COUNCIL**

- 31.1 The Mauritius Research Council (MRC) was set up in May 1992 as an apex body to promote and co-ordinate national investment in research in all spheres of scientific, technological, social and economic activities. The MRC covers a broad spectrum of issues from identification of priority research fields to evaluation, dissemination and commercialisation of results of such research and applied research.
- 31.2 Funding research projects in identified priority areas through the results of close strategic partnerships among the public and private sectors, the academia and business community is a major component of the MRC responsibilities. Linkages with the major international research institutions to ensure a smooth transfer of state-of-the-art technology and expertise, and to enhance the intellectual capital base on a national basis is another important aspect of the normal activities of the organisation.
- 31.3 The MRC has contributed to raising the level of awareness of potential of research and proposes to provide a platform for rationalising national investments in research, facilitating the transfer of appropriate technology and enabling a better diffusion of technological knowledge in industry. In this context, it aims to establish itself as a comprehensive source of information of Research & Development (R & D) and Science & Technology (S & T) developments, and become a pioneer in exploring and exploiting research for the overall development of the nation.
- 31.4 Based on its operational exigencies, we are providing the MRC with a structure consisting of two executive arms namely Finance and Administration and Research and Development. Finance and Administration would be manned by a Head of Finance and Administration for financial and accounting policies and procedures as well as management and administrative systems to achieve optimum efficiency and economy. Research and Development (R & D) would be headed by a Programme Director to advise the Executive Director on issues of

Science and Technology (S & T). Both the Head of Finance and Administration and the Programme Director would report directly to the Executive Director, which is already an established position.

31.5 Additionally, we are making provisions for the creation of the following new grades: For Research and Development - Research Coordinator and Research Officer and for Finance and Administration – Accountant and IT Technician/Senior IT Technician.

31.6 In the reorganisation process, the grade of Word Processing Operator is being restyled Clerk/ Word Processing Operator and the vacant grades of Research Support Officer, Planning Analyst, Statistician, Librarian, Assistant Manager (Finance and Administration) and Assistant Manager (Research, Technology and Development) are being abolished.

#### **Programme Director (New Grade)**

##### **Recommendation 1**

31.7 **We recommend the creation of a new grade of Programme Director to be filled from among holders of a PhD in one of the following fields - Science, Medical, Life Sciences, Economics, Management and/or any other relevant field acceptable to the Council, with at least seven years' post-doctoral related work experience and who are highly proficient in English and IT.**

31.8 Incumbent would be responsible, *inter alia*, for developing and managing the R & D project funds including analysis, evaluation and monitoring of projects funded by the Council; and for initiating and assessing research surveys and studies and preparing techno-economic reports and position papers for the Board, with a view to achieving state-of-the-art preparedness in key sectors of the economy.

#### **Head of Finance and Administration (New Grade)**

##### **Recommendation 2**

31.9 **We recommend the creation of a new grade of Head of Finance and Administration to be recruited from among qualified and registered Accountants with a minimum of seven years' experience.**

- 31.10 The Head of Finance and Administration would be responsible, *inter alia*, for developing, operating and managing appropriate manual and computerised management accounting and business information systems; managing the Council's financial and accounting requirements including all statutory financial reporting, budgeting and management accounting reporting; managing the disbursement of funds to MRC research projects and activities; enhancing and maintaining all computerised office systems and their internal and external linkages; participating in the business management of the Council including strategic planning, cost control, time management and customer service, and for planning and developing human resource policies and staff management systems including training programs.

#### **Research Coordinator (New grade)**

##### **Recommendation 3**

- 31.11 **We recommend the creation of a new grade of Research Coordinator. Appointment thereto should be made from among candidates possessing a PhD degree in one of the following fields – Science, Medical, Life Sciences, Economics, Management and/or any other relevant field acceptable to the Council and having at least five years' post doctoral related work experience and who are proficient in English and IT.**
- 31.12 Incumbent would be required, among others, to advise and participate in developing research, scientific and technological policies; to provide guidance in the prioritisation and development of research activities at national level and their management; to administer MRC's research portfolio through effective monitoring and evaluation; and to evaluate research proposals for high project output.

**Research Officer (New Grade)****Recommendation 4**

**31.13 We recommend the creation of a new grade of Research Officer against the abolition of the grade of Assistant Manager (Research, Technology and Development). Appointment thereto should be made from among holders of a Master's Degree or equivalent qualification in Science, Economics or any other relevant field acceptable to the Council with at least four years' related work experience, who are team players and highly proficient in English and IT.**

31.14 The Research Officer would undertake surveys/studies and their management; undertake research needs analysis; draft technical and policy papers for management, participate in the execution of strategic plans for different sectors of the economy; develop performance indicators for the research sector; initiate and conduct seminars/workshops for proper dissemination of research output; communicate with research and technology organisations locally and overseas and update the Management Information Systems.

**Accountant (New grade)****Recommendation 5**

**31.15 We recommend the creation of a new grade of Accountant for the proper operation of the accounting systems of the Council. Appointment to the grade should be made from among holders of a pass at the final examinations required for admission to membership of a recognised professional accounting body or an equivalent qualification.**

31.16 Incumbent would be required to prepare the Annual Budget, the Financial and Management Accounts of the Council; to ensure the proper operation of the accounting systems of the Council; to run the Accounts Department in the most efficient manner under the supervision of the Head of Finance and Administration and to manage effectively staff under his responsibility.



**IT Technician/Senior IT Technician (New grade)****Recommendation 6**

**31.17** We recommend the creation of a new grade of IT Technician/Senior IT Technician to be appointed from among holders of a Higher School Certificate with passes in at least two subjects at Principal level and a Diploma in Computer Studies from a recognised University or equivalent qualifications acceptable to the Board of the MRC and having at least three years' relevant experience in IT field.

31.18 The IT Technician/Senior IT Technician would be required to develop, protect and maintain an effective computerised information system for the development of softwares, databases and websites; to support the smooth running of the Local Area Network (LAN); to perform computer/data processing work; to be responsible for the maintenance and repairs of the main server of the Council and its peripherals; to liaise with suppliers for repairs and/or maintenance of the computer equipment of the Council and to assist in research-related activities.

**Restyling of Post****Recommendation 7**

**31.19** We recommend that the existing grade of Word Processing Operator be restyled Clerk/Word Processing Operator.

**Abolition of posts****Recommendation 8**

**31.20** We recommend that the following vacant grades: Research Support Officer, Planning Analyst, Statistician, Librarian, Assistant Manager (Finance and Administration) and Assistant Manager (Research, Technology and Development) be abolished on the establishment of the MRC.

### 31. MAURITIUS RESEARCH COUNCIL

#### SALARY SCHEDULE

<b>MRC 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>MRC 2</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver Office Attendant/Driver
<b>MRC 3</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Receptionist/ Word Processing Operator
<b>MRC 4</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer Clerk/Word Processing Operator <i>formerly Word Processing Operator</i>
<b>MRC 5</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Accounts/Purchasing Officer Executive Officer
<b>MRC 6</b>	<b>:</b>	<b>Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Confidential Secretary
<b>MRC 7</b>	<b>:</b>	<b>Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200</b> IT Technician/Senior IT Technician (New Grade)
<b>MRC 8</b>	<b>:</b>	<b>Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200</b> Administrative Assistant
<b>MRC 9</b>	<b>:</b>	<b>Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200</b> Accountant (New Grade) Resource Officer

**31 MAURITIUS RESEARCH COUNCIL (Contd.)**

- MRC 10 : Rs 28000 x 1000 - 37000**  
Research Officer (New Grade)
- MRC 11 : Rs 35000 x 1000 - 40000**  
Head of Finance and Administration (New Grade)  
Research Coordinator (New Grade)
- MRC 12 : Rs 45000**  
Programme Director (New Grade)
- MRC 13 : Rs 65000**  
Executive Director

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## 32. MAURITIUS SOCIETY OF AUTHORS

- 32.1 The Mauritius Society of Authors (MASA) was established by the Copyright Act of 1986 which was repealed and replaced by the Copyright Act No. 12 of 1997 (as subsequently amended in 2000). It gives protection provided by the law to the authors of "Original Works of Authorship", including literary, dramatic, musical, artistic and other intellectual works.
- 32.2 The functions of the Society are, *inter alia*, to determine the criteria for, and classes of, membership of the Society; to represent and defend the interests of its members in Mauritius and abroad; to contribute by all appropriate means to the promotion of national creativity in the artistic, literary and scientific fields; to administer within Mauritius on an exclusive basis such economic rights of its members as it may determine; to collect copyright fees from the users of a work on behalf of its members and distribute those fees among those members; and to make reciprocal agreements with foreign societies of authors for the issue of exclusive authorization in respect of their members' works and for the collection and distribution of copyright fees deriving from those works.
- 32.3 In order to facilitate the society to pursue the expansion of its activities, to maintain sustained dynamism and to better enforce the provisions of the Act, a new structure has been approved by the Board of MASA. In this Report, we are, therefore, providing the Society with a structure consisting of two arms namely Technical and Administration, both reporting to the Director.

### Technical Structure

- 32.4 The Technical Division would be manned by officers in the following new grades: Membership and Repertoire Officer, Assistant Membership and Repertoire Officer (Oriental), Assistant Membership and Repertoire Officer (General), Copyright Officer, Licensing Officer and Data Entry Operator.

**Membership and Repertoire Officer (New Grade)****Recommendation 1**

- 32.5 **We recommend the creation of a new grade of Membership and Repertoire Officer. Appointment to the grade should be made by promotion, on the basis of merit and experience, of officers in the grade of Assistant Membership and Repertoire Officer.**
- 32.6 The Membership and Repertoire Officer would be required, among others, to receive application for membership; to prepare works declaration for new works, to trace proof of works; to prepare file for approval of membership; to input data for filing; to meet members and answer to their queries; to send letters to members concerning their request; to check the log sheet from hotels, Public Performances and Broadcasting; to check regularly members' works on the World Work List.

**Assistant Membership and Repertoire Officer (Oriental) (New Grade)****Assistant Membership and Repertoire Officer (General) (New Grade)****Recommendation 2**

- 32.7 **We recommend the creation of a new grade of Assistant Membership and Repertoire Officer, one for Oriental Section and the other for General. Appointment thereto should be made from among holders of a Cambridge School Certificate with credit in at least five subjects including English language, French and Mathematics/Principles of Accounts together with a pass in two subjects at General Certificate of Education 'A' Level or equivalent qualifications acceptable to the Board, with a good knowledge of national and international musical repertoire plus a knowledge of cultural aspect of Mauritius in the field of Art. For Oriental, candidates must be fluent in Hindi and Oriental Repertoire.**
- 32.8 Incumbent would be responsible, *inter alia*, to assist the Membership and Repertoire Officer in his/her duties; to treat all log sheets before distribution; to contact members for declaration of works and to verify the authenticity of the work.

**Copyright Officer (New Grade)  
Recommendation 3**

- 32.9 We recommend the creation of a new grade of Copyright Officer. Appointment thereto should be made from among candidates holding a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and passes in at least two subjects at the General Certificate of Education 'A' Level or equivalent qualifications acceptable to the Board and having a thorough knowledge of enforcement duties and a valid driving licence for private car.
- 32.10 Incumbent would be required to carry out checks on premises where musical and other protected works are being used and submit reports accordingly; to ensure that the requirements of the Mauritius Copyright Act and any regulations made thereunder, and obligations under the International Conventions on copyright to which Mauritius is a party are complied with; to ensure that returns of repertoires used are submitted regularly to the society and to monitor the contents of such returns; to implement anti-piracy measures adopted by the society with a view to combating any breach of copyright and to carry out such duties as may be assigned by the Director in accordance with the Copyright Act.

**Licensing Officer (New Grade)  
Recommendation 4**

- 32.11 We recommend the creation of a new grade of Licensing Officer. Recruitment thereto should be made from among candidates possessing a Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics/Principles of Accounts or equivalent qualifications acceptable to the Board, reckoning ten years' service as either Notary's Clerk or Solicitor's Clerk, having a sound knowledge of music and hotel night shows gala and possessing a valid private car driving licence.

- 32.12 The Licensing Officer would be required to meet users and negotiate for payment with the users of works; to collect cheques from Hotels, Restaurants, Bars etc; to send and collect log sheets from different users of work and to meet regularly the legal advisers for court action to recover arrears from users.

#### **Data Entry Operator (New Grade)**

##### **Recommendation 5**

- 32.13 **We recommend the creation of a new grade of Data Entry Operator. Appointment to the grade should be made from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics/Principles of Accounts or equivalent qualifications acceptable to the Board, a Certificate in typewriting from a recognised institution with a speed of at least 25 words per minute and a Certificate in Word Processing from a recognised institution.**
- 32.14 The Data Entry Operator would be required to run a server; to input all data in file for national and international authors; to feed the AFRICOS system for national and international distribution; to set up log sheets for Restaurants, Hotels, Radios and TV and any other users; to prepare analysis sheet before and after national and international distribution and to prepare payment/distribution statement for authors.

#### **Administration Structure**

- 32.15 The Administration Division would comprise essentially supporting grades for general administration and finance functions. We are strengthening it through the creation of a few new grades, namely, Clerk/Word Processing Operator, Telephonist/Receptionist and Office Attendant. The existing grade of Driver is being restyled Office Attendant/Driver. In the process, we are also abolishing the vacant grades of Head, Documentation and Distribution Division and Copyright Inspector which no longer suit the requirements and operational exigencies of the organisation. Once the new structure is established, the grades of Clerical

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Officer/Higher Clerical Officer, Word Processing Operator and Attendant/Cleaner would become evanescent and should be abolished on vacancy.

### **Clerk/Word Processing Operator (New Grade)**

#### **Recommendation 6**

**32.16 We recommend the creation of a new grade of Clerk/Word Processing Operator. Recruitment to the grade should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts or an equivalent qualification, a Certificate in Typewriting at a speed of at least 25 words per minute and a Certificate in Word/Data Processing from a recognised institution.**

32.17 The Clerk/Word Processing Operator would be required to perform duties of a clerical nature such as the preparation, scrutiny and processing of straightforward document, records etc; registry work; simple finance, establishment and stores work under supervision; drafting replies to simple correspondences, to carry out simple research work in connection with official documents and to type and collate letters/documents; to perform word processing/telex duties and simple computer/data processing work and to replace the Confidential Secretary.

### **Receptionist/Telephonist (New Grade)**

#### **Recommendation 7**

**32.18 We recommend the creation of a new grade of Receptionist/Telephonist. Appointment thereto should be made from among holders of a Cambridge School Certificate with credit in English language and French or an equivalent qualification acceptable to the Board, having a pleasant personality and a neat appearance and who are fluent in English and French.**



- 32.19 Incumbent would be required to operate the reception area of the Mauritius Society of Authors; to maintain a register of all visitors; to assist visitors by providing information to them to facilitate their contact with officers of the Mauritius Society of Authors; to take messages from outside callers and transmit same to officers concerned and to operate the telephone switchboard (PABX).

#### **Office Attendant (New Grade)**

##### **Recommendation 8**

- 32.20 **We recommend the creation of a new grade of Office Attendant. Appointment should be made by selection from among candidates showing proof of having sat for the Cambridge School Certificate or an equivalent qualification acceptable to the Board.**

- 32.21 Incumbent would be required to open and close offices; to run official errands including the despatch of correspondence, forms and materials and the distribution of files and documents; to usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required; to clean premises and to maintain the physical environment at a good standard; to collect cash/cheques to credit into bank; to operate simple office equipment such as duplicating machines, photocopy machines etc and to answer calls.

#### **Restyling of Post**

##### **Recommendation 9**

- 32.22 **We recommend that the existing grade of Driver be restyled Office Attendant/Driver.**

#### **Abolition of Grades**

##### **Recommendation 10**

- 32.23 **We recommend that the vacant grades of Head, Documentation and Distribution Division and Copyright Inspector be abolished. We further recommend that the existing grades of Clerical Officer/Higher Clerical Officer, Word Processing Operator and Attendant/Cleaner should become evanescent and be abolished on vacancy. We have provided personal salaries for the incumbents in post.**

### 32. MAURITIUS SOCIETY OF AUTHORS (MASA)

#### SALARY SCHEDULE

<b>MASA 1</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Attendant/Cleaner (Personal)
<b>MASA 2</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant (New Grade)
<b>MASA 3</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver <i>formerly Driver</i>
<b>MASA 4</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephonist (New Grade)
<b>MASA 5</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Word Processing Operator (Personal)
<b>MASA 6</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer (Personal) Clerk/Word Processing Operator (New Grade) Data Entry Operator (New Grade)
<b>MASA 7</b>	<b>Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600</b> Copyright Officer (New Grade) Licensing Officer (New Grade)
<b>MASA 8</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Assistant Membership and Repertoire Officer (General) (New Grade) Assistant Membership and Repertoire Officer (Oriental) (New Grade)

**32. MAURITIUS SOCIETY OF AUTHORS (MASA) (Contd.)**

**MASA 9 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**

Accounts Clerk  
Executive Officer

**MASA 10 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**

Confidential Secretary

**MASA 11 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**

Finance Officer  
Membership and Repertoire Officer (New Grade)

**MASA 12 : Rs 42500**

Director

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### 33. MAURITIUS STANDARDS BUREAU

- 33.1 The Mauritius Standards Bureau (MSB) was established as a division of the Ministry of Commerce and Industry by the Standards Act, 1975. It is now a body corporate governed by the Mauritius Standards Bureau Act 1993, which gives the Bureau greater flexibility and autonomy to cater for its vital role in the industrialisation of Mauritius. With its state-of-art laboratories, the MSB is now able to play its intended role more effectively than before.
- 33.2 When the MSB became a body corporate in 1993, it was vested with new responsibilities and called upon to assume an expanded role in the new economic environment. It is among one of the few corporate bodies which generates revenue and thus covers part of its operating expenses.
- 33.3 Its vision is to promote and provide an internationally recognised infrastructure for enhancing competitiveness and social well being through the use of standardisation, testing, calibration and certification/conformity assessment. The MSB provides to stakeholders standardisation services, international traceability of measurements and internationally accredited conformity assessment services.
- 33.4 The MSB, which is headed by a Director assisted by a Deputy Director, was restructured following an organisational review conducted by the Management Audit Bureau in 1995. New professional posts of Technical Managers and Assistant Technical Managers were created to head the new divisions manned by Technical Officers and Technical Assistants. The capability of the staff has been developed in formulating strategies and devising business plans so that each Division/Section can operate as a profit/cost center in a more effective and efficient way.
- 33.5 The technical arms of the MSB is organised under the following divisions:- Standards Development, Metrology, Quality Assurance, Engineering, and Chemical. In addition to the five technical divisions, there are three more divisions namely Finance Division, Administrative Division and the Business Development Division which cater and provide logistic and other support to the other technical divisions.

- 33.6 In view of the consequent changes in the activities of the MSB and in order to motivate the staff to meet the new challenges, we are strengthening the structures of the technical divisions at the managerial level as well as those of the stores, personnel and finance.

#### **Divisional Manager formerly Technical Manager**

- 33.7 The core activities of MSB involve disciplines related to Metrology, Standards, Testing and Quality Assurance. The Technical Manager is required to possess a wide range of skills, namely, strategic planning, vision, and technical knowledge, amongst others. They actively participate with private sector in international fora, developing short term and long term marketing strategies and providing technical assistance to Ministries and Parastatal Bodies, among others. We are restyling the grade to a more appropriate appellation.

#### **Recommendation 1**

- 33.8 We recommend that the grade of Technical Manager be restyled Divisional Manager.**

#### **Senior Assistant Technical Manager (New Grade)**

- 33.9 Assistant Technical Managers play a pivotal role for the smooth running of their respective sections and are directly responsible and accountable for the day-to-day management thereof.
- 33.10 Since the government and other stakeholders are laying much emphasis on the need to increase efficiency and productivity and are encouraging organisations to be ISO Certified, there has been a marked increase in the duties and responsibilities of the Assistant Technical Managers.
- 33.11 We are, therefore, creating a new level of Senior Assistant Technical Manager to co-ordinate and supervise the duties of Assistant Technical Managers.

**Recommendation 2**

- 33.12 We recommend the creation of a new grade of Senior Assistant Technical Manager which should be promotional, on the basis of merit and experience, from Assistant Technical Managers reckoning at least four years' experience in the grade in a substantive capacity.**

**Assistant Technical Manager in Non Destructive Testing Section (NDT)**

- 33.13 The different sections of the MSB are continuously called upon to expand their activities to satisfy increasing and diversifying requirements. The Non Destructive Testing Services is involved in testing and inspection of boilers, pressure vessels, heat exchanges, storage tanks, pipelines, machine shafts, LPG tanks and other items for safety and in predicting the performance of such items with reliability.
- 33.14 It has been represented that in order to perform the NDT work, officers holding relevant qualification in the required discipline must follow a course in an overseas accredited institution in five NDT disciplines. The full qualification is achieved at two levels. The courses include theoretical and practical examinations with duration of 27 weeks. After the course, officers are required to acquire 41 months of experience under Experts and Consultants in NDT both locally and overseas. Only a fully qualified up to level II NDT operator can undertake full NDT activities and can authorise test reports.

**Recommendation 3**

- 33.15 We recommend that Assistant Technical Managers who have successfully completed the courses up to Level II of Non Destructive Testing should be granted incremental credits as per provisions at chapter 15 of Volume I of this Report.**

**Quality Officer formerly Technical Officer**

- 33.16 Technical Officers of the MSB are directly involved in quality testing of raw materials, in process materials and finished products; they advise quality personnel from industries and guide them on course of action to be taken for particular technical and production problems; check the quality of the product

before export; conduct tests and calibration covered by the scope of accreditation; are involved in the implementation of the Laboratory Quality Manual for the Accreditation project; conduct all testing activities under the Certification Mark Scheme; and satisfy the needs of manufacturing and service companies (ISO 9000-2000).

- 33.17 In view of the above, we are restyling the grade of Technical Officer to a more appropriate job appellation in order to reflect the true nature of the duties performed and the responsibilities shouldered.

#### **Recommendation 4**

- 33.18 We recommend the restyling of the grade of Technical Officer to that of Quality Officer.**

#### **Technical Assistant**

- 33.19 Technical Assistants work directly under the supervision of Technical Officers/Senior Technical Officers and Assistant Technical Managers and assist them in all technical duties. They work in cold rooms with temperature below  $-20^{\circ}\text{c}$  and in places with dust and x-radiation, with toxic gases and vapour, corrosive, acidic and poisonous aggressive chemical, some of which are carcinogenic.

- 33.20 These components of the work of Technical Assistants have been taken into consideration in determining their salary scale.**

#### **Stores and Utilities Superintendent formerly Senior Stores Officer**

- 33.21 The Stores Section is under the overall responsibility of the Senior Stores Officer, assisted by a Stores Officer. He reports to the Accountant. He is responsible for the stores management and for stock control; organises and supervises the work in the Stores Section; maintains the Store Ledger/Account up to date; coordinates the repairs and maintenance of laboratory equipment and works such as plumbing, electrical repairs etc. He is also responsible for the maintenance of the MSB building and equipment worth some Rs 50 million.

- 33.22 Given the magnitude of duties and responsibilities of the Senior Stores Officer, we are restyling the grade to a more appropriate appellation.

#### **Recommendation 5**

- 33.23 We recommend that the grade of Senior Stores Officer be restyled Stores and Utilities Superintendent.**

#### **Financial Manager formerly Accountant**

- 33.24 The Accountant of the Mauritius Standards Bureau reports to the Director and advises the latter on financial matters; manages the Finance Section and ensures its smooth day-to-day running; develops and implements a suitable accounting system; prepares and submits estimates, financial accounts, statutory returns, accounts and budgets; ensures that financial records are properly maintained within an effective and efficient financial accounting system; reviews the internal control system and ensures the smooth running of the computerisation of the Financial System. On top of his accounting duties, he assesses the financial aspects of each division in relation to their operation as profit/cost centers and participates in managerial decisions.
- 33.25 Considering the expansion and increase in activity of the Mauritius Standard Bureau resulting in the increase in the responsibility of the Accountant, we are restyling the grade to reflect the level at which the Accountant is operating.

#### **Recommendation 6**

- 33.26 We recommend the restyling of the grade of Accountant to Financial Manager.**

#### **Accounts Clerk (New Grade)**

- 33.27 The Finance Section functions as the necessary back up with emphasis on efficiency, effectiveness and economy without which the achievement of management objectives may be greatly impeded. These include accounting for revenue, payment, payroll, capital expenditure, cash management, budgeting and the provision of management reports and financial accounts.



- 33.28 Presently, Clerical Officers who are posted in the Finance Section are discharging duties of a financial nature. In view of the complexity of the duties, an officer with in-depth knowledge of basic accounting would be more effective. To that end, we are creating a new grade of Accounts Clerk.

#### **Recommendation 7**

- 33.29 We recommend the creation of a new grade of Accounts Clerk on the establishment of the Mauritius Standards Bureau. Appointment thereto should be made from among candidates possessing a Cambridge School Certificate with credit in five subjects including English, French and Mathematics together with either a pass in Accounting at Third Level of the London Chamber of Commerce and Industry or a Cambridge Higher School Certificate with at least Grade C in Accounts at Principal Level or equivalent qualifications acceptable to the Standards Council.**

- 33.30 We further recommend that the Clerical Officers presently posted at the Finance Section and possessing the required qualifications should be given priority of consideration for appointment to the grade.**

#### **IT Officer/Systems Administrator (New Grade)**

- 33.31 Presently, a Systems Administrator is employed on a contractual basis at the MSB. In view of the range of activities and responsibilities of the MSB, we are creating a new grade of IT Officer/Systems Administrator to, *inter alia*, ensure performance and security of systems/applications of MSB; perform system network, communications and database management and administration; establish training programs to meet MSB's need in IT; advise management in the overall IT strategy of the Bureau and carry out assessment of applicants and registered firms under the national quality system certification scheme.

**Recommendation 8**

**33.32 We recommend the creation of a new grade of IT Officer/Systems Administrator. Appointment thereto should be made from among candidates possessing a post ‘A’ Level Degree in Computer Science or an equivalent qualification acceptable to the Standards Council and reckoning relevant post qualification experience.**

**Personnel Officer (New Grade)**

33.33 With the expanded role of the MSB, the capability of the staff has also developed in formulating strategies and devising business plans so that each Section/Division now operates as a profit/cost center in a more effective and efficient way.

33.34 There is a need therefore to ensure the smooth functioning of the Personnel Division of the organisation so that personnel policies, rules, regulations and procedures are properly and consistently applied and all employees are fairly and equitably treated.

33.35 We are, therefore, creating a new grade of Personnel Officer to meet the needs of the organisation.

**Recommendation 9**

**33.36 We recommend the creation of a new grade of Personnel Officer. Appointment thereto should be made from among candidates possessing a post ‘A’ Level Diploma in Management with specialisation in Human Resource or equivalent qualification acceptable to the Council of the MSB.**

**Receptionist/Telephonist formerly Telephone Operator/Receptionist**

33.37 We are restyling the grade of Telephone Operator/Receptionist to be in line with what obtains in other parastatal bodies.

**Recommendation 10**

**33.38 We recommend that the grade of Telephone Operator/Receptionist be restyled Receptionist/Telephonist.**

**Attendant**

33.39 At present, a Tea Lady is employed on contract basis at the MSB. An additional post of Attendant is therefore being created at the MSB to encompass the duties of the Tea Lady.

**Recommendation 11**

**33.40 We recommend the creation of an additional post of Attendant. The present Tea Lady performing duties of the post should be given priority of consideration for appointment to the grade.**

**Handy Worker (New Grade)**

33.41 Presently, Labourers are employed on a contractual basis to perform cleaning duties as well as general attendant duties. We are recommending the creation of a new grade of Handy Worker to perform these duties.

**Recommendation 12**

**33.42 We recommend the creation of a new grade of Handy Worker. Appointment thereto should be made by selection from among candidates possessing the Certificate of Primary Education. In the absence of candidates possessing the Certificate of Primary Education, consideration would be given to candidates showing proof of being literate.**

33.43 Over and above the cleaning duties, the Handy Worker would be responsible for the mess room and kitchen equipment/utensils; to prepare and serve tea/coffee for Standards Council Meeting, other Committees and staff; to operate telephone switch board and answer calls and to make photocopies of documents.

**33. MAURITIUS STANDARDS BUREAU****SALARY SCHEDULE**

<b>MSB 1</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Handy Worker (New Grade)
<b>MSB 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Attendant
<b>MSB 3</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
<b>MSB 4</b>	<b>:</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephonist <i>formerly Telephone Operator/Receptionist</i>
<b>MSB 5</b>	<b>:</b>	<b>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800</b> Technical Assistant
<b>MSB 6</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Word Processing Operator
<b>MSB 7</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer Library Clerk
<b>MSB 8</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Accounts Clerk (New Grade) Executive Officer
<b>MSB 9</b>	<b>:</b>	<b>Rs 10000 x 300 - 10600 x 400 - 15000</b> Stores Officer

**33. MAURITIUS STANDARDS BUREAU (Contd.)**

- MSB 10 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MSB 11 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer
- MSB 12 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Library Officer  
Marketing Assistant
- MSB 13 : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Internal Auditor
- MSB 14 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Personnel Officer (New Grade)
- MSB 15 : Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Quality Officer  
*formerly Technical Officer*
- MSB 16 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 24000**  
Stores and Utilities Superintendent  
*formerly Senior Stores Officer*
- MSB 17 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Officer  
Marketing Officer
- MSB 18 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
IT Officer/Systems Administrator (New Grade)
- MSB 19 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Librarian/Senior Librarian

**33. MAURITIUS STANDARDS BUREAU (Contd.)**

- MSB 20 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Financial Manager  
*formerly Accountant*
- MSB 21 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Assistant Technical Manager
- MSB 22 : Rs 28000 x 1000 - 34000**  
Senior Assistant Technical Manager (New Grade)
- MSB 23 : Rs 32000 x 1000 - 39000**  
Divisional Manager  
*formerly Technical Manager*  
Divisional Manager  
*formerly Manager, Business Development (Personal)*
- MSB 24 : Rs 42500**  
Deputy Director
- MSB 25 : Rs 47500**  
Director

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### **34. MAURITIUS SUGAR TERMINAL CORPORATION**

- 34.1 The Mauritius Sugar Terminal Corporation came into operation in 1980. Its main objectives are to provide, operate and maintain facilities for storage, sampling, bagging, packing, loading and unloading of sugar and to advise the Minister of Agriculture, Food Technology and Natural Resources on the provisions of adequate means of inland or sea access and the transport of sugar to the Terminal.
- 34.2 The organisational structure comprises the Operations and Maintenance, Administration and Finance Divisions. We are providing for the creation of a few levels, the restyling of certain grades and the review of the present allowances.

#### **OPERATIONS AND MAINTENANCE DIVISION**

##### **Technical Manager**

- 34.3 The present scheme of service provides for the recruitment of Technical Manager from among candidates possessing an acceptable qualification in Mechanical and/or Electrical Engineering preferably from a trade background. In addition, incumbent should have at least five years' post-qualification experience at an appropriate engineering/management level.
- 34.4 The Technical Manager heads the Operations and Maintenance Division by exercising proper control and keeping up with the maintenance schedule in order to avoid undue delays in sugar shipment. It has been represented that in view of the complexity of work, the division should be headed by a registered professional engineer. We are, therefore, reviewing the qualification requirements of the grade.

##### **Recommendation 1**

- 34.5 **We recommend that in future, recruitment to the grade of Technical Manager should be made from among Engineers (Mechanical/Electrical) registered with the Council of Professional Engineers and reckoning at least five years' experience at Engineer/Management level.**

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**Operations and Maintenance Officer (Electrical)  
Operations and Maintenance Officer (Mechanical)**

34.6 At present, the Operations and Maintenance Officer (Electrical) and Operations and Maintenance Officer (Mechanical) are recruited from holders of a Degree in Engineering in the respective field and who are registered with the Council of Professional Engineers. Officers in both grades are performing duties related mainly to engineering and to reflect their duties and responsibilities, we are restyling them.

**Recommendation 2**

34.7 **We recommend that the grades of Operations and Maintenance Officer (Electrical) and Operations and Maintenance Officer (Mechanical) be restyled Engineer (Electrical) and Engineer (Mechanical) respectively.**

**Senior Terminal Operator (Civil) (New Grade)**

34.8 The Technical Manager heads the Civil Engineering Section which is serviced by officers in the grades of Cleaning & Maintenance Technician, Terminal Operators, Assistant Terminal Operators. With the passage of time both the Civil Engineering works and repairs have increased. We are providing for an additional level below the grade of Cleaning and Maintenance Technician (Civil Engineering) to coordinate and monitor the duties of the Assistant Terminal Operator (Civil) and Terminal Operator (Civil).

**Recommendation 3**

34.9 **We recommend the creation of a grade of Senior Terminal Operator (Civil) to be appointed by promotion from the grade of Terminal Operator Grade I (Civil) formerly Terminal Operator (Civil) reckoning at least five years' experience in the grade.**



**Assistant Terminal Operator (Civil/Electrical/Mechanical)****Terminal Operator (Civil/Electrical/Mechanical)**

34.10 The duties presently performed by the Assistant Terminal Operators (Civil/Electrical/Mechanical) and Terminal Operators (Civil/Electrical/Mechanical) do not reflect their appellations. We are, therefore, restyling these grades.

**Recommendation 4**

34.11 We recommend that the grades of Assistant Terminal Operator (Civil/Electrical/Mechanical) and Terminal Operator (Civil/Electrical/Mechanical) be restyled as hereunder:

From	To
Assistant Terminal Operator (Civil)	Terminal Operator Grade II (Civil)
Assistant Terminal Operator (Electrical)	Terminal Operator Grade II (Electrical)
Assistant Terminal Operator (Mechanical)	Terminal Operator Grade II (Mechanical)
Terminal Operator (Civil)	Terminal Operator Grade I (Civil)
Terminal Operator (Electrical)	Terminal Operator Grade I (Electrical)
Terminal Operator (Mechanical)	Terminal Operator Grade I (Mechanical)

**Welder**

34.12 The repairs and maintenance works at the Terminal involve various activities such as painting, welding and electrical works and these duties are performed by Terminal Operators. However, there is a specific grade of Welder who carries out repairs and maintenance on sugar boxes. We have received representation to open the grade of Terminal Operator Grade I (Mechanical), to allow the Welder to be promoted thereto.

**Recommendation 5**

34.13 We recommend that the scheme of service of the grade of Terminal Operator Grade I (Mechanical) be amended so that the Welder reckoning five years' experience may also be considered for appointment to the grade.

**FINANCE DIVISION****Principal Accounts Officer/Procurement Officer**

34.14 The Finance Division is headed by the Financial Manager and who is supported by officers in the grades of Principal Accounts Officer, Senior Accounts Officer, Accounts Officer and Accounts Clerk. The Stores Section is also under the direct control of the Financial Manager. Besides his normal duties, the Principal Accounts Officer acts as Secretary to the Quotation and Tender Committee. He also performs duties related to procurement of stores items needed for repairs and maintenance of the Technical and the Operations divisions of the Terminal. To reflect these duties we are restyling the grade.

**Recommendation 6**

**34.15 We recommend that the grade of Principal Accounts Officer be restyled Principal Accounts Officer/Procurement Officer. The scheme of service of the grade should be amended to include duties related to Procurement. The additional duties have been taken into consideration in arriving at the salary recommended for the grade.**

**Accounts Clerk**

34.16 Presently, four Accounts Clerks are providing support services in the Finance Division. One of them has been entrusted the duties related to the preparation, payment and accounting of the pensions to the ex-Dockers who became redundant with the coming into operation of the Bulk Sugar Terminal. Occasionally, this officer is required to attend to payment of pensions to beneficiaries at the bank and/or at their residence in case beneficiary is bed-ridden. As and when required he also attends Court to give evidence on identity of beneficiary.

**Recommendation 7**

**34.17 We recommend that a monthly allowance equivalent to one increment at the initial point of the salary scale be paid to the officer dealing with the payment of pensions of ex-Dockers.**

**Extra duty allowances(Attendance at odd hours)**

- 34.18 During the crop season, officers in the grades of Operations and Maintenance Officer (Electrical), restyled Engineer (Electrical) and Operations and Maintenance Officer (Mechanical), restyled Engineer (Mechanical) and Operations and Maintenance Technicians (Electrical/Mechanical) are required to put in additional hours of work during emergencies and for carrying out repairs during weekends and public holidays against payment of a monthly extra duty allowance of Rs 1890 for the Operations and Maintenance Officer and Rs 1485 for the Operations and Maintenance Technicians. The Cleaning and Maintenance Technician is also paid a monthly allowance of Rs 1485 during crop season as postholder is required to supervise cleaning and water washing of the relevant areas of the Terminal during the night once in a fortnight
- 34.19 The Site Supervisor is paid an allowance of Rs 810 a month during crop season for being in attendance 15 minutes prior to the operation of the Terminal and quarter of an hour after the closure time, so as to supervise the arrival and departure of employees in the minor grades.
- 34.20 The present arrangement is maintained and we are revising the quantum of the respective allowances.

**Recommendation 8**

- 34.21 **We recommend that the allowances paid for extra hours of work during the crop season to officers in the grades listed below be revised as follows:-**

<b>Grade</b>	<b>Rs/month</b>
<b>Operations and Maintenance Officer (Electrical) restyled Engineer (Electrical)</b>	<b>2270</b>
<b>Operations and Maintenance Officer (Mechanical) restyled Engineer</b>	<b>2270</b>
<b>Operations and Maintenance Technician (Electrical)</b>	<b>1780</b>
<b>Operations and Maintenance Technician (Mechanical)</b>	<b>1780</b>
<b>Cleaning and Maintenance Technician</b>	<b>1780</b>
<b>Site Supervisor</b>	<b>970</b>

**Allowance for attending duties at 4.45 a.m during the Crop Season**

34.22 At present employees of the Terminal Operator Cadre are called upon to attend duty at 4.45 a.m on a roster basis by their own means of transport during the crop season against payment of allowances. The present arrangement is being maintained and we are revising these allowances.

**Recommendation 9**

34.23 We recommend that employees listed below and who are required to attend duty at 4.45 a.m on a roster basis by their own means of transport during the crop season be paid allowances as hereunder:-

<b>Grade</b>	<b>Allowance Rs/per month</b>
<b>Senior Terminal Operator (Electrical)</b>	<b>1560</b>
<b>Senior Terminal Operator (Mechanical)</b>	<b>1560</b>
<b>Terminal Operator (Electrical) restyled Terminal Operator Grade I (Electrical)</b>	<b>1020</b>
<b>Terminal Operator (Mechanical) restyled Terminal Operator Grade I (Mechanical)</b>	<b>1020</b>
<b>Assistant Terminal Operator (Electrical) restyled Terminal Operator Grade II (Electrical)</b>	<b>725</b>
<b>Assistant Terminal Operator (Mechanical) restyled Terminal Operator Grade II (Mechanical)</b>	<b>725</b>

**Allowance for attending duty at 4.45 a.m during Crop Season**

34.24 Officers in the grades of Operations and Maintenance Officer (Electrical), restyled Engineer (Electrical), Operations and Maintenance Officer (Mechanical), restyled Engineer (Mechanical) and Operations and Maintenance Technician (Electrical/Mechanical) are normally required to attend duty at the Terminal on a roster basis starting at 6.00 a.m during crop season. However, these officers are also required to attend duty at 4.45 a.m on an another roster basis (weekly) against payment of a monthly allowance of Rs 1000. We are maintaining the latter arrangement and we are revising the allowance.

**Recommendation 10**

34.25 We recommend that **Operations and Maintenance Officer (Electrical), restyled Engineer (Electrical), Operations and Maintenance Officer (Mechanical), restyled Engineer (Mechanical) and Operations and Maintenance Technician (Electrical/Mechanical) who are required, during crop season, to attend duty at the Terminal at 4.45 a.m on a weekly roster basis be paid an allowance of Rs 1200 a month.**

**Calls on Emergencies**

34.26 At present, Operations and Maintenance Technicians (Electrical/Mechanical) are being paid an allowance of Rs 250 per call, inclusive of travelling, when required to attend to emergencies during intercrop season. We are revising this allowance.

**Recommendation 11**

34.27 We recommend that **Operations and Maintenance Technicians (Electrical/Mechanical) who attend to emergencies after normal working hours during inter crop season be paid an allowance of Rs 300 per call.**

**Allowances for Cross Functional and Wide Ranging Duties**

34.28 Terminal Operators (Civil), restyled Terminal Operators Grade I (Civil), are presently being paid a monthly allowance of Rs 425 during crop season for the cross functional and wide ranging duties they are called upon to perform. Likewise, Assistant Terminal Operators (Civil), restyled Terminal Operators Grade II (Civil) and the Welder are being paid a monthly allowance of Rs 305 and Rs 425 respectively. The present arrangement is being maintained and we are revising the allowances.

**Recommendation 12**

34.29 We recommend that **Terminal Operators (Civil), restyled Terminal Operators Grade I (Civil), Assistant Terminal Operators (Civil), restyled Terminal Operators Grade II (Civil) as well as the Welder who are called upon to perform cross functional and wide ranging duties during the crop season be paid allowances as shown overleaf:**

Grade	Rs/per month
Terminal Operator (Civil) restyled Terminal Operator Grade I (Civil)	510
Assistant Terminal Operator (Civil) restyled Terminal Operator Grade II (Civil)	365
Welder	510

**Allowances for Water Cleaning of Receiving Station, Conveyor Galleries, Ship Loader, etc, at night during Crop Season**

34.30 Employees in the grade of Terminal Attendants, Terminal Attendants/Gardeners and the Sanitary Attendant are at present being paid an allowance of Rs 390 for the water cleaning of the Receiving Station, Conveyor Galleries, Ship Loader, etc., at night once in a fortnight. We are revising the allowance.

**Recommendation 13**

34.31 We recommend that the Terminal Attendant, Terminal Attendant/Gardener and Sanitary Attendant be paid an allowance of Rs 505 fortnightly for the water cleaning of Receiving Station, Conveyor Galleries, Ship Loader at night during crop season.

**Other allowances**

34.32 Given the specific conditions of work at the Terminal, situations arise in the organisation which call for the payment of *ad hoc* allowances to certain categories of staff with a view to meeting the unloading and loading targets as well as for emergency repairs/maintenance.

**Recommendation 14**

34.33 We recommend that any request for payment of *ad hoc* allowances not covered by this Report should be looked into by the Board.

### 34. MAURITIUS SUGAR TERMINAL CORPORATION

#### SALARY SCHEDULE

- MSTC 1 : Rs 5050 x 125 – 5675 x 150 – 7325 x 175 -7500**  
Sanitary Attendant  
Terminal Attendant
- MSTC 2 : Rs 7850**  
Safety and Health Officer (part time)
- MSTC 3 : Rs 5300 x 125 - 5675 x 150 – 7325 x 175 – 8025**  
Stores Attendant  
*formerly Storeman*
- MSTC 4 : Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 8400**  
Office Attendant  
Terminal Attendant/Gardener
- MSTC 5 : Rs 5675 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 - 10000**  
Telephone Operator
- MSTC 6 : Rs 6125 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000**  
Driver
- MSTC 7 : Rs 5975 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 - 10300**  
Terminal Operator Grade II (Civil)  
*formerly Assistant Terminal Operator (Civil)*  
Terminal Operator Grade II (Electrical )  
*formerly Assistant Terminal Operator (Electrical)*  
Terminal Operator Grade II (Mechanical)  
*formerly Assistant Terminal Operator (Mechanical)*
- MSTC 8 : Rs 6275 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300**  
Welder
- MSTC 9 : Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10300**  
Senior /Head Office Attendant

### 34. MAURITIUS SUGAR TERMINAL CORPORATION

- MSTC 10:**    **Rs 6725 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 12600**  
Assistant Stores Officer
- MSTC 11:**    **Rs 6875 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 13000**  
Word Processing Operator  
Receptionist/Word Processing Operator
- MSTC 12:**    **Rs 7025 x 150 – 7325 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 13400**  
Clerical Officer
- MSTC 13 :**    **Rs 7675 x 175 – 8200 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 - 14600**  
Terminal Operator Grade I (Civil)  
*formerly Terminal Operator (Civil)*  
Terminal Operator Grade I (Electrical)  
*formerly Terminal Operator (Electrical)*  
Terminal Operator Grade I (Mechanical)  
*formerly Terminal Operator (Mechanical)*
- MSTC 14 :**    **Rs 9000 x 250 – 10000 x 300 – 10600 x 400 – 15000**  
Accounts Clerk  
Executive Officer  
Purchasing and Supply Officer  
*formerly Stores Officer*
- MSTC 15 :**    **Rs 9750 x 250 – 10000 x 300 – 10600 x 400 – 15000 x 500 - 16000**  
Senior Terminal Operator (Civil) (New grade)  
Senior Terminal Operator (Electrical)  
Senior Terminal Operator (Mechanical)
- MSTC16 :**    **Rs 10300 x 300 – 10600 x 400 – 15000 x 500 – 17000 x 600 – 17600**  
Confidential Secretary



**34. MAURITIUS SUGAR TERMINAL CORPORATION (Contd.)**

- MSTC 17 :**     **Rs 13000 x 400 – 15000 x 500 – 17000 x 600 – 17600**  
Accounts Officer  
Higher Executive Officer  
Higher Purchasing and Supply Officer  
*formerly Higher Stores Officer*
- MSTC 18 :**     **Rs 11000 x 400 – 15000 x 500 – 17000 x 600 – 20000**  
Site Supervisor
- MSTC 19 :**     **Rs 16000 x 500 – 17000 x 600 – 20000**  
Senior Accounts Officer  
Senior Executive Officer
- MSTC 20 :**     **Rs 14600 x 400 – 15000 x 500 – 17000 x 600 – 20000 x 800 -  
23200**  
Cleaning and Maintenance Technician (Civil)  
Operations and Maintenance Technician (Electrical)  
Operations and Maintenance Technician (Mechanical)
- MSTC 21 :**     **Rs 18800 x 600 – 20000 x 800 - 24000**  
Principal Accounts Officer/Procurement Officer  
*formerly Principal Accounts Officer*
- MSTC 22 :**     **Rs 16500 x 500 – 17000 x 600 – 20000 x 800 - 27200**  
Engineer (Electrical)  
*formerly Operations and Maintenance Officer (Electrical)*  
Engineer (Mechanical)  
*formerly Operations and Maintenance Officer (Mechanical)*
- MSTC 23 :**     **Rs 37000 x 1000 - 39000**  
Administrative Manager  
Financial Manager  
Technical Manager
- MSTC 24 :**     **Rs 47500**  
General Manager

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### 35. MAURITIUS TAMIL CULTURAL CENTRE TRUST

- 35.1 The Mauritius Tamil Cultural Centre Trust, a body corporate established under Act No.5 of 2001, operates under the aegis of the Ministry of Arts and Culture.
- 35.2 The main objectives of the Trust are to preserve and promote Tamil arts and culture; to promote the study of Tamil; to collect, publish and disseminate information pertaining to Tamil arts and culture; to organise lectures, seminars, training, workshops, exhibitions and any other activities which will lead to a better understanding of Tamil art and culture; to create facilities for documentation and research on Tamil arts and culture; to establish useful links with organisations engaged in similar activities locally and internationally and to undertake any other activity which is cognate to the achievement of the above objects.
- 35.3 The Centre has on its establishment a core staff consisting of a Clerk/Word Processing Operator and an Office Attendant/ Driver.

### 35. MAURITIUS TAMIL CULTURAL CENTRE TRUST

#### SALARY SCHEDULE

<b>MTaCCT 1 :</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b>
	Office Attendant/Driver
<b>MTaCCT 2 :</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b>
	<b>x 300 - 10600 x 400 - 13400</b>
	Clerk/Word Processing Operator

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### 36. MAURITIUS TELUGU CULTURAL CENTRE TRUST

- 36.1 The Mauritius Telugu Cultural Centre Trust was established as a body corporate by Act No. 4 of 2001 with the following objectives: to preserve and promote Telugu art and culture; promote the study of Telugu; manage the Centre; collect, publish and disseminate information pertaining to Telugu art and culture; organise lectures, seminars, training, workshops, exhibitions and any other activities which will lead to a better understanding of Telugu art and culture; create facilities for documentation and research on Telugu art and culture; establish useful links with organisations engaged in similar activities locally and internationally and undertake any other activity which is cognate to the achievement of the above objects.
- 36.2 The Trust is managed by a Board of Trustees and as per the Act, the Director is the Chief Executive responsible for the execution of the policy of the Board and for the control and management of the day-to-day business of the Centre.
- 36.3 Today, the Trust has on its establishment the following grades: Executive Officer, Clerk/ Word Processing Operator and Office Attendant/Driver.
- 36.4 The post of Director is vacant and Officers of the Ministry of Arts and Culture are handling the administrative function as well as the financial management of the Trust.
- 36.5 We are, in this Report, making provision for the creation of a new grade of Secretary/Treasurer on the establishment of the Mauritius Telugu Cultural Centre Trust to assume responsibility for the day-to-day management of the Trust and to ensure continuity in the despatch of business.

#### Secretary/Treasurer (New Grade)

##### Recommendation 1

- 36.6 We recommend the creation of a new grade of Secretary/Treasurer. Appointment thereto should be made from among holders of the Higher School Certificate and the ACCA Level II having three years' relevant experience or equivalent qualifications acceptable to the Board.**

- 36.7 The Secretary/Treasurer would, *inter alia*, act as Secretary of the Board, its sub-Committees and other Committees; assist in the implementation of policies; deal with administrative and personnel matters; assist in the day-to-day running of the different sections of the Centre; monitor expenditures, maintain accounting records and prepare the budget of the Centre.

### 36. MAURITIUS TELUGU CULTURAL CENTRE TRUST

#### SALARY SCHEDULE

- MTeCCT 1 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Office Attendant/Driver
- MTeCCT 2 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
**x 300 - 10600 x 400 - 13400**  
Clerk/ Word Processing Operator
- MTeCCT 3 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Executive Officer
- MTeCCT 4 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Secretary/Treasurer (New Grade)

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## 37. MAURITIUS TOURISM PROMOTION AUTHORITY

- 37.1 Mauritius Tourism Promotion Authority (MTPA) was established as a Corporate Body in 1996 to take over the activities of the Mauritius Government Tourist Office. Its main objectives, among others, are to promote Mauritius abroad as an up market tourist destination, provide information to tourists on facilities, infrastructures and services available and conduct research in market trends and opportunities.
- 37.2 The organisation comprises the following divisions: Marketing, Finance, Administration and Information Technology. We are in this review reinforcing the structure of the organisation to enable it to meet its mandate.

### MARKETING DIVISION

#### **Tourism Promotion Officer (New Grade)**

#### **Tourism Promotion Manager (New Grade)**

- 37.3 The 1998 PRB Report recommended the creation of a Marketing Division to look into all tourism matters ranging from development of strategies to monitoring development and elaboration of standards and guidelines. Presently, duties related to marketing are performed by the Marketing Manager, the Assistant Marketing Manager and the Marketing Officer. With new challenges arising out of fierce international competition, there is need to restructure the division to cater for both the promotion and the market research aspects. We are providing for a new structure with appropriate levels.

### **Recommendation 1**

- 37.4 **We recommend the creation of a grade of Tourism Promotion Officer to be recruited from among candidates possessing a post 'A' Level Degree in Tourism or related fields and reckoning at least five years' post graduate experience in the tourism sector.**

- 37.5 Incumbent would be required, among others, to assist in matters related to international and regional organisations, represent the Authority at meetings, organise participation in International fairs and attend such fairs as instructed, organise events, seminars and workshops both locally and internationally.

### **Recommendation 2**

- 37.6 We recommend the creation of a grade of Tourism Promotion Manager to be appointed by selection from among Tourism Promotion Officers reckoning at least eight years' experience in a middle or senior management level in the tourism sector.**

- 37.7 Incumbent would be required, *inter alia*, to assist in tourism planning through the formulation of tourism development policies, marketing/communications strategies and preparation of short term and long term tourism plans in collaboration with tourism stakeholders in Mauritius, initiate and co-ordinate market research including Market Surveys related to niche marketing, promote the destination within different market segments, including monitoring and evaluation functions using latest Information Communication Technology.

#### **Marketing Officer**

#### **Assistant Marketing Manager**

#### **Marketing Manager**

- 37.8 With the re-organisation of the Marketing Division, the duties and responsibilities of the Marketing Officer, Assistant Marketing Manager and Marketing Manager would be taken over by officers of the grades of Tourism Promotion Officer and Tourism Promotion Manager. The grades of Marketing Officer, Assistant Marketing Manager and Marketing Manager would thus become evanescent.

### **Recommendation 3**

- 37.9 We recommend that the grades of Marketing Officer, Assistant Marketing Manager and Marketing Manager be abolished on vacancy. We are providing personal salaries to present post holders.**

**Tourism Information Officer (New Grade)**

37.10 The Mauritius Tourism Promotion Authority is operating Tourist Information Counters at the SSR International Airport and at Caudan Waterfront . The Tourist Information Counters provide information to overseas visitors. These counters are manned by Tourist Information Officers appointed on a contractual basis. We are providing substantive salary for the grade. However the organisation may continue to employ officers on a contractual basis.

**Recommendation 4**

**37.11 We recommend the creation of a grade of Tourism Information Officer to be recruited from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language and French, obtained on one Certificate and the General Certificate of Education ‘A’ Level with passes in at least two subjects.**

37.12 Incumbent would, *inter alia*, be required to attend to enquiries from visitors on a wide range of subjects, such as hotel accommodation, transport, shopping facilities, places of interests and history of Mauritius.

37.13 The Tourism Information Officer would also be required to work beyond normal working hours and during weekends and public holidays. This element has been taken care of in the recommended salary.

**INFORMATION TECHNOLOGY DIVISION****Information Technology and Research Officer (New Grade)**

37.14 The Tourism Industry faces the challenges of a fiercely competitive and changing overseas market environment. To keep pace with changes in the fast evolving market, an appropriate Intranet System needs to be operated to enable quick analysis of data leading to formulation of new strategies. We are creating a new level to provide professional support in matters relating to information technology.

**Recommendation 5**

- 37.15 We recommend the creation of a grade of Information Technology and Research Officer to be recruited from among candidates possessing post 'A' Level Degree in Computer Science or an equivalent qualification and reckoning post qualification experience in network administration and website creation in a marketing environment.

**FINANCE DIVISION****Finance Manager (New grade)**

- 37.16 Presently, the Finance Division is headed by an Accountant employed on contractual basis and is assisted by the Senior Accounts Officer and the Accounts Officer. The volume of the financial transactions of the authority has increased. In line with the recommendations of the Public Accounts Committee and taking into consideration that proper management and auditing systems have to be set up, we are reinforcing the Finance Division.

**Recommendation 6**

- 37.17 We recommend the creation of a grade of Finance Manager to be recruited from among qualified Accountants reckoning at least three years post qualification experience in financial matters in a senior position.
- 37.18 With the appointment of the Finance Manager to head the Finance Division, the services of the Accountant on contract would no longer be required.

**Principal Accounts Officer (New grade)****Accounts Clerk (New grade)**

- 37.19 We are further strengthening the existing structure of the Finance Division with new grades of Principal Accounts Officer and Accounts Clerk.

**Recommendation 7**

- 37.20 We recommend the creation of a grade of Principal Accounts Officer to be appointed from Senior Accounts Officer on the basis of merit and experience.



- 37.21 Incumbent would be required, *inter alia*, to assist the Financial Manager in the overall financial management of the Authority, maintain appropriate internal control system and act as Secretary to the Quotation and Tender Committees.

#### **Recommendation 8**

- 37.22 We further recommend the creation of a grade of Accounts Clerk to be recruited from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts and a Certificate in Book-keeping (Level 2), formerly Intermediate Stage, from the London Chamber of Commerce and Industry. Candidates should also possess a Certificate in Spreadsheet from a recognised institution and have four years' experience in finance/audit duties.**

- 37.23 Incumbent would be required, *inter alia*, to prepare vouchers including paysheets for all employees of the Authority, effect sundry payments to employees, maintain cash book, petty cash book and other subsidiary ledgers, input data in the computerised accounting packages and keep requisition and receipt books.

#### **Driver/Guide (New grade)**

- 37.24 Drivers at the MTPA regularly convey guests to hotels and other places of interests around the island. They have frequent contacts with the main representatives of the Tourism Sector coming from potential tourist markets. In order to provide a better service to the guests, there is need to recruit drivers who have knowledge of history and geography and who are fluent in English and French. We are providing for a new grade of Driver/Guide.

#### **Recommendation 9**

- 37.25 We recommend the creation of a grade of Driver/Guide. Recruitment to the grade should be made from among candidates who have passed the Cambridge School Certificate examination and are fully conversant with the history and geography of Mauritius. The incumbent should also possess a valid driving licence for car, van and minibus.**

**37. MAURITIUS TOURISM PROMOTION AUTHORITY****SALARY SCHEDULE**

<b>MTPA 1 :</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>MTPA 2 :</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver Driver/Office Attendant
<b>MTPA 3 :</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant
<b>MTPA 4 :</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephonist
<b>MTPA 5 :</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Driver/Guide (New Grade)
<b>MTPA 6 :</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Word Processing Operator/Receptionist
<b>MTPA 7 :</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer
<b>MTPA 8 :</b>	<b>Rs 7175 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Tourism Information Officer (New Grade)
<b>MTPA 9 :</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Executive Officer Accounts Clerk (New Grade) Procurement Officer

**37. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd.)**

- MTPA 10 :** **Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MTPA 11 :** **Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer
- MTPA 12 :** **Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Personnel Officer
- MTPA 13 :** **Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Accounts Officer
- MTPA 14 :** **Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 22400**  
Office Superintendent
- MTPA 15 :** **Rs 18800 x 600 - 20000 x 800 - 24000**  
Principal Accounts Officer (New Grade)
- MTPA 16 :** **Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Marketing Officer (Personal)
- MTPA 17 :** **Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Secretary
- MTPA 18 :** **Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Information Technology and Research Officer (New Grade)
- MTPA 19 :** **Rs 22400 x 800 - 28000 x 1000 - 30000**  
Assistant Marketing Manager (Personal)  
Tourism Promotion Officer (New Grade)
- MTPA 20 :** **Rs 22400 x 800 - 28000 x 1000 - 34000**  
Finance Manager (New Grade)

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**37. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd.)**

**MTPA 21 : Rs 28000 x 1000 - 34000**

Marketing Manager (Personal)

Tourism Promotion Manager (New Grade)

**MTPA 22 : Rs 45000**

Director



**38. NATIONAL ADOPTION COUNCIL**

- 38.1 The National Adoption Council (NAC), established by the National Adoption Council Act No. 21 of 1987, inquires into all demands for the adoption of children by non-citizens before any application is made to the Judge in Chambers, advises the Minister on all matters relating to those demands and coordinates with overseas official agencies engaged in the adoption and welfare of children.
  
- 38.2 We understand that, pursuant to a recommendation of the Presidential Commission on the Judicial System in Mauritius, the Council would be abolished with the advent of the Family Court. Pending the outcome, we are making provisions for the three grades on its establishment.

**38. NATIONAL ADOPTION COUNCIL**

**SALARY SCHEDULE**

<b>NAC 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>NAC 2</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator
<b>NAC 3</b>	<b>:</b>	<b>Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400</b> Secretary

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**39. NATIONAL AGENCY FOR THE TREATMENT  
AND REHABILITATION OF SUBSTANCE ABUSERS**

- 39.1 The National Agency for the Treatment and Rehabilitation of Substance Abusers (National Agency) was set up in 1996 to replace the defunct Trust Fund for the Treatment and Rehabilitation of Drug Addicts. It is under the aegis of the Ministry of Social Security, National Solidarity and Senior Citizen Welfare and Reform Institutions.
- 39.2 The objectives of the National Agency are, *inter alia*, to coordinate and facilitate efforts at national level towards the implementation of programmes for the prevention of substance abuse and the treatment and rehabilitation of substance abusers; complement existing facilities for prevention, treatment and rehabilitation; mobilise resources locally and overseas; set up and manage institutions; provide after care services; and advise, guide and help voluntary social organisations.
- 39.3 To meet these objectives, the National Agency works in close collaboration with different Ministries, Departments, Municipalities, District Councils and Non Governmental Organisations.
- 39.4 In our 1998 Report, we reinforced the structure of the organisation through the creation of new grades of Head, Substance Abuse Prevention Unit, Documentation Officer, Statistical Officer and Receptionist/Word Processing Operator. We are again, in this Report, creating a few new grades so as to enable the organisation to operate with optimal efficiency.

**Executive Officer (New Grade)**

- 39.5 The registry of the organisation is at present run by two Clerk/Word Processing Operators who are at the same time responsible for all typing duties. With the expansion of the activities of the Agency, the workload has increased in the registry and the need is, therefore, felt for the creation of a level for the proper supervision and management of both the registry and the typing pool.

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**Recommendation 1**

**39.6** We recommend the creation of a new grade of Executive Officer. Appointment thereto should be made from among holders of the Cambridge School Certificate with credit in five subjects including English, French and Mathematics or principles of Accounts and reckoning at least four years' experience at Clerical Officer/Higher Clerical Officer level or the Cambridge Higher School Certificate with two years' experience at Clerical Officer/Higher Clerical Officer level.

**Accounts Officer (New Grade)**

39.7 The existing structure of the Finance Section comprises an Accountant (unqualified) and an Accounts Clerk. With the increase in the budget of the organisation and with the grant of a separate budget for the Detoxification Centre which will be managed by the organisation, there is need for an appropriate level to reinforce the Finance Section.

**Recommendation 2**

**39.8** We recommend the creation of a new grade of Accounts Officer. Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts, a pass in Accounting at the Third Level of the London Chamber of Commerce and Industry or an equivalent qualification and reckoning at least four years' experience in finance duties.

39.9 The Accounts Officer would be required, *inter alia*, to perform Internal Control duties and monitor budgetary assistance granted to Centres.

**Head, Substance Abuse Prevention Unit**

39.10 The Head, Substance Abuse Prevention Unit is at present recruited by selection from among Substance Abuse Prevention Officers possessing a Degree in Social Science and a Diploma in Drug and Alcohol Studies and reckoning at least five years' experience in the grade. Representations have been received to remove the

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Diploma in Drug and Alcohol Studies as qualification requisite for entry into the grade. This Diploma is no longer offered either locally or abroad. We are therefore amending the scheme of service.

### Recommendation 3

**39.11 We recommend that, in future, the grade of Head, Substance Abuse Prevention Unit should be filled by selection from among Substance Abuse Prevention Officers possessing a degree in Social Science together with at least five years' experience in the grade.**

## 39. NATIONAL AGENCY FOR THE TREATMENT AND REHABILITATION OF SUBSTANCE ABUSERS

### SALARY SCHEDULE

<b>NATRSA 1</b>	<b>: Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>NATRSA 2</b>	<b>: Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Driver/Handy Worker (Skilled) <i>formerly Driver/Handyman (Skilled)</i>
<b>NATRSA 3</b>	<b>: Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Assistant Audio-Visual and Documentation Officer
<b>NATRSA 4</b>	<b>: Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Receptionist/Word Processing Operator
<b>NATRSA 5</b>	<b>: Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator
<b>NATRSA 6</b>	<b>: Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Accounts Clerk



Executive Officer (New Grade)  
Statistical Officer

**39. NATIONAL AGENCY FOR THE TREATMENT AND  
REHABILITATION OF SUBSTANCE ABUSERS (Contd.)**

- NATRSA 7 : Rs 11000 x 400 - 15000**  
Audio-Visual and Documentation Officer
- NATRSA 8 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 -  
17600**  
Confidential Secretary
- NATRSA 9 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer (New Grade)
- NATRSA 10 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Assistant Substance Abuse Prevention Officer  
Documentation Officer
- NATRSA 11 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Accountant (Unqualified) (Personal)
- NATRSA 12 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant (Qualified)  
Secretary  
Substance Abuse Prevention Officer
- NATRSA 13 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Head, Substance Abuse Prevention Unit
- NATRSA 14 : Rs 42500**  
Executive Director

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## 40. NATIONAL ART GALLERY

- 40.1 The National Art Gallery was established in 1999. Its main objectives are, *inter alia*, to develop and conserve a National Collection of works of art and associated materials; to promote knowledge of, and disseminate information on art; to exhibit works of art from the National Collection or works of art that are otherwise in the possession of the Gallery; to provide a work site for artists; to promote Mauritian art and artists; to promote the exchange of ideas and participation in international exhibitions and related matters on an international level and to acquire and impart knowledge about international standards and ethics in the conservation of works of art.
- 40.2 Its vision is to further art appreciation, promote art understanding, enhance creative sensitivity within the individual and develop the visual literacy of the Mauritian public.
- 40.3 The National Art Gallery which has only recently become operational, has only four grades on its establishment namely Director, Art Gallery Conservator, Clerk/Word Processing Operator and Office Attendant/Driver. In this Report, we are making appropriate recommendations to strengthen the organisation structure at the level of the Documentation Unit as well as at the level of the supporting personnel to facilitate the Gallery to meet its operational requirements in terms of its strategies and objectives.

### **Documentation and Liaison Officer (New Grade)**

- 40.4 With a view to meeting some of its objectives, the National Art Gallery is required to have access to information and liaise with organisations both public and private for audiovisual materials produced and other documents published by them. There is, therefore, need for an officer to be in charge of the Documentation Unit and to liaise with the Press.

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**Recommendation 1**

- 40.5 We recommend the creation of a new grade of Documentation and Liaison Officer. Appointment thereto should be made from among candidates possessing a degree in Communication Studies with specialisation in Journalism or an equivalent qualification acceptable to the Board. Candidates should also have proven experience in research work in the field of Fine Arts, possess good communication, organising and supervisory skills and have a knowledge of computer software packages.**

**Accounts Officer (New Grade)**

- 40.6 A new grade of Accounts Officer is being created to compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts and to maintain accounting records such as cash flow budgets and financial forecasts.

**Recommendation 2**

- 40.7 We recommend the creation of a new grade of Accounts Officer. Appointment thereto should be made from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts; the Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Mathematics or Accounting obtained on one certificate together with either a Diploma in Accountancy or a pass at Foundation Stage (complete) of the ACCA examination or equivalent qualification acceptable to the Board and having at least two years' proven experience as Assistant Finance Officer or Accounts Clerk.**

**Stores Officer (New Grade)**

- 40.8 With the expansion in the activities of the National Art Gallery, there is need for an officer to be in charge of its stores and stationery including the purchasing function and to carry out duties such as keeping and updating of store records, keeping a detailed survey of each item in the National Collection and in the Gallery's possession on works of art and associated materials, issuing of stores items and preparing tender documents, among others.

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**Recommendation 3**

- 40.9** We recommend the creation of a new grade of Stores Officer. Appointment thereto should be made from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts; the General Certificate of Education 'A' Level with passes at Principal Level in two subjects including Mathematics or Accounting obtained on one certificate or an equivalent qualification acceptable to the Board and at least two years' experience in stores duties.

**Executive Officer (New Grade)**

- 40.10 To become operational, the National Art Gallery needs an officer to deal with matters pertaining to personnel administration, to assist in the organisation of official functions and other activities relating to the exhibitions of works of Art by the Gallery and to act as Secretary of Committees, among others.

**Recommendation 4**

- 40.11** We recommend the creation of a new grade of Executive Officer. Appointment thereto should be made by selection from among officers in the grades of Clerical Officer/Higher Clerical Officer, Clerks in the Civil Service or Parastatal Bodies holding the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or an equivalent qualification acceptable to the Board and reckoning at least four years' experience in a substantive capacity in their respective grades.

**Telephone Operator (New Grade)**

- 40.12 In order to operate the reception area of the National Art Gallery, to control access to officers of the Gallery, to ensure that calls and messages are properly noted and communicated to officers concerned and to perform receptionist duties, among others, we are creating a new grade of Telephone Operator.

**Recommendation 5**

- 40.13 We recommend the creation of a new grade of Telephone Operator. Appointment thereto should be made from among candidates who can show proof of having sat for the Cambridge School Certificate. They should also have a pleasant personality and a neat appearance and be fluent in English and French.**

**Handy Worker (New Grade)**

- 40.14 We are creating a new grade of Handy Worker to clean and maintain the physical environment of office and premises at a good standard, to handle and operate equipment such as film equipment, duplicating machine, photocopying machine and to perform general attendant duties.

**Recommendation 6**

- 40.15 We recommend the creation of a new grade of Handy Worker on the establishment of the National Art Gallery. Appointment thereto should be made by selection from among candidates possessing the Certificate of Primary Education.**

**40. NATIONAL ART GALLERY****SALARY SCHEDULE**

<b>NAG 1</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Handy Worker (New Grade)
<b>NAG 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Telephone Operator (New Grade)
<b>NAG 3</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver
<b>NAG 4</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator

**40. NATIONAL ART GALLERY (Contd.)**

- NAG 5 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Executive Officer (New Grade)
- NAG 6 : Rs 10000 x 300 - 10600 x 400 - 15000**  
Stores Officer (New Grade)
- NAG 7 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer (New Grade)
- NAG 8 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Art Gallery Conservator  
Documentation and Liaison Officer (New Grade)
- NAG 9 : Rs 32000 x 1000 - 35000**  
Director

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## 41. NATIONAL CHILDREN'S COUNCIL

- 41.1 The National Children's Council (NCC) was set up in 1990 under the aegis of the Ministry of Women, Family Welfare and Child Development. Its main objects are to coordinate activities of organisations working towards the welfare of children; identify actions and projects that will promote the welfare of children; establish contact with organisations engaged in similar activities in Mauritius and abroad; advise the Minister on measures to combat all forms of child abuse, neglect and exploitation of children and promote the welfare of children. It is managed and administered by a National Committee chaired by the Permanent Secretary of the parent Ministry.
- 41.2 The NCC has under its aegis Government and Non-Government Organisations (NGO's) which implement welfare activities concerning children. It manages 22 Kids and Teen Clubs both in Mauritius and Rodrigues. A number of new activities have been introduced at the NCC as a result of new legislations that came into effect in the recent years. Moreover, the parent Ministry has entrusted most of the activities concerning children to the National Children's Council.
- 41.3 At present, the staff complement of the National Children's Council comprises the Secretary, Coordinating Officer, Accounts Officer, Social Workers and staff of General Support Services. There are also a few staff on temporary transfer from the National Women's Council and others who work on part time basis as Animateurs of Kids and Teens Club. We are, in this Review, reinforcing the NCC's staffing structure by providing for new grades of Council Secretary, Coordinator, Child Programme Officer, Personnel Officer, Executive Officer and Craftworker and redefining certain job profiles.

### **Council Secretary (New Grade)**

- 41.4 The NCC Act has recently been amended to give more powers to the Council to enable it to play a crucial role in the interest and for the welfare of children. In this perspective the Act has also provided for a Council Secretary. We are, in this Report providing for the grade.

**Recommendation 1**

**41.5 We recommend the creation of a grade of Council Secretary. Recruitment thereto should be made from among candidates holding a post 'A' Level Degree in Social Work/Administration/Management and reckoning at least three years' experience in a responsible administrative position.**

41.6 Incumbent would be the administrative head of the organisation and would, amongst others, provide services as secretary to the Council, be responsible for the formulation of policies and implementation of the Board's decisions.

**Coordinator (New Grade)**

41.7 The NCC conducts sensitisation programmes on creativity for children; organises creativity enhancing activities/workshops, and conducts research amongst other duties. In view of these and the complexity of work devolving on this section, there is need for a grade with appropriate professional qualification.

**Recommendation 2**

**41.8 We recommend the creation of a grade of Coordinator. Recruitment thereto should be made from among candidates possessing a post 'A' Level Degree in Social Work/Social Science.**

41.9 Incumbent would be responsible, *inter alia*, for organising and coordinating activities, giving publicity to projects of the Council and for conducting research.

**Social Worker****Child Programme Officer (New Grade)**

41.10 At present, the NCC is responsible for the management of some 22 Kids and Teens Club. It also oversees and assists children clubs affiliated to it. The clubs are found across the Island and in Rodrigues and are mainly involved in educational and recreational activities regarding Child Welfare and Child Protection. The Social Workers posted to these clubs are responsible, *inter alia*, for providing assistance in field work such as the conduct of enquiries and surveys concerning the situation of children; helping in the organisation of activities and educational programmes regarding Child Welfare and Child Protection and receive members of the public involved in children's problems.



The appellation of the grade of Social Worker is a misnomer. To reflect the true nature of the duties being performed by the grade, we are restyling it. We are also providing for a supervisory level to coordinate the activities of the Kids and Teens Clubs.

### **Recommendation 3**

**41.11 We recommend that the grade of Social Worker be restyled Assistant Child Programme Officer.**

**41.12 We also recommend the creation of a new grade of Child Programme Officer. Recruitment thereto should be made from among Assistant Child Programme Officers possessing the Diploma in Social Work. In the absence of qualified candidates in the organisation, recruitment to the grade should be made from among candidates possessing the General Certificate of Education with passes in at least two subjects at "Advanced Level" together with a Diploma in Social Work and reckoning at least five years' work experience.**

41.13 Incumbent would be required, amongst others, to plan, coordinate, devise and implement regular children's projects and programmes; be responsible for writing and compiling training materials and modules for those who work with children; seek collaboration of other institutions and agencies and mobilise resources for Child Development activities at all levels.

### **Personnel Officer (New Grade)**

### **Executive Officer (New Grade)**

41.14 With the increase in the activities of the National Children's Council there has been a consequential increase in the establishment of both full-time and part-time workers. The Council further enlists the participation and services of other Resource persons to carry out certain activities. Consequently, there is need to strengthen the personnel functions, industrial relations and support services that would be required to enable the organisation to operate in an effective and efficient manner.

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**Recommendation 4**

**41.15 We recommend the creation of the grades of Personnel Officer and Executive Officer.**

**Personnel Officer**

**41.16 Recruitment to the grade of Personnel Officer should be made by selection from among candidates possessing a Diploma in Personnel Management or Human Resource Management and reckoning at least four years' experience in personnel duties.**

41.17 Incumbent would be required, among others, to advise on matters relating to Human Resources, deal with all personnel matters involving recruitment, appointment, training, promotion, retirement and ensure the proper keeping of records on personnel.

**Executive Officer**

**41.18 Recruitment to the grade of Executive Officer should be made by selection from among candidates possessing the Cambridge School Certificate and a Cambridge Higher School Certificate and reckoning at least two years' experience at the level of Clerical Officer/Higher Clerical Officer.**

41.19 Incumbent would be required, *inter alia*, to provide administrative support to the Council in general administration, human resource management or other areas.

**Accounts Officer/Purchasing and Supply Officer (New Grade)**

41.20 At present the grade of Accounts Officer at the National Children's Council is vacant. On the other hand there is the need for an officer to carry out the purchasing and supply functions of the organisation. The volume of work does not warrant an officer in each grade on a full time basis. After careful study, the Bureau holds the view that a new grade with combined responsibilities of Accounts Officer and Purchasing and Supply Officer would be appropriate to meet the requirements of the National Children's Council.

**Recommendation 5**

- 41.21 **We recommend the creation of a new grade of Accounts Officer/Purchasing and Supply Officer against the abolition of the post of Accounts Officer.**
- 41.22 **Recruitment thereto should be made from among candidates holding a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts together with a pass in Accounting at the Third Level of the London Chamber of Commerce and Industry and reckoning at least four years' experience in finance and store duties.**
- 41.23 Incumbent would, *inter alia*, be responsible for the day to day financial transactions of the Council, prepare and monitor the budget of the Council, ensure that all financial transactions comply with established rules and regulations, maintain a proper system of accounts to guard against irregularity and fraud, sign cheques and other documents, perform purchasing, storekeeping and stock control duties and assist in any assignment related to purchasing, supply and warehouse operations.

**Craftworker (New Grade)**

- 41.24 At present Craftworkers on secondment from the National Women's Council are performing certain creativity enhancing activities at the Creativity Centre, Mahebourg. These activities are monitored by the Coordinating Officer of the NCC. It is felt that there should be a grade of Craftworker on the establishment of the NCC for better coordination of their activities and control of work at the Centre.

**Recommendation 6**

- 41.25 **We recommend the creation of a new grade of Craftworker. Recruitment thereto should be made from among holders of the Certificate of Primary Education reckoning at least 10 years' experience in Craftsmanship.**

**41. NATIONAL CHILDREN'S COUNCIL****SALARY SCHEDULE**

<b>NCC 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>NCC 2</b>	<b>:</b>	<b>Rs 5550 x 125 - 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Craftworker (New Grade)
<b>NCC 3</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
<b>NCC 4</b>	<b>:</b>	<b>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Assistant Child Programme Officer <i>formerly Social Worker</i>
<b>NCC 5</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator
<b>NCC 6</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Executive Officer (New Grade)
<b>NCC 7</b>	<b>:</b>	<b>Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500</b> Child Programme Officer (New Grade)
<b>NCC 8</b>	<b>:</b>	<b>Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500</b> Coordinating Officer (Personal)
<b>NCC 9</b>	<b>:</b>	<b>Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Accounts Officer/Purchasing and Supply Officer (New Grade)
<b>NCC 10</b>	<b>:</b>	<b>Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400</b> Secretary (Personal)

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**41 NATIONAL CHILDREN'S COUNCIL (Contd.)**

**NCC 11 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Personnel Officer (New Grade)

**NCC 12 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -  
27200**  
Coordinator (New Grade)

**NCC 13 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 -  
30000**  
Council Secretary (New Grade)

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## 42. NATIONAL COMPUTER BOARD

- 42.1 The National Computer Board (NCB) is an apex institution created by Government to steer Mauritius in the information age. It was set up under Act 43 of 1988. By virtue of section 4 of the Act and of the amendments of the Act under the IT Act 1998, NCB has been entrusted with the following mission: to foster the development and growth of information technology, information systems and computer related services; to advise the Government on the formulation of national policies in respect of the promotion, development and control of information technology and its application; to assist in the framing of appropriate national education, training and research plans in the field of information technology in order to build the necessary expertise base for consolidating the information technology industry; and to recommend legislative proposals for ensuring data protection, security and other related matters.
- 42.2 In November 1998, the National Assembly adopted the Information Technology (Miscellaneous Provisions) Act which, among others, confers the new responsibility of promoting data protection and security under the Data Protection Clause to the NCB. In this context, the NCB has also been entrusted with enhanced responsibilities more particularly regarding:
- ❖ Advice to Government on all ICT matters
  - ❖ Marketing Mauritius as a regional hub
  - ❖ Marketing the services offered by the ICT industry
  - ❖ Human resource capacity building and training and
  - ❖ Research and establishing standards.
- 42.3 Government has identified ICT as a sector for economic development and growth. To develop this sector, four major initiatives are underway:
- (i) the construction of Cybercity and Business Parks;
  - (ii) the improvement of the Telecom Infrastructure;
  - (iii) human resource capacity building for the sector; and
  - (iv) the e-government initiative.

- 42.4 The ICT sector has undergone unprecedented expansion worldwide and through its support role to socio-economic areas, has enabled certain nations to make radical shifts in their economy, hence enhancing the quality of life of their citizens. The Information revolution is changing the way companies do business and the way citizens get many of the services and goods they need. Success in this emerging knowledge economy will be vital for our future prosperity.
- 42.5 Against this background, the organisation structure of the NCB has recently been reviewed to enable it to meet the new challenges ahead. The revised structure comprises three divisions namely, Planning, Research and Development Division, Business Development and Promotion Division and Finance and Administration Division with appropriate reporting relationships and functional responsibilities. Each division is to be headed by a Manager who is to be assisted by one or more Assistant Managers and officers in the grades of Business Analyst/IT Consultant/Research Officer. With the creation of the grades of Business Analyst/IT Consultant/Research Officer, the existing grades of Research Officer and Technical Officer/Senior Technical Officer will gradually be phased out.
- 42.6 The structures have been designed to allow the organisation to cope with the rapid changes in the information and communication industry and to build in-house capacity. It would also be flexible enough to allow for lateral movement of staff from one division/unit to another and to render them multifunctional and polyvalent, which would enhance job enlargement and job satisfaction. Moreover, the structure provides a career path to job incumbents, important for attracting and retaining experienced IT professionals. However, our attention has been drawn to the fact that, even with the change in the organisation structure since December 2001, recruitment and retention problems were not resolved.

42.7 To overcome these problems, we are, in this Report, making appropriate recommendations to enhance the total remuneration package of professionals in scarce supply both in terms of pay and other conditions of service. Additionally, we are consolidating the structures of the Finance and Administration Division of the NCB to better equip the organisation to face the challenges ahead. In that context, we are restyling the post of Secretary to a more appropriate job appellation to reflect the level at which incumbent is operating as head of administration. We are also reviewing the structures of the supporting cadres to provide appropriate administrative and technical support to the professionals.

#### **Administrative Secretary formerly Secretary**

42.8 The Secretary of the NCB is responsible for a wide range of functions. Besides, the overall day to day running of the organisation, the Secretary has responsibility for administration, establishment as well as board matters. The incumbent is also responsible, *inter alia*, for recruitment, appointment and promotion and for the implementation of all establishment rules and regulations.

#### **Recommendation 1**

42.9 **We recommend that the grade of Secretary be restyled Administrative Secretary to reflect the nature of the duties and responsibilities befalling on the incumbent.**

#### **Administrative Support Assistant Cadre**

42.10 At present, the supporting staff in administration consists of only one Clerk/Word Processing Operator and one Executive Officer. As the activities of the NCB have over the years known a rapid increase both in volume and complexity, there is need to re-organise the existing structure in order to render the staff polyvalent and multi-functional so that they may provide assistance to the Administrative Secretary as well as to the technical staff. However, the Finance Section should continue to have its own specialised personnel with a revised structure to strengthen support to the Accountant who is now assisted by an Accounts Clerk.



**Recommendation 2**

**42.11** We recommend the creation of an Administrative Assistant Support Cadre consisting of two levels viz. Administrative Support Assistant and Senior Administrative Support Assistant. For the first intake, the Clerk/Word Processing Operator and the Executive Officer should be absorbed in the grades of Administrative Support Assistant and Senior Administrative Support Assistant respectively. In future, appointment to the new grade of Administrative Support Assistant should be made by selection from among candidates possessing the Higher School Certificate or an equivalent qualification acceptable to the Board and having an administrative and IT background.

**Recommendation 3**

**42.12** We recommend the creation of a new grade of Accounts Officer. Appointment thereto should be made by promotion from among serving Accounts Clerks possessing a pass in Accounting at third level of the London Chamber of Commerce and Industry or an equivalent qualification. The incumbent should also be computer literate.

**42. NATIONAL COMPUTER BOARD****SALARY SCHEDULE**

<b>NCB 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>NCB 2</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver Office Attendant/Driver
<b>NCB 3</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Word Processing Operator/Telephonist

**42. NATIONAL COMPUTER BOARD (Contd.)**

- NCB 4 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Administrative Support Assistant  
*formerly Clerk/ Word Processing Operator*
- NCB 5 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk
- NCB 6 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- NCB 7 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer (New Grade)  
Senior Administrative Support Assistant  
*formerly Executive Officer*
- NCB 8 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Documentation Officer  
Marketing Assistant
- NCB 9 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Technical Officer/Senior Technical Officer (Personal)
- NCB 10 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Marketing Officer
- NCB 11 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant
- NCB 12 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Secretary  
*formerly Secretary*

**42. NATIONAL COMPUTER BOARD (Contd.)**

- NCB 13 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Research Officer (Personal)
- NCB 14 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Business Analyst/IT Consultant/Research Officer
- NCB 15 : Rs 25600 x 800 - 28000 x 1000 - 34000**  
Assistant Manager, Business Development and Promotion Division  
Assistant Manager, Planning, Research and Development Division
- NCB 16 : Rs 32000 x 1000 - 39000**  
Manager, Business Development and Promotion Division  
Manager, Planning, Research and Development Division
- NCB 17 : Rs 47500**  
Executive Director

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### 43. NATIONAL HANDICRAFT PROMOTION AGENCY

- 43.1 The National Handicraft Promotion Agency (NHPA), established by Act No. 26 of 1997, came into operation on 1 April 1998 with the following objectives: to promote handicraft development at the national and regional level; provide training and support services for the development of local craftworks; promote marketing and sale of handicraft products; provide for the registration of craft persons and handicraft enterprises; provide an information and documentation service; and deal in such other activities relating to handicraft.
- 43.2 In order to improve the organisational effectiveness of the Agency, the Management Audit Bureau (MAB) has recommended, *inter alia*, that the structures of the NHPA be redesigned and the activities reengineered under six Divisions viz. Finance, Administration, Technical, Commercial, Information and Documentation, and Rodrigues. Recommendations have been made for the creation of new grades, the merging of a few existing ones and the restyling of a few to more appropriate appellations. A number of grades have also been listed for abolition.
- 43.3 The Report of Organisation Review for NHPA has already been examined and approved by the Board and the parent Ministry. The Agency has been implementing the recommendations of the MAB in phases. The posts of Accountant, Technical Officer, and Handicraft Development and Promotion Manager have already been filled as a matter of priority. The last post has for the time being been filled on a contractual basis.
- 43.4 In this Report, we are making provisions for the implementation of the revised structures to enable the organisation to meet its operational requirements in the medium and longer terms. In this context, provisions are being made for the creation of new grades and the restyling and abolition of others.

- 43.5** We, however, recommend that the new grades should be filled only as and when the need arises. Further, to optimise resources, the provisions for substantive salaries should in no case preclude the appointment of officers on contractual terms.

#### **TECHNICAL DIVISION**

- 43.6** The Technical Division is responsible for technical support to the Handicraft sector in Mauritius, Rodrigues and the Outer Islands. Its activities consist of, *inter alia*, formulating, implementing and monitoring of developmental projects, liaising with donor agencies, carrying out research in the handicraft sector and building strategic alliance with training and other related institutions.
- 43.7** The Technical Division is presently staffed with officers in the grades of Designer, Senior Extension Officer and Extension Officer.
- 43.8** To improve the organisational effectiveness of the Agency, we have reviewed the structure of the Technical Division at the operational level and made provision for the creation of a new grade.

#### **Handicraft Promotion Officer/Senior Handicraft Promotion Officer (New Grade)**

##### **Recommendation 1**

- 43.9** We recommend the creation of a new grade of Handicraft Promotion Officer/Senior Handicraft Promotion Officer. Appointment to the grade should be made from holders of a Degree in Fine Arts or equivalent qualification acceptable to the Board.
- 43.10** We also recommend that priority of consideration be given to serving officers in the grades of Designer, Senior Extension Officer and Extension Officer who possess the prescribed qualification.
- 43.11** We further recommend that the grades of Designer, Senior Extension Officer and Extension Officer should become evanescent and be abolished on vacancy. We have provided personal salaries for the officers presently in post.

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**COMMERCIAL DIVISION**

**Commercial Executive/Senior Commercial Executive formerly Marketing Officer**

- 43.12 The operational level of the Division is presently manned by a Marketing Officer who is responsible for the overall supervision of the sales outlets.
- 43.13 With development taking place in the handicraft sector, the Commercial Division would be responsible for the promotion of the handicraft sector at national, regional and international level. The main activities of the division would thus be to promote the local handicraft, formulate and implement product/market strategies, carry out marketing research, and organise and participate in trade fairs and exhibitions at local, regional and international level.
- 43.14 In line with the above stated objectives, we are restyling the grade of Marketing Officer to reflect the nature of work devolving on the incumbent.

**Recommendation 2**

- 43.15 We recommend that the existing grade of Marketing Officer be restyled Commercial Executive/Senior Commercial Executive.**

**ADMINISTRATION DIVISION**

**Administrative Officer**

**Executive Officer (New Grade)**

- 43.16 The Administrative Officer is the head of the Administration Division of the Agency. To further consolidate the Administration Division, the scheme of service for the grade of Administrative Officer should be revised to include (i) servicing of the Board and (ii) responsibility for the Human Resource Development function and a new grade of Executive Officer should be created to provide administrative support both at the Head Office and the Handicraft Training Centres. We are, therefore, making appropriate recommendations to that end.

**Recommendation 3**

- 43.17 We recommend that the scheme of service for the grade of Administrative Officer be revised to include (i) servicing of the Board and (ii) responsibility for the Human Resource Development function. The additional duties have been taken into account in the salary scale recommended for the grade.

**Recommendation 4**

- 43.18 We recommend the creation of a new grade of Executive Officer. Appointment, thereto, should be made by selection from serving Clerical Officers/Higher Clerical Officers reckoning at least four years' service in the grade.

**Senior/Head Office Attendant (New Grade)**

- 43.19 With the expansion of the activities of the Agency, in particular with the opening of a workshop and the taking over of the Handicraft Training Centres from the parent Ministry, a new grade of Senior/Head Office Attendant is warranted.
- 43.20 The incumbent, under the general supervision of the Higher Executive Officer, would be responsible for the planning and scheduling of the work of the Office Attendants and the General Workers formerly General Field and Office/Premises Workers.

**Recommendation 5**

- 43.21 We recommend that a new grade of Senior/Head Office Attendant be created on the establishment of the Agency. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Office Attendant.

**Information and Documentation Division**

- 43.22 At present, there exists a Documentation Unit with the following structure: Documentation Officer, Assistant Documentation Officer (Documentation), Assistant Documentation Officer (Audio-Visual) and Assistant Documentation Officer (Data Bank). As the first three grades have never been filled, we are making recommendation for their abolition against creation of a new grade of Library Clerk.

- 43.23 The Documentation Unit has become a full-fledged division of the Agency with the objective of providing first hand and front line information service to artisans, the more so as the activities of the Agency have already grown both in volume and complexity.
- 43.24 We are, therefore, restyling the existing grade of Assistant Documentation Officer (Data Bank) into that of Information and Documentation Officer with responsibility for information technology (IT), publishing and the documentation functions. The incumbent would be the head of the unit.

### **Recommendation 6**

- 43.25 We recommend that the existing grade of Assistant Documentation Officer be restyled Information and Documentation Officer.**

### **Library Clerk (New Grade)**

- 43.26 We also recommend that a new grade of Library Clerk be created on the establishment of the Agency. Appointment thereto should be made from among holders of the Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics and the Certificate in Library Studies or equivalent qualifications acceptable to the Board.**

## **RODRIGUES DIVISION**

### **Assistant Handicraft Promotion Officer formerly Field Officer**

- 43.27 Due to the predominance of the handicraft sector in the Rodriguan economy, a Rodrigues Division has been established to operate as a semi- autonomous entity.
- 43.28 The day-to-day management of the Rodrigues Division is under the responsibility of a Divisional Officer who is supported by one Field Officer, one Clerical Officer/Higher Clerical Officer and one Clerk/Word Processing Operator.
- 43.29 On the basis of the duties presently performed by the Field Officer, there is need to restyle the grade to a more appropriate job appellation.



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**Recommendation 7**

**43.30** We recommend that the grade of Field Officer be restyled Assistant Handicraft Promotion Officer. This post is personal to the present incumbent and should be abolished on vacancy.

**Executive Officer (New Grade )**

**Accounts Clerk**

43.31 With the setting up of a new building at Malabar in Rodrigues which will provide an enhanced service to artisans, there is a need to strengthen the staffing level in the administration section. To that effect, we are making provision for the creation of a new grade of Executive Officer and an additional post of Accounts Clerk for Rodrigues. It is to be noted that the grade of Accounts Clerk already exists on the establishment of the NHPA.

**Recommendation 8**

**43.32** We recommend the creation of a new grade of Executive Officer on the establishment of the Rodrigues Division of the NHPA. Appointment thereto should be made by selection from serving Clerical Officers/Higher Clerical Officers reckoning at least four years' service in the grade.

**43.33** We further recommend that an additional post of Accounts Clerk be created for the Rodrigues Division of the Agency.

**Other Recommendations**

**Abolition of Posts**

43.34 As mentioned earlier, we are also making provision for the abolition of quite a few grades.

**Recommendation 9**

**43.35** We recommend that the following vacant grades be abolished: Caretaker, Assistant Designer, and Documentation Officer.

**Restyling of Posts**

43.36 We are also making provisions for the restyling of certain grades to more appropriate job appellations to reflect the nature of the duties and responsibilities befalling on the post holders.

**Recommendation 10**

43.37 We recommend that the grade of Finance Officer be restyled Accounts Officer and that the grade of Clerical Assistant/Senior Clerical Assistant be restyled Clerical Officer/Higher Clerical Officer.

43.38 We also recommend that the grade of Telephone Operator be restyled Receptionist/Telephone Operator. The incumbent would be responsible for receiving and dealing with persons calling at the Agency, operating a telephone switch board and performing routine clerical duties.

**43. NATIONAL HANDICRAFT PROMOTION AGENCY****SALARY SCHEDULE**

<b>NHP 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>NHP 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>NHP 3</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver Office Attendant/Driver (Rodrigues)
<b>NHP 4</b>	<b>:</b>	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Handy Worker (Skilled) <i>formerly Handyman (Skilled)</i>
<b>NHP 5</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant (New Grade)

**43. NATIONAL HANDICRAFT PROMOTION AGENCY (Contd.)**

- NHP 6 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator  
*formerly Telephone Operator*
- NHP 7 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Assistant Handicraft Promotion Officer (Personal)  
*formerly Field Officer*
- NHP 8 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer  
Clerical Officer/Higher Clerical Officer  
*formerly Clerical Assistant/Senior Clerical Assistant*  
Clerk/Word Processing Operator  
Library Clerk (New Grade)
- NHP 9 : Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Extension Officer (Personal)
- NHP 10 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Executive Officer (New Grade)  
Executive Officer (Rodrigues) (New Grade)
- NHP 11 : Rs 10000 x 300 - 10600 x 400 - 15000**  
Stores Officer
- NHP 12 : 13000 x 400 - 15000 x 500 - 16500**  
Senior Extension Officer (Personal)
- NHP 13 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Information and Documentation Officer  
*formerly Assistant Documentation Officer*  
Marketing Assistant  
Marketing Assistant (Handicraft) Rodrigues

**43. NATIONAL HANDICRAFT PROMOTION AGENCY (Contd.)**

**NHP 14 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**

Confidential Secretary

**NHP 15 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**

Accounts Officer

*formerly Finance Officer*

Higher Executive Officer

**NHP 16 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**

Divisional Officer ( Handicraft) Rodrigues

Technical Officer

**NHP 17 : Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 19400**

Designer (Personal)

**NHP 18 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**

Handicraft Promotion Officer/Senior Handicraft Promotion Officer (New Grade)

**NHP 19 : Rs 17000 x 600 - 20000 x 800 - 27200**

Accountant

**NHP 20 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**

Administrative officer

Commercial Executive/Senior Commercial Executive

*formerly Marketing Officer*

**NHP 21 : Rs 42500**

Director

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## 44. NATIONAL HERITAGE TRUST FUND

44.1 The National Heritage Trust Fund has been set up to safeguard and manage our national heritage both in its cultural aspect and identity. Its vision is "to develop a sense of belonging by caring for the past and bequeathing it to the future". The mission of the Trust is to secure, for the benefit of the public, the preservation, protection, development and improvement of the aesthetic and architectural quality of such buildings, structures, sites, intangible heritage and antiques which are of historical importance or of public interest and the immediate surroundings of such buildings and structures. It also has to educate the public in the geography, history, natural history and architecture of Mauritius and foster a sense of civic responsibility.

44.2 The Trust, which has only recently been set up, comprises two sections: the Technical Section and the Administrative and Finance Section. We are reinforcing the Technical Section by providing for a new grade of Research and Publication Officer.

### **Research and Publication Officer (New Grade)**

44.3 At present, the organisation is involved in a number of research work ranging from surveys on oral traditions and archival fields to archeological excavations and underwater explorations on shipwrecks. The existing structure provides for the grade of a Technical Officer which is vacant. It has been represented that a professionally qualified person would be more suitable for the organisation in view of the responsibility that would be entrusted to the incumbent.

### **Recommendation 1**

44.4 **We recommend the creation of a grade of Research and Publication Officer. Appointment, thereto, should be made from among holders of a post ‘A’ Level Honours Degree together with a post graduate qualification in Social Sciences preferably in History, Geography, Architecture or Archaeology or an equivalent qualification. Candidates should also reckon at least two years’ experience in fieldwork and research.**

- 44.5 The Research and Publication Officer would be required to plan, organise and coordinate heritage projects and liaise with governmental and non-governmental organisations, carry out field work and gather information on heritage sites and be responsible for publishing research and heritage materials.
- 44.6 Incumbent would be required to work outside normal hours and on sundays and public holidays.

#### **Technical Officer**

- 44.7 With the creation of the grade of Research and Publication Officer, the grade of Technical Officer would no longer be required.

#### **Recommendation 2**

- 44.8 **We recommend that the grade of Technical Officer be abolished.**

### **44. NATIONAL HERITAGE TRUST FUND**

#### **SALARY SCHEDULE**

<b>NHTF 1 :</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver
<b>NHTF 2 :</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator
<b>NHTF 3 :</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Accounts Clerk
<b>NHTF 4 :</b>	<b>Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Confidential Secretary
<b>NHTF 5 :</b>	<b>Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200</b> Administrative Secretary

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**44. NATIONAL HERITAGE TRUST FUND (Contd.)**

**NHTF 6 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**

Research and Publication Officer (New Grade)

**NHTF 7 : Rs 42500**

Director (Future Holder)

**NHTF 8 : Rs 45000**

Director (Personal)

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## 45. NATIONAL LIBRARY

- 45.1 Established by the National Library Act (Act No. 32) of 1996, the National Library which functions under the aegis of the Ministry of Arts & Culture, has the responsibility for collecting, conserving the national heritage materials and making these available to the Mauritian public. The National Library aims at becoming a leading documentary resource centre serving the needs of the Mauritian people in research, scholarship and creativity.
- 45.2 The National Library has presently a holding of above 125,000 library materials. The main source of its acquisition is by means of the legal deposit system which requires every printer in Mauritius to deposit, free of charge, with the Director of the National Library, six copies of each publication – be it books, periodicals, reports, newspapers or any other printed documents. It also acquires library materials generally and in particular a comprehensive collection of library materials relating to Mauritius.
- 45.3 Its mission is to support the provision of, and access to, information for the nation. In this context, the advent of information technology presents a challenge as well as an opportunity. The National Library is called upon to serve as the nerve centre of a fully integrated and automated information system at the disposal of the Mauritian people.
- 45.4 We are bringing, in this Report, appropriate structural changes to be in line with the developments going on in the library sector.

### **Library Cadre**

- 45.5 The Library is, at present, manned by the grades of Librarian, Library Officer and Library Clerk. With the expansion of the services provided by the Library, there is need to reinforce the Cadre with the creation of new grades of Senior Librarian, Senior Library Officer and Senior Library Clerk.



**Senior Librarian (New Grade)****Recommendation 1**

- 45.6 We recommend the creation of a grade of Senior Librarian to be in charge of the Bibliographic/Acquisition Service and of Public and Reference/Resources and Planning. Recruitment, thereto, should be made from among candidates having a post 'A' Level Degree in Library and Information Science from a recognised institution or a Degree in an academic field and a post graduate Diploma in Library and Information Science from a recognised institution or equivalent and having at least four years' experience as Librarian in the Library Sector.

**Senior Library Officer (New Grade)****Recommendation 2**

- 45.7 We recommend the creation of a grade of Senior Library Officer to be promotional for officers in the grade of Library Officer reckoning four years' service in a substantive capacity.
- 45.8 Incumbent would be required, among others, to order, organise, process, catalogue, classify and index library materials, compile bibliography and catalogues and assist in organisation of workshop, seminars and outdoor activities.

**Senior Library Clerk (New Grade)****Recommendation 3**

- 45.9 We recommend the creation of a grade of Senior Library Clerk to be promotional for officers in the grade of Library Clerk reckoning at least four years' service in a substantive capacity.
- 45.10 The Senior Library Clerk would be required to assist the Library Officer in the performance of library duties, including classification, cataloguing and indexing, assist in reference work, process library materials, assist in bibliographical work through computerisation facilities, carry out shelving and shelf listing of library materials and supervise reading rooms and other sections of the National Library.

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**FINANCE SECTION**

45.11 The Finance Section of the organisation is presently staffed by an Accounts Officer and Accounts Clerks. There is need to reinforce the finance section and control effectively the financial and accounting aspects of the organisation. In this context, we recommend the creation of the grades of Accountant and Senior Accounts Officer.

**Accountant (New Grade)****Recommendation 4**

45.12 **We recommend the creation of a grade of Accountant to be recruited from among holders of a pass at the final examinations required for admission to membership of a recognised professional accounting body or an equivalent qualification.**

45.13 Incumbent would be responsible, among others, for the accounting and financial management of the organisation.

**Senior Accounts Officer (New Grade)****Recommendation 5**

45.14 **We further recommend the creation of a grade of Senior Accounts Officer to be promotional for officers in the grade of Accounts Officer possessing a post 'A' Level Diploma in Public Financial Management and Accounting from the University of Mauritius or a pass at Foundation Stage (complete) of the ACCA Examinations or the certificate of the London Chamber of Commerce and Industry in Accounting (Level 3) formerly Higher Stage.**

45.15 Incumbent would be required, among others, to be in charge of a sub-section within the Finance Department, to maintain and update accounting records and to prepare Final Accounts.

**STORES SECTION****Stores Officer**

45.16 In line with what is obtaining in the Public Sector, the grade of Stores Officer is being restyled.

**Recommendation 6**

45.17 We recommend that the grade of Stores Officer be restyled **Purchasing and Supply Officer.**

**Higher Purchasing and Supply Officer (New Grade)**

45.18 We are also providing for a new level to take charge of the stores.

**Recommendation 7**

45.19 We recommend the creation of a grade of **Higher Purchasing and Supply Officer which should be promotional for the officers in the grade of Purchasing and Supply Officer having successfully followed a course in Purchasing and Supply Management.**

45.20 Incumbent would, among others, be in charge of stores and required to prepare tender reports and responsible for purchase and supply.

**45. THE NATIONAL LIBRARY****SALARY SCHEDULE**

NL 1	:	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b>
		Library Attendant
NL 2	:	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b>
		Office Attendant/Driver
NL 3	:	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b>
		Binder

**45. THE NATIONAL LIBRARY (Contd.)**

- NL 4 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator
- NL 5 : Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 QB 11400 x 400 - 12600**  
Binder (Personal)
- NL 6 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator  
Library Clerk
- NL 7 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Purchasing and Supply Officer  
*formerly Stores Officer*
- NL 8 : Rs 10300 x 300 - 10600 x 400 - 15000**  
Senior Library Clerk (New Grade)
- NL 9 : Rs 11400 x 400 - 15000 x 500 - 16000**  
Office Supervisor
- NL 10 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- NL 11 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer  
Higher Purchasing and Supply Officer (New Grade)
- NL 12 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Library Officer
- NL 13 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Accounts Officer (New Grade)

**45. THE NATIONAL LIBRARY (Contd.)**

- NL 14 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Senior Library Officer (New Grade)
- NL 15 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Assistant  
Librarian
- NL 16 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant (New Grade)
- NL 17 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Senior Librarian (New Grade)
- NL 18 : Rs 45000**  
Director

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## 46. NATIONAL TRANSPORT CORPORATION

- 46.1 The National Transport Corporation was established in 1979 to provide public transport services and other ancillary services in any part of the country. It falls under the aegis of the Ministry of Public Infrastructure, Land Transport and Shipping (Land Transport Division) and is headed by the General Manager who is assisted by four departmental heads responsible respectively for traffic, engineering, human resource and finance. The supporting services are organised under the following sections: the Personnel Office, the Secretariat, the Stores and the Internal Audit.
- 46.2 Government is contemplating the introduction of alternative modes of transport. The National Transport Corporation would be incorporated soon. Pending the corporatisation process, we are providing for a few new grades to strengthen the Traffic Management and the Human Resource Departments and restyling a few grades to more appropriate job appellations to reflect the nature of duties and responsibilities actually being performed. The pay structures are being reviewed in line with the general framework adopted for this Review.

### **Traffic Management Unit**

- 46.3 The Corporation operates on some 65 bus routes, covering roughly a third of the total bus route network of the island. It operates daily a fleet of 500 buses, covers some 80,000 km and carries some 200,000 passengers. The fleet is distributed over six depots.
- 46.4 At present, the Traffic Management Department is manned by the Traffic Manager and Traffic Controllers. We are reinforcing the structure by providing new grades for the planning function.

### **Recommendation 1**

- 46.5 **We recommend the creation of new grades of Traffic Planner and Senior Traffic Controller.**

**Traffic Planner (New Grade)**

- 46.6 **Appointment to the grade should be made from among candidates who have passed the final examination of the Chartered Institute of Transport (London) or equivalent qualification acceptable to the Board.**
- 46.7 Incumbent would be required to assist the Traffic Manager in the formulation of recommendations on the cost structure of the transport systems, examine requests for new transport facilities and conduct surveys and transport studies for the purpose of monitoring bus services and passenger movements.

**Senior Traffic Controller (New Grade)**

- 46.8 **Appointment to the grade should be made by promotion from officers in the grade of Traffic Controller on the basis of merit and experience.**
- 46.9 Incumbent would be required to ensure the effective operation, control and supervision of bus routes allocated at the Depot terminals and intermediate points and ensure that the Depot's requirements with regard to control and supervision of services are carried out.

**Personnel Officer (New Grade)**

- 46.10 The labour force of the Corporation amounts to about 2700 employees. It consists of 2062 operation staff, 507 workshop staff and 168 administrative staff. The Human Resource Department is manned by only a Human Resource Manager. This structure therefore needs to be reinforced. We are providing for a new level to deal with establishment and personnel matters.

**Recommendation 2**

- 46.11 **We recommend the creation of a new grade of Personnel Officer. Appointment to the grade should be made from among candidates holding a Diploma in Personnel Management or equivalent qualification acceptable to the Board.**

- 46.12 Incumbent would be required to deal with all establishment/personnel matters including recruitment, appointment, promotion, retirement, discipline etc, enforce the Corporation's conditions of service and participate in job inspection exercise with a view to keeping staffing requirements under constant review.

**Purchasing and Supply Officer (New Grade)**

- 46.13 The Stores Cadre is made up of Assistant Stores Officer and Stores Superintendent. As the fleet of buses has been constantly on the increase and is constituted of some five makes and 13 models, this obviously has repercussions on the volume of spare parts and the complexity of transactions.
- 46.14 We are, therefore, reinforcing the Stores Cadre by providing for a new grade of Purchasing and Supply Officer.

**Recommendation 3**

- 46.15 We recommend the creation of a new grade of Purchasing and Supply Officer. Appointment to the grade should be made by promotion from the grade of Assistant Stores Officer reckoning at least two years' service in the grade.**

**Safety and Health Officer**

- 46.16 The Safety and Health Officer, besides performing the duties of the post, is also required to forward all claims for payment following injuries sustained by employees, is responsible for the implementation of the Environment Act and looks after the welfare of the employees.

**Recommendation 4**

- 46.17 We recommend that the grade of Safety and Health Officer be restyled Safety and Health/Senior Safety and Health/Welfare Officer.**



**Depot Manager (Qualified)****Depot Manager (Unqualified)**

- 46.18 At present, there exist on the establishment of the Corporation the grades of Depot Manager (Qualified) and Depot Manager (Unqualified).
- 46.19 Appointment to the grade of Depot Manager (Qualified) is from candidates possessing an Honours Degree either in Administration, Economics or Transport or a comparable degree plus at least three years' experience in a responsible position.
- 46.20 The Depot Managers (Unqualified) do not possess the required qualification. These Depot Managers (Unqualified) have in the course of time gained experience in the field and it is felt that those who have acquired an appropriate qualification in the field of transport, though not equivalent to the prescribed qualification, may be allowed to move in the scale of Depot Manager (Qualified). We are, therefore, merging the two grades under reference by inserting a Qualification Bar for serving Depot Managers (Unqualified).

**Recommendation 5**

- 46.21 **We recommend that the grades of Depot Manager (Qualified) and Depot Manager (Unqualified) be merged into a single grade to be known as Depot Manager. A Qualification Bar (QB) has been inserted in the recommended salary scale.**
- 46.22 **To proceed beyond the Qualification Bar, serving Depot Managers (Unqualified) should possess a Diploma/Advanced Diploma awarded by the Institute of Logistics and Transport.**

**46. NATIONAL TRANSPORT CORPORATION****SALARY SCHEDULE**

<b>NTC 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>NTC 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Telephone Operator
<b>NTC 3</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> General Manager's Personal Driver
<b>NTC 4</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant
<b>NTC 5</b>	<b>:</b>	<b>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600</b> Assistant Stores Officer
<b>NTC 6</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Word Processing Operator
<b>NTC 7</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer
<b>NTC 8</b>	<b>:</b>	<b>Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Computer Operator
<b>NTC 9</b>	<b>:</b>	<b>Rs 11000 x 400 - 14600</b> Traffic Controller
<b>NTC 10</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Assistant Finance Officer Executive Officer Purchasing and Supply Officer (New Grade)

**46. NATIONAL TRANSPORT CORPORATION (Contd.)**

- NTC 11 : Rs 9250 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500**  
Public Relations Officer
- NTC 12 : Rs 13400 x 400 - 15000 x 500 - 16000**  
Senior Traffic Controller (New Grade)
- NTC 13 : Rs 10600 x 400 - 15000 x 500 - 16500**  
Data Entry Supervisor  
Senior Computer Operator
- NTC 14 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- NTC 15 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer  
Personnel Secretary
- NTC 16 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 18200**  
Data Entry Supervisor (Personal to Officer in post as at 30.6.03)
- NTC 17 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Personnel Officer (New Grade)
- NTC 18 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Finance Officer
- NTC 19 : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 21600**  
Industrial Relations Officer
- NTC 20 : Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 21600**  
Assistant Secretary

**46. NATIONAL TRANSPORT CORPORATION (Contd.)**

- NTC 21 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Safety and Health/Senior Safety and Health/Welfare Officer  
*formerly Safety and Health Officer*  
Technical and Mechanical Officer/Senior Technical and Mechanical Officer  
*formerly Technical and Mechanical Officer*
- NTC 22 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Principal Purchasing and Supply Officer  
*formerly Stores Superintendent*
- NTC 23 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 QB 24800 x 800 - 27200**  
Depot Manager
- NTC 24 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Traffic Planner (New Grade)
- NTC 25 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant  
Internal Auditor
- NTC 26 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
IT Administrator/Analyst  
*formerly Programmer/Analyst*  
Mechanical Engineer/Senior Mechanical Engineer  
*formerly Mechanical Engineer*
- NTC 27 : Rs 22400 x 800 - 28000 x 1000 - 34000**  
Secretary
- NTC 28 : Rs 28000 x 1000 - 35000**  
Financial Controller  
Head, Engineering Department  
Human Resource Manager  
Traffic Manager

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**46. NATIONAL TRANSPORT CORPORATION (Contd.)**

**NTC 29 : Rs 40000**  
Deputy General Manager

**NTC 30 : Rs 47500**  
General Manager

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## 47. NATIONAL TRUST FUND FOR COMMUNITY HEALTH

- 47.1 The National Trust Fund for Community Health set up under Act 22 of 1996 is responsible, among others, to promote and support primary health care activities with community participation, set up Health Centres and provide other specialised health facilities, work in collaboration with other institutions and organisations for the betterment of the health of the community and advise the Minister on community involvement in health development and in the running of Health Centres.
- 47.2 As emphasis is being laid on preventive and promotional health care with the involvement and participation of the community, it has been decided to re-organise the Trust Fund to enable it to deliver its services more efficiently and effectively. In this context, we are strengthening the organisation structure.

### Community Health Development Motivator

- 47.3 The Community Health Development Motivators provide support services in the promotion of health care programmes which involve the participation of the community. As most of the meetings are organised after normal office hours to ensure greater participation, the Community Health Development Motivators have to work during afternoon/evening. There is need to make provision for this pattern of work.

### Recommendation 1

- 47.4 **We recommend that the scheme of service of the grade of Community Health Development Motivator be amended to reflect work at staggered hours. This element has been taken into consideration in arriving at the recommended salary for the grade.**

### Clerical Officer (New Grade)

- 47.5 In the absence of a supporting staff on the establishment of the organisation, the Secretary, in addition to the normal duties of the grade, has to perform regularly duties of a clerical nature. Representations have been made for the provision for necessary supporting staff to relieve the officer of the clerical duties so that more

time can be devoted to the duties of the Secretary. We are providing for the creation of a grade of Clerical Officer on the establishment of the organisation.

### **Recommendation 2**

**47.6 We recommend the creation of a grade of Clerical Officer to be recruited from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and the General Certificate of Education with passes at Advanced Level in at least two subjects.**

47.7 Incumbent would be required, *inter alia*, to perform duties of a clerical nature such as the preparation, scrutiny and processing of straightforward documents, registry work, simple finance, establishment and stores work under supervision, drafting of replies to simple correspondence, operate modern office equipment such as telefax machine, electronic photocopying machine, carry out simple research work in connection with official documents.

### **Executive Officer (New grade)**

47.8 Along with the creation of the grade of Clerical Officer, the structure of the administrative section is being strengthened with the creation of a new grade to perform executive duties.

### **Recommendation 3**

**47.9 We recommend the creation of a grade of Executive Officer. Appointment thereto should be by selection of officers in the grade of Clerical Officer reckoning at least four years' experience in a substantive capacity or from among candidates possessing School Certificate with credit in five subjects including English Language, French and Mathematics or Principles of Accounts and the General Certificate of Education with passes at Advanced Level in at least two subjects obtained on one certificate and reckoning at least four years' experience in clerical duties.**

47.10 Incumbent would be required, *inter alia*, to provide support in general administration and human resource management, monitor the work of junior staff, assist in the organisation of official functions and other activities and undertake simple data and word processing operation on computer in the exercise of his duties.

#### **General Field and Office/Premises Workers**

47.11 The General Field and Office/Premises Workers posted at the National Trust Fund for Community Health assist the masons and help in carrying out minor repairs such as fixing of glass panes, laying of tiles, masonry and painting works etc. Considering the varying nature of the duties and the level at which they are operating, there is need to restyle and upgrade the post.

#### **Recommendation 4**

**47.12 We recommend that the grade of General Field and Office/Premises Worker be restyled Handy Worker. In future, appointment to the grade of Handy Worker be made from among employees in the grade of General Worker reckoning at least five years' experience in a relevant trade.**

47.13 Incumbent would be required to assist the Tradesman/Handy Worker (Skilled) in the performance of the various duties such as laying of tiles, masonry and painting works, etc.

#### **Mason**

47.14 For the proper upkeep of Area Health Centres, Community Health Centres and hospitals, regular maintenance which involves painting, masonry, pipe fittings, replacement of glass panes and tap repairs works is carried out by masons. As the volume of these duties do not require the employment of full time tradesmen in the respective trades, we are restyling the grade of Mason to reflect the nature of the duties presently performed by the postholders.



**Recommendation 5**

47.15 We recommend that the grade of Mason be restyled Handy Worker (Skilled). In future, appointment thereto should be by selection from among employees in the grade of Handy Worker possessing the NTC Level 3 in the relevant trade. The Handy Worker (Skilled) would be required to perform duties of more than one trade.

**Lead Allowance**

47.16 At present employees in the grades of Mason, restyled Handy Worker (Skilled), and General Field/Office Premises Worker, restyled Handy Worker, are posted at more than one site of work in groups of two or more depending on the volume and complexity of work. For proper monitoring of the progress of work, it would be appropriate to assign the duties of leading the team on site of work to the senior most Handy Worker (Skilled).

**Recommendation 6**

47.17 We recommend the payment of a monthly Lead Allowance equivalent to one increment at the point they have reached in their salary scale to be read from the Master Scale to the most senior Handy Worker (Skilled) required to exercise control on use of materials and to supervise the Handy Worker and Handy Worker (Skilled) on site of work besides performing duties of Handy Worker (Skilled).

**47. NATIONAL TRUST FUND FOR COMMUNITY HEALTH****SALARY SCHEDULE**

<b>NTFCH 1</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b>
		Handy Worker <i>formerly General Field and Office/Premises Worker</i>
<b>NTFCH 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b>
		Office Attendant

**47. NATIONAL TRUST FUND FOR COMMUNITY HEALTH (Contd.)**

- NTFCH 3 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver/Messenger
- NTFCH 4 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
**x 300 - 10300**  
Handy Worker (Skilled)  
*formerly Mason*
- NTFCH 5 : Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
**x 300 - 10600 x 400 - 11400**  
Community Health Development Motivator (Staggered)  
*formerly Community Health Development Motivator*
- NTFCH 6 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
**x 300 - 10600 x 400 - 11800**  
Clerical Assistant
- NTFCH 7 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
**x 300 - 10600 x 400 - 13400**  
Clerical Officer (New grade)  
Clerk/Word Processing Operator
- NTFCH 8 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Executive Officer (New grade)
- NTFCH 9 : Rs 13000 x 500 - 17000 x 600 - 20000 x 800 - 21600**  
Secretary
- NTFCH 10 : Rs 35000 x 1000 - 37000**  
Executive Director

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## 48. NATIONAL WOMEN ENTREPRENEUR COUNCIL

- 48.1 The National Women Entrepreneur Council is a body corporate established under the National Women Entrepreneur Council Act 1999. Its main objectives are, among others, to promote a culture of entrepreneurship among women, encourage the setting up of women organisations, establish and maintain effective communication between them, identify projects that will promote entrepreneurial activities and establish training programmes with a view to improving the skills and management aptitudes of women entrepreneurs. It also aims at developing working links and affiliations with other bodies, locally and internationally and promoting the contribution of women entrepreneurs to the various sectors of the economy.
- 48.2 The Council is also required to advise the Minister on women entrepreneurship development and the implementation of appropriate programmes. It is administered and managed by an Executive Committee and the decisions are implemented by the Secretary.
- 48.3 The present structure suits the organisation and is being maintained.

## 48. NATIONAL WOMEN ENTREPRENEUR COUNCIL

### SALARY SCHEDULE

<b>NWEC 1 :</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b>
	General Worker <i>formerly General Office/Premises Worker</i>
<b>NWEC 2 :</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b>
	Office Attendant/Driver <i>formerly Driver/Office Attendant</i>

**48. NATIONAL WOMEN ENTREPRENEUR COUNCIL (Contd.)**

**NWEC 3 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**

Salesperson

**NWEC 4 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**

Instructor

**NWEC 5 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**

Clerical Officer/Higher Clerical Officer  
Clerk/Word Processing Operator

**NWEC 6 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**

Accounts Clerk  
Executive Officer

**NWEC 7 : Rs 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000**

Business Development Assistant

**NWEC 8 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**

Business Development Officer

**NWEC 9 : Rs 22400 x 800 - 28000 x 1000 - 30000**

Secretary

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## 49. NATIONAL WOMEN'S COUNCIL

- 49.1 The National Women's Council (The Council) set up under the aegis of the Ministry of Women's Rights, Child Development and Family Welfare is responsible for promoting the interests and advancement of women, women's organisations and ensuring that Government's policy and action meet the needs of women.
- 49.2 The objects of the Council are to establish and maintain effective communication with women and organisations of women; ensure co-ordination of activities of groups of women and organisations; assist in the implementation and evaluation of Government policies; co-operate and affiliate with other bodies and identify and recommend to the National Committee actions and projects that will promote the integration of women in development.
- 49.3 To further its objectives, the Council has five regional committees across the country. It groups some 1000 Women Associations over the Island including Rodrigues. Activities of the Council are run in the form of projects like the Family Counselling Service and the Adult Literacy Programme or are assigned to specialised units like the Dressmaking and Craft Unit and the Women's Associations Unit. The Council is headed by a Secretary and has a staff complement of around 300 comprising a Project Coordinator, Family Support Officers, Liaison Officers, Craft Workers and staff of the administrative support services. A few grades on temporary transfer from the Sugar Industry Labour Welfare Fund also service the Council.
- 49.4 Demand for services offered by the Council is increasing. In the wake of new legislations and amendments to existing ones, new activities like sensitisation programmes on Sex Discrimination and Protection from Domestic Violence have led to a considerable increase in the responsibilities of the Council. In order to enable the Council to cope with the increase in its activities, exercise better control and monitor work at regional and national level, and better equip itself to face future challenges, the Council's structures need to be strengthened. In that

context, the Bureau is providing for new grades to further promote projects for the benefit of women, Adult Literacy, and learning in Dressmaking and Craft.

### **Adult Literacy Programme**

49.5 This programme was launched in 1986 with the object of providing basic skills in writing, reading and numeracy to women who have not been to school. For the past years some 400 women are being trained annually. Instructors run classes at Women's Centres, Social Welfare Centres and Community Centres in both rural and urban areas and they are employed either on a month-to-month basis or on sessional basis.

49.6 In order to meet the increasing demand for the course, there is need for experienced Adult Literacy Instructors on a full time basis who would be required to work at staggered hours to suit the convenience of their customers.

### **Adult Literacy Instructor/Instructress (New Grade)**

#### **Recommendation 1**

49.7 **We recommend the creation of a new grade of Adult Literacy Instructor/Instructress. Recruitment thereto should be from among holders of the Cambridge School Certificate with credit in at least five subjects. New recruits would be required to follow a course in Adult Literacy Training Programme.**

49.8 **For the first intake, priority of consideration should be given to Instructors presently employed by the Council on a sessional or month-to-month basis and possessing the prescribed qualification.**

49.9 The Adult Literacy Instructor/Instructress would be required, *inter alia*, to run adult literacy classes for the non-literates and motivate women on the benefits of literacy and further education. They would be required to work at staggered hours. This element has been taken into consideration in the recommended salary.

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**Dressmaking and Craft Unit**

49.10 The Dressmaking and Craft Unit is responsible for running courses in crafts, dressmaking and embroidery at Social Welfare Centres, Community Centres and Village Halls for school leavers and dropouts. The Council has only the Craft Workers on its establishment to service this Unit; the other two grades - Senior Dressmaking Teacher and the Dressmaking Teacher are on loan from the Sugar Industry Labour Welfare Fund. Instructors from the Ministry of Women's Rights, Child Development and Family Welfare are also serving the Council. We are creating the necessary grades to allow the organisation to recruit its own staff, both at the teaching and the supervisory levels.

**Recommendation 2**

49.11 **We recommend the creation of the new grades of Supervisor, Dressmaking and Craft; Senior Dressmaking Teacher; Dressmaking Teacher and Instructor.**

**Supervisor, Dressmaking and Craft (New Grade)**

49.12 **Recruitment thereto should be from among holders of a Diploma in Dressmaking and Related Craft and reckoning at least four years of supervisory experience.**

49.13 Incumbent would, amongst others, organise and supervise sewing, dressmaking and related crafts classes, train and guide Dressmaking and Senior Dressmaking Teachers, conduct examinations and hold exhibitions.

**Senior Dressmaking Teacher (New Grade)**

49.14 **Recruitment thereto should be made by selection from among officers in the grade of Dressmaking Teacher reckoning at least four years' experience in the grade.**

49.15 The jobholder would, *inter alia*, train, guide and supervise Dressmaking Teachers and Seamstresses working at Social Welfare Centres, organise sales/exhibitions and assist in the conduct of examinations.

**Dressmaking Teacher (New Grade)**

- 49.16 **Recruitment thereto should be made by selection from among candidates holding the Cambridge School Certificate and a Certificate of Competency in Dressmaking.**
- 49.17 The main duties of the Dressmaking Teacher would be to run sewing, dressmaking and related crafts classes and design, develop and produce articles concerning the relevant crafts.

**Instructor (New Grade)**

- 49.18 **Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with passes in five subjects including English Language and reckoning at least two years' experience in the field of entrepreneurship/garment making.**
- 49.19 Incumbent would, *inter alia*, have to devise and carry out training programmes on tailoring, sewing, embroidery, pattern making, knitting and designing; identify and train potential women entrepreneurs in the field of garment making and textile manufacturing; assist women in the production and marketing of their garment and textile products through the market centre; and assist the Council in the preparation and organisation of major events.

**Recommendation 3**

- 49.20 **We further recommend that Senior Dressmaking Teachers and Dressmaking Teachers from the Sugar Industry Labour Welfare Fund and Instructors from the Ministry of Women's Rights, Child Development and Family Welfare, presently on secondment to the Council and performing the prescribed duties of Senior Dressmaking Teacher, Dressmaking Teacher and Instructor, be given the option to join the appropriate grades at the National Women's Council.**



**Women's Association Unit**

49.21 The Women's Association Unit (WAU) is, *inter alia*, responsible for assisting women in the setting up of Associations, disseminating information on projects, activities and programmes and promoting the integration of women in the development of the country. It is presently staffed by officers in the grades of Supervisor, Women's Association on secondment from the Sugar Industry Labour Welfare Fund and Family Support Officer. With the expansion of women activities and improved participation of women and Women's Associations, the organisation needs to be strengthened at supervisory levels for better control and work monitoring at regional and national levels.

**Recommendation 4**

**49.22 We recommend the creation of a grade of Supervisor, Women's Association and one of Assistant Supervisor, Women's Association.**

**Supervisor, Women's Association (New Grade)**

**49.23 Appointment to the grade should be made from among officers in the grade of Assistant Supervisor, Women's Association reckoning at least four years' experience in the grade.**

49.24 The Supervisor, Women's Association would, among others, be responsible for promoting the development of women's activities, setting up Women's Associations, planning, organising and coordinating activities at regional and national levels, organising women for self-help projects and for participation in Social Work and Community Service, and organising training courses, seminars and conferences for the benefit and betterment of women.

**Recommendation 5**

**49.25 We further recommend that the Supervisor, Women's Association presently on secondment from the Sugar Industry Labour Welfare Fund and performing the duties of the grade be given the option to join in the new grade of Supervisor, Women's Association and retain her salary on a personal basis.**

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**Assistant Supervisor, Women's Association (New Grade)**

- 49.26 **Recruitment to the grade of Assistant Supervisor should be made by selection from among candidates holding the Cambridge School Certificate together with a Certificate in Supervisory skills and reckoning at least three years' experience at supervisory level.**
- 49.27 Incumbent would, *inter alia*, assist the Supervisor, Women's Association, in the implementation of programmes of activities for the benefit of Women's Associations and arrange for meetings with such Associations.

**Administrative Section**

- 49.28 We are strengthening the administrative and registry section by creating additional levels and ensuring optimum use of resources in providing for grades with combined responsibilities.

**Recommendation 6**

- 49.29 **We recommend the creation of new grades of Higher Executive Assistant and Executive Assistant, to provide administrative support, and a new grade of Accounts/Purchasing and Supply Officer, to carry out both the accounting and stores duties.**

**Higher Executive Assistant (New Grade)**

- 49.30 **Appointment to the grade should be made by promotion, on the basis of merit and experience of officers in the grade of Executive Assistant with at least three years' service in the grade, possessing an adequate knowledge of personnel and financial matters and who are able to understand, interpret and implement policies effectively.**
- 49.31 The main duties of the Higher Executive Assistant would, *inter alia*, be to supervise, control and train subordinates and ensure the smooth running of the office.

**Executive Assistant (New Grade)**

- 49.32 Appointment to the grade should be made by selection from among officers operating at the level of Clerical Officer/Higher Clerical Officer and reckoning at least four years' service. In the absence of suitable candidates, appointment should be by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts, the General Certificate of Education with passes at 'A' Level in at least two subjects and reckoning at least four years' experience in clerical duties.
- 49.33 Incumbent would be required, *inter alia*, to provide administrative support to the Council in general administration and human resource management.

**Accounts/Purchasing and Supply Officer (New Grade)**

- 49.34 Recruitment thereto should be made by selection from among candidates possessing the Cambridge Higher School Certificate with passes at principal level in three subjects, including Accounting at one and the same sitting and reckoning at least three years' experience in accounting duties. Candidates should be computer literate.
- 49.35 Incumbent would, *inter alia*, have to maintain financial records and the imprest; carry out pay duties; perform the purchasing, storekeeping and stock control duties; assist in purchasing and tender procedures; ensure adequate supply of stationery and perform computer/data processing work.

**49. NATIONAL WOMEN'S COUNCIL****SALARY SCHEDULE**

<b>NWC 1</b>	<b>:</b>	<b>Rs 6295</b>
		Temporary Instructress in Adult Literacy
<b>NWC 2</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b>
		General Worker <i>formerly General Office/Premises Worker</i>

**49. NATIONAL WOMEN'S COUNCIL (Contd.)**

- NWC 3 : Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200**  
Watchman
- NWC 4 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**  
Office Attendant
- NWC 5 : Rs 5550 x 125 - 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000**  
Craft Worker
- NWC 6 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver
- NWC 7 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Dressmaking Teacher (New Grade)
- NWC 8 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Adult Literacy Instructor/Instructress (New Grade)  
Family Support Officer  
Instructor (New Grade)
- NWC 9 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator
- NWC 10 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 13800**  
Senior Dressmaking Teacher (New Grade)
- NWC 11 : Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Assistant Supervisor, Women's Association (New Grade)
- NWC 12 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Liaison Officer

**49. NATIONAL WOMEN'S COUNCIL (Contd.)**

- NWC 13 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts/Purchasing and Supply Officer (New Grade)  
Executive Assistant (New Grade)
- NWC 14 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Higher Executive Assistant (New Grade)
- NWC 15 : Rs 12200 x 400 - 15000 x 500 - 17000 x 600 - 18200**  
Supervisor, Women's Association (New Grade)  
Supervisor, Dressmaking and Craft (New Grade)
- NWC 16 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Liaison Officer (Personal to degree holders recruited as per advertisement published in 1992)
- NWC 17 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Project Coordinator
- NWC 18 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Secretary

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## **50. NELSON MANDELA CENTRE FOR AFRICAN CULTURE**

- 50.1 The Nelson Mandela Centre for African Culture (The Centre), formerly The African Cultural Centre Trust Fund has been established as a Corporate Body under Act No. 21 of 1989 and amended by Act No. 5 of 2000. Its main objects are to preserve and promote African and Creole Arts and Culture; collect, publish and disseminate information; organise lectures, seminars, workshops, exhibitions and other activities leading to a better understanding of the African and Creole Arts and Culture; carry out research; study the impact slavery has had in Mauritius and establish useful links with organisations engaged in similar activities locally and internationally. It operates under the aegis of the Ministry of Arts and Culture and is managed by a Board of Trustees.
- 50.2 Since its inception, the Centre has been improving the general public's awareness of African and Creole culture by intensifying its activities, talks and debates, exhibitions, cultural shows and by publishing books on subjects pertaining to history, culture, social conditions of the Creole Components of the Mauritian and Rodriguan population. The Centre invites foreign artists, researchers and visitors to participate in its activities. Cultural bilateral agreements have also been entered with Senegal, Mozambique, Seychelles and Madagascar. The Centre is in turn invited to participate in foreign exhibitions, seminars and workshops. The participation of the Centre is also sought for in connection with specific events.
- 50.3 The Centre has four main sections namely - the Cultural Section, the Documentation and Research Section, the Administrative Section and the Finance Section. The Director is the executive head of the Centre and is supported by a complement of specialised and general services staff. In view of the increasing activities of the Centre, there is need to reinforce the organisation structure so that the Centre is aptly equipped to offer its services.

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**Administrative Secretary (New Grade)**

50.4 At present, the Director is involved in the execution of the policy of the Board, the general administration of the Centre and organising cultural activities. In order to relieve the Director from certain tasks, we are providing for a level that will also assist him in the day-to-day administration.

**Recommendation 1**

**50.5 We recommend the creation of a grade of Administrative Secretary. Recruitment thereto should be made from among candidates holding a Post 'A' Level Degree in Administration, Management, or a Membership of the Institute of Chartered Secretaries and Administrators and reckoning at least five years' proven experience at senior/middle management level.**

50.6 Job incumbent would, amongst others, assist in the implementation of the decisions of the Board in the day-to-day running of the Centre and act as Secretary to the Board.

**Documentation and Research Section**

50.7 The Documentation and Research Section of the Centre is focussing its research on the African Continent and the Creole diaspora. The Section houses a collection of publications on slavery and the Indian Ocean Islands. To allow the section to carry out its activities efficiently, we are providing for a new grade of Research Officer and one of Documentation Officer

**Research Officer (New Grade)**

50.8 Since its inception the Centre has been involved in research work and publications. The research results have been published in books for the general public. At present, an annual scientific magazine on multi-disciplinary subjects pertaining to Creole is being monitored and published by the Centre. Up to now the Head, Documentation and Research has been the sole person working on research programmes and monitoring research activities carried out at the Centre and in the field. On account of these the need is felt for an appropriate grade to be entirely responsible to conduct research.

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**Recommendation 2**

**50.9 We recommend the creation of a grade of Research Officer to be recruited from among holders of a post 'A' Level Degree in Humanities or Social Science.**

50.10 Job incumbent would, amongst others, be required to work on research projects, carry out archival work, assist the Head, Documentation and Research, and transcribe data collected from field work.

**Documentation Officer (New Grade)**

50.11 The Documentation and Research Section of the Centre is a resource centre. It has important collections of materials/books on slavery and other related subjects. It serves as a reference library for interested students, scholars and foreign visitors. Computerisation of this section is underway so as to offer a quick and efficient service to the users. The section is managed by a Head, Documentation and Research. A grade of Assistant Documentation Officer exists on the establishment of the organisation but is vacant. Representations have been received that in view of the growing activities, a technically qualified support staff would be of more help to run the section. We are providing for same.

**Recommendation 3**

**50.12 We recommend the creation of a grade of Documentation Officer against the abolition of the post of Assistant Documentation Officer. Recruitment thereto should be made from among serving officers possessing the General Certificate of Education 'A' Level with passes in at least two subjects and the Certificate in Library Studies or equivalent from a recognised Institution and reckoning at least three years' experience in library work.**



50.13 The main duties of the incumbent would be to assist the Head, Documentation and Research in organising the use of the Documentation Centre in different fields, maintain the library collection properly and organise display of books and audio visual materials. He would also be required to do minor research work, introduce readers to the library service and guide them in their reading.

#### **Events Management Officer (New Grade)**

50.14 The Cultural Section of the Centre is responsible for the promotion of Creole and African Culture through the organisation of cultural events and dissemination of information in relation thereto. At present, it is manned by a Cultural Adviser employed on contract. There is today greater interest in cultural shows and for quality programmes. In view of these, we are providing for a new grade for the section.

#### **Recommendation 4**

**50.15 We recommend the creation of a grade of Events Management Officer to be recruited from among holders of a Post 'A' Level Degree in Performing Arts, Social Sciences or Humanities.**

50.16 Incumbent would, amongst others, assist in the organisation of national and international conferences, national and regional celebrations; promote artistic, and cultural activities, programmes and projects; and assist in implementing Board policies in the field of arts and culture.

#### **Accounts Clerk (New Grade)**

50.17 The Accounts Officer of the Centre is responsible for the management of the Finance Section. On account of the increasing financial transactions and new methods of accounting required by Regulations, the Accounts Officer has to solicit the help of Clerical Officer/Higher Clerical Officers quite often for the timely processing of documents. To remedy the situation and to ensure sound financial processes, we are providing for a new grade to assist the Accounts Officer.

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**Recommendation 5**

**50.18 We recommend the creation of a grade of Accounts Clerk to be recruited from among serving officers holding the Cambridge School Certificate with credit in five subjects including English, French and Mathematics or Accounts and a pass in Accounting at level two of the London Chamber of Commerce and Industry or an equivalent qualification.**

50.19 Incumbent would, amongst others, assist the Accounts Officer in his task; collect, verify, analyse and record all financial costings and budget data, prepare financial statements and keep records of all financial transactions.

**Clerk/Word Processing Operator (New Grade)**

50.20 At present, there are two distinct grades of Clerical Officer/Higher Clerical Officer and Word Processing Operator on the establishment of the Centre. These posts are not filled. Officers on loan from the Parent Ministry are currently performing the duties of these grades. Management has submitted that on account of the size of the Organisation, there is no full time occupation for both grades. To make effective use of human resources a multi functional grade would be more appropriate. Consequently, we are providing for a grade with combined duties and responsibilities.

**Recommendation 6**

**50.21 We recommend the creation of a grade of Clerk/Word Processing Operator against abolition of the grades of Clerical Officer/Higher Clerical Officer and Word Processing Operator. Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts ; or an equivalent qualification; a certificate in Typewriting at a speed of at least 25 words per minute and a Certificate in Word/Data Processing from a recognised institution.**

50.22 Incumbent would, amongst others, be required to perform duties of a clerical nature including the preparation, scrutiny and processing of straight forward documents, recording, registry works; typing and collating letters/documents; performing word processing and doing simple computer/data processing work.

#### **Audio Visual/Public Address Operator (New Grade)**

50.23 The Centre uses Public Address System and Audio Visual equipment for its activities. At present the installation and operations of the Public Address, Camera and Video Recording Systems have been assigned to the Handyman. This arrangement is not giving the desired results, we are, therefore, providing for a grade with multiple technical functions.

#### **Recommendation 7**

50.24 **We recommend the creation of a grade of Audio Visual/Public Address Operator. Recruitment thereto should be made from among employees of the Centre who possess the CPE, reckon at least five years proven experience in the operation of audio visual and public address equipment and possess a knowledge of electricity and demonstrated ability to perform minor electrical works.**

50.25 Incumbent would, amongst others, be required to operate audio visual and public address equipment for all cultural activities; set up and dismantle audio visual and public address equipment; and effect minor repairs to the audio visual and public address equipment.

### **50. NELSON MANDELA CENTRE FOR AFRICAN CULTURE**

#### **SALARY SCHEDULE**

**NMCAC 1 : Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200**

Watchman

**NMCAC 2 : Rs 9000 x 250 - 9500**

Cultural Adviser  
Cultural Animator

**50. NELSON MANDELA CENTRE FOR AFRICAN  
CULTURE (Contd.)**

- NMCAC 3 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 9750**  
Handy Worker (Semi Skilled)  
*formerly Handyman (Semi Skilled)*
- NMCAC 4 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver/Handy Worker  
*formerly Driver Handyman*
- NMCAC 5 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000  
x 300 - 10600 x 400 - 11800**  
Audio Visual/Public Address Operator (New Grade)
- NMCAC 6 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000  
x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator (New Grade)
- NMCAC 7 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk (New Grade)
- NMCAC 8 : Rs 12200 x 400 - 15000 x 500 - 17000**  
Documentation Officer (New Grade)
- NMCAC 9 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 -  
17600**  
Confidential Secretary
- NMCAC 10 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer
- NMCAC 11 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Secretary's Assistant  
Secretary's Assistant (Personal)

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**50. NELSON MANDELA CENTRE FOR AFRICAN  
CULTURE (Contd.)**

**NMCAC 12 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -  
27200**

Administrative Secretary (New Grade)  
Events Management Officer (New Grade)  
Research Officer (New Grade)

**NMCAC 13 : Rs 22400 x 800 - 28000 x 1000 - 30000**

Head, Documentation and Research

**NMCAC 14 : Rs 37000 x 1000 - 39000**

Director

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## 51. OUTER ISLANDS DEVELOPMENT CORPORATION

51.1 The Outer Islands Development Corporation, under the aegis of the Ministry of External Communications, Prime Minister's Office, is responsible, *inter alia*, for the management and development of the Outer Islands and for advising on the development of such activities as may lead to a more economic exploitation of the Outer Islands.

51.2 The Chief Executive of the Corporation is the General Manager who is responsible for the execution of the policy of the Board and for the control and management of the day-to-day business. The Resident Manager assists the General Manager in the management of the islands.

### **Agalega**

51.3 Agalega is situated at 1000 kms North of Mauritius and comprises two islands with a total area of 2600 hectares and its main crop is coconut. Money has been introduced on the island in year 2002, and transactions are done through the Post Office Savings Bank.

### **St Brandon Islands**

51.4 The St Brandon Islands comprise 28 islets. At present, there is no permanent resident in St Brandon but fishermen engaged by a private company while on fishing trips stay there temporarily. A Blueprint on the "future development of St Brandon" is underway.

51.5 At present, the organisation structure of the Corporation has the following sections: Administration, Project Management, Finance and Marketing. With the advent of socio-economic activities in Agalega and St Brandon islands, there is need to review the structure to enable the organisation to meet its objectives.

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**ADMINISTRATION SECTION****Administrative Assistant (New Grade)**

51.6 Today the Administrative Manager looks after the day-to-day running of the Organisation and he is assisted by a Clerical Officer. With the increasing number of projects underway, administrative work has increased. We are providing for an additional level to give assistance to the Administrative Manager.

**Recommendation 1**

**51.7 We recommend the creation of a grade of Administrative Assistant to be recruited from among candidates possessing a post 'A' Level Diploma in Management/ Administration or an equivalent qualification and reckoning at least three years' experience in administrative duties.**

51.8 Incumbent would be required, *inter alia*, to assist the Administrative Manager in duties relating to the Board and its Sub-Committees, act as Secretary of Sub-Committees as and when required and assist in the administration and implementation of policies.

**Secretary****Assistant Secretary**

51.9 The posts of Secretary and Assistant Secretary are at present vacant. With the creation of the grade of Administrative Assistant, the need for filling these posts does not arise

**Recommendation 2**

**51.10 We recommend that the posts of Secretary and Assistant Secretary be abolished.**

**Office Co-ordinator**

51.11 At present, the Office Co-ordinator is responsible, *inter alia*, for the proper running of the registry; ensuring follow up action on correspondence, drafting of letters and organising in house training to junior staff. With new projects coming up, the Office Co-ordinator will also have to ensure judicious use of equipment and vehicles; make arrangements for their proper maintenance and organise transport for official purposes.

**Recommendation 3**

**51.12 We recommend that the scheme of service of Office Co-ordinator be amended to include these additional duties which have been taken into consideration in arriving at the salary recommended for the grade.**

**Personnel Officer (New Grade)**

51.13 Duties related to personnel are being performed by the Public Relations Officer. For effective human resource management there is need to create an appropriate level to deal with duties related to human resource matters, Labour Legislations, recruitment, appointment, training, promotion, retirement and staff discipline, etc.

**Recommendation 4**

**51.14 We recommend the creation of a grade of Personnel Officer to be recruited from among candidates possessing a post 'A' Level Diploma in Human Resource Management or an equivalent qualification. Candidates should also reckon three years' experience in personnel matters.**

**PROJECT MANAGEMENT SECTION**

**Project Officer**

51.15 The Project Management Section is responsible for the preparation, implementation, monitoring and evaluation of projects, and coordination with Ministries/Departments in relation to their fundings.

51.16 At present, the Section is headed by a Project Officer who is a registered engineer. The infrastructural projects for which the Project Officer is responsible both at Agalega and St Brandon, i.e. airstrip, harbour development etc., are more of an engineering nature. In order to reflect the duties and responsibilities devolving on the incumbent, we are restyling the grade.

**Recommendation 5**

**51.17 We recommend that the grade of Project Officer be restyled Engineer/Senior Engineer and the qualification requirements be amended so that in future recruitment to the grade be made from among Engineers (Civil) who are registered with the Council of Professional Engineers.**



**Development Officer (New Grade)**

51.18 We are reinforcing the Project Management Section with the creation of an additional grade.

**Recommendation 6**

**51.19 We recommend the creation of a grade of Development Officer to be recruited from among candidates possessing a Degree in Economics or Management or in a related field and having experience in the co-ordination and development of projects.**

51.20 Incumbent would be required, *inter alia*, to carry out survey and identify development projects on the outer islands, assist in the preparation, formulation and monitoring of projects, liaise with consultants, suppliers and other parties with respect to project developments, follow-up, etc.

**MARKETING SECTION****Purchasing and Marketing Assistant (New Grade)**

51.21 This Section is responsible for the receipt of agricultural products from Agalega, the disembarkation and their storage prior to being marketed. Furthermore, it also receives equipment from Agalega which needs repairs and maintenance before being shipped back.

51.22 At present, only a Purchasing and Marketing Officer/Senior Purchasing and Marketing Officer is responsible for the marketing functions. We are providing for a new level.

**Recommendation 7**

**51.23 We recommend the creation of a grade of Purchasing and Marketing Assistant to be recruited from among candidates possessing a Cambridge School Certificate with credits in at least five subjects including English, French, Mathematics or Principles of Accounts. Candidates should have experience in marketing duties.**

- 51.24 Incumbent would be required, *inter alia*, to assist the Purchasing and Marketing Officer/Senior Purchasing and Marketing Officer in checking, handling and storing and packing of goods prior to shipment for Agalega and marketing the produce of the outer islands.

#### **Safety and Health Officer/Welfare Officer (New Grade)**

- 51.25 There are about 150 employees, posted in Agalega who are involved mainly in agriculture, construction industry or in loading and unloading of goods at the wharf. In the performance of their duties, these employees are exposed to risk of injuries. There is need for an officer who is conversant with safety and health measures to implement the safety and health legislations. However, as the volume of work in respect of safety and health measures would not necessitate the employment of a Safety and Health Officer on a full time basis, incumbent would also be required to perform duties related to the organisation of social, recreational and leisure activities for the welfare of the inhabitants.

#### **Recommendation 8**

- 51.26 We recommend the creation of a grade of Safety and Health Officer/Welfare Officer to be recruited from among candidates possessing the Diploma in Occupational Health and Safety as laid down in the Occupational Safety, Health and Welfare Act or an equivalent qualification.**

#### **Inducement Allowance**

- 51.27 At present, Mauritian officers recruited on a contract basis to serve in established posts on the Islands of Agalega, are paid an inducement allowance equivalent to 25% of their monthly salary as an incentive.
- 51.28 Representations have been made that this inducement allowance should be aligned on that obtaining for officers in the Civil Service posted there on a tour of service.

**Recommendation 9**

**51.29** We recommend that officers on contract posted to Agalega Islands to serve for a period of not less than 6 months should be paid an inducement allowance equivalent to 50% of their monthly salary.

**51. OUTER ISLANDS DEVELOPMENT CORPORATION****SALARY SCHEDULE**

<b>OIC 1</b>	<b>:</b>	<b>Rs. 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>OIC 2</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver
<b>OIC 3</b>	<b>:</b>	<b>Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Head Office Attendant
<b>OIC 4</b>	<b>:</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Telephone Operator/Receptionist
<b>OIC 5</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800</b> Clerk Assistant
<b>OIC 6</b>	<b>:</b>	<b>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600</b> Assistant Stores Officer
<b>OIC 7</b>	<b>:</b>	<b>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Purchasing and Marketing Assistant (New Grade)
<b>OIC 8</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk Clerk/ Word Processing Operator

**51. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd.)**

- OIC 9 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Data Records Officer
- OIC 10 : Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Maintenance Technician
- OIC 11 : Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Works Officer
- OIC 12 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Assistant Accounts Officer  
Field Supervisor  
Purchasing and Supply Officer  
*formerly Stores Officer*
- OIC 13 : Rs 10000 x 300 - 10600 x 400 - 15000**  
Public Relations Officer
- OIC 14 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000**  
Office Coordinator
- OIC 15 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- OIC 16 : Rs 11800 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Senior Maintenance Technician
- OIC 17 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Safety and Health Officer/Welfare Officer (New Grade)  
Administrative Assistant (New Grade)

**51. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd.)**

- OIC 18 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Personnel Officer (New Grade)
- OIC 19 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Accounts Officer/Senior Accounts Officer  
Purchasing and Marketing Officer/Senior Purchasing and  
Marketing Officer
- OIC 20 : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -  
21600**  
Assistant Resident Manager
- OIC 21 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -  
23200**  
Agricultural Development Officer
- OIC 22 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -  
27200**  
Development Officer (New Grade)
- OIC 23 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 -  
30000**  
Accountant/Senior Accountant  
*formerly Accountant*  
Administrative Manager  
Internal Auditor/Senior Internal Auditor  
*formerly Internal Auditor*
- OIC 24 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 -  
30000**  
Engineer/Senior Engineer  
*formerly Project Officer*
- OIC 25 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Resident Manager
- OIC 26 : Rs 42500**  
General Manager

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## **52. PRE-SCHOOL TRUST FUND**

- 52.1 Set up under Act No. 41 of 1984, the Pre-School Trust Fund (PSTF) is required to assist in promoting and providing pre-school education and services, support activities initiated by the Ministry of Education and Scientific Research, non-governmental pre-school organisations and local authorities, encourage teacher education, activities and research in the pre-school sector as well as the production of learning aids for pre-school children. It also promotes the general welfare of pre-school children, pre-school teachers and child care workers.
- 52.2 The PSTF started operating as from 1 March 1985 when it took over the pre-school activities which were being performed by the Joint Child Health and Education Project. All the staff which included 12 teachers, 2 assistant teachers and the non-teaching staff were brought under the establishment of the Fund. In July 1992, the pre-primary teachers of the Sugar Industry Labour Welfare Fund schools were transferred to the PSTF to help in the set up and the re-organisation of the pre-primary schools. Following a Government decision in July 2000, 376 pre-primary school teachers and non-teaching staff who were previously employed by the Parent-Teacher Associations of pre-primary schools attached to Government Primary Schools were given employment under a two-year contract by the PSTF.
- 52.3 The mission of the PSTF is to provide equal access for all children to quality pre-schooling, including those at risk of delayed development and with disabilities, through a child-centred and play-based approach, with the active involvement of parents.
- 52.4 As reforms in the pre-primary sector have not yet been implemented, we are reviewing the pay structure on the basis of the existing organisational levels.

## 52. PRE-SCHOOL TRUST FUND

### SALARY SCHEDULE

<b>PSTF 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b>	General Worker <i>formerly General Office/Premises Worker</i>
<b>PSTF 2</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b>	Attendant
<b>PSTF 3</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7850</b>	Caretaker
<b>PSTF 4</b>	<b>:</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 8800</b>	Caretaker (Personal to Officers in post at 30.6.93)
<b>PSTF 5</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800</b>	Teacher
<b>PSTF 6</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b>	Clerk/Word Processing Operator
<b>PSTF 7</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b>	Accounts Clerk Liaison Officer
<b>PSTF 8</b>	<b>:</b>	<b>Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500</b>	Teacher Educator/Supervisor
<b>PSTF 9</b>	<b>:</b>	<b>Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 21600</b>	Secretary/Treasurer

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### **53. PRIVATE SECONDARY SCHOOLS AUTHORITY**

- 53.1 The Private Secondary Schools Authority (PSSA) operates under the aegis of the Ministry of Education and Scientific Research. Its main objectives are to promote and encourage education in secondary or pre-vocational schools; set up and operate, with the Minister's approval, schemes to provide aid; control the manner in which and the purposes for which aid is made use of; ensure that the terms and conditions of employment of staff in secondary or pre-vocational schools are fair and reasonable; effect payment of grants properly accruing to secondary or pre-vocational schools; register and inspect secondary or pre-vocational schools, their principals, managers and teachers.
- 53.2 At present, a total of 109 private secondary schools in Mauritius and Rodrigues are registered with the Authority.
- 53.3 The Director is the chief executive of the organisation, the activities thereof are organised under different sections namely Administrative, Finance, Stores, IT and Inspectorate. With the reforms in the education sector, the pedagogical inspection of secondary schools (State and Private) is now centralised under the responsibility of the parent Ministry whereas the inspection for infrastructure and other requirements concerning physical conditions of schools are still under the responsibility of the PSSA.
- 53.4 With the on-going reforms in the Education Sector and the need to redefine the objectives of the Authority, a study on the organisation structure and functioning was carried out by the MAB. The Report of the MAB is at present being examined by the Ministry of Education and Scientific Research. Pending decisions on the recommendations of the MAB, we are reviewing the salaries on the basis of the existing organisation structures in the context of the general framework adopted for this Review.



**53. PRIVATE SECONDARY SCHOOLS AUTHORITY****SALARY SCHEDULE**

<b>PSSA 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Office/Premises Worker</i>
<b>PSSA 2</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Handy Worker <i>formerly Handyman</i>
<b>PSSA 3</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>PSSA 4</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Gardener Office Attendant
<b>PSSA 5</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Senior Gardener
<b>PSSA 6</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver
<b>PSSA 7</b>	<b>:</b>	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Binder
<b>PSSA 8</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant
<b>PSSA 9</b>	<b>:</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephone Operator
<b>PSSA 10</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Word Processing Operator

**53. PRIVATE SECONDARY SCHOOLS AUTHORITY (Contd.)**

- PSSA 11 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer
- PSSA 12 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Senior Word Processing Operator
- PSSA 13 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Finance Officer  
Executive Officer  
Stores Officer
- PSSA 14 : Rs 11400 x 400 - 15000 x 500 - 16000**  
Office Supervisor
- PSSA 15 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- PSSA 16 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Computer Officer  
Finance Officer  
Higher Executive Officer  
Higher Stores Officer
- PSSA 17 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Finance Officer
- PSSA 18 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Principal Finance Officer
- PSSA 19 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Assistant

**53. PRIVATE SECONDARY SCHOOLS AUTHORITY (Contd.)**

- PSSA 20 : Rs 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Supervisor/Senior Supervisor
- PSSA 21 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Inspector
- PSSA 22 : Rs 28000 x 1000 - 34000**  
Finance Manager  
Senior Inspector
- PSSA 23 : Rs 32000 x 1000 - 39000**  
Principal Inspector  
Secretary
- PSSA 24 : Rs 40000**  
Deputy Director
- PSSA 25 : Rs 47500**  
Director

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**54. PUBLIC OFFICERS' WELFARE COUNCIL**

- 54.1 Set up as a body corporate in 1992, the Public Officers' Welfare Council operates under the aegis of the Ministry of Civil Service Affairs and Administrative Reforms. Its mission is to promote the welfare of public officers.
- 54.2 During the past decade, the Council has been organising an array of activities like sport competitions, aerobics courses, cultural, literary and social events. It has made Internet facilities accessible to public officers during lunch time and set up "Le Flamboyant" club for retired Public Officers and for those nearing retirement. The club serves as a platform for meeting and sharing views on various topics of common concern and in this context, organises welfare activities for public officers and their families.
- 54.3 The Council is presently managed and administered by a Board, and officers from the Ministry of Civil Service Affairs and Administrative Reforms have been seconded to provide their services.
- 54.4 The present arrangement is giving satisfaction and we recommend that this should continue.

**54. PUBLIC OFFICERS' WELFARE COUNCIL**

**SALARY SCHEDULE**

**POWC 1 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**

Organising Secretary

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## 55. ROAD DEVELOPMENT AUTHORITY

- 55.1 The Road Development Authority (RDA), a body corporate established by Act No. 6 of 1998, operates under the aegis of the Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division).
- 55.2 The Authority is responsible for the construction, care, maintenance and improvement of motorways and main roads and its main functions are, *inter alia*, to plan, design and supervise the construction of roads intended to be classified as motorways and main roads; carry out, or cause to be carried out, the upgrading of motorways and main roads and their routine and periodic maintenance; maintain existing bridges, tunnels and associated works on motorways and main roads; plan, design and supervise the construction and reconstruction of bridges, tunnels and associated works on motorways and main roads; advise the Minister on the formulation of a road development policy; prepare and implement road development schemes; and conduct and co-ordinate research and investigation on materials required for road construction.
- 55.3 The Road Development Authority is managed by a Board and headed by a General Manager who is responsible for the execution of the policy of the Board and for the control and management of the day-to-day business of the Authority.
- 55.4 To enable the Road Development Authority to start its operation, the post of General Manager was established and thereafter the post of Deputy General Manager, Financial Controller, and Administrative Manager were created.
- 55.5 With regard to the professional, engineering and technical staff, inspectorate and other supporting personnel of the workmen's group, these were in the first instance drawn from the Ministry of Public Infrastructure on temporary transfer.
- 55.6 As the activities of the organisation have started to develop, grades at the professional, technical and supportive levels have been created on the permanent and pensionable establishment to meet operational requirements.

**55. ROAD DEVELOPMENT AUTHORITY****SALARY SCHEDULE**

<b>RDA 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>RDA 2</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Lorry Loader
<b>RDA 3</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Chainman Sprayerman Stores Attendant Tradesman's Assistant
<b>RDA 4</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>RDA 5</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Herbicide Sprayerman Office Attendant
<b>RDA 6</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Plant and Equipment Operator
<b>RDA 7</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
<b>RDA 8</b>	<b>:</b>	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Poler
<b>RDA 9</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Gangman Leading Hand

**55. ROAD DEVELOPMENT AUTHORITY (Contd.)**

- RDA 10 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Blacksmith  
Carpenter  
Mason  
Painter  
Welder
- RDA 11 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- RDA 12 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator
- RDA 13 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Driver (Heavy Vehicles above 5 tons)  
Driver (Mechanical Unit)
- RDA 14 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Laboratory Attendant
- RDA 15 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Plan Printing Operator
- RDA 16 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Senior Gangman
- RDA 17 : Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Head Poler

**55. ROAD DEVELOPMENT AUTHORITY (Contd.)**

- RDA 18 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- RDA 19 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer
- RDA 20 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Chief Blacksmith  
Chief Carpenter  
Chief Mason  
Chief Painter  
Chief Welder  
Foreman
- RDA 21 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Senior Laboratory Attendant
- RDA 22 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Assistant Inspector of Works
- RDA 23 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Senior Word Processing Operator
- RDA 24 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Executive Officer  
Purchasing and Supply Officer
- RDA 25 : Rs 11400 x 400 - 15000 x 500 - 16000**  
Office Supervisor



**55. ROAD DEVELOPMENT AUTHORITY (Contd.)**

- RDA 26 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Draughtsman
- RDA 27 : Rs 12200 x 400 - 15000 x 500 - 17000**  
Inspector of Works
- RDA 28 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- RDA 29 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer  
Assistant Personnel Officer  
Higher Executive Officer  
Higher Purchasing and Supply Officer
- RDA 30 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Technical Officer (Civil Engineering)  
Technical Officer (Materials Testing Laboratory)
- RDA 31 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Senior Draughtsman  
Senior Inspector of Works
- RDA 32 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Personnel Officer  
Senior Accounts Officer  
Senior Purchasing and Supply Officer
- RDA 33 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 22400**  
Office Superintendent
- RDA 34 : Rs 17600 x 600 - 20000 x 800 - 23200**  
Chief Inspector of Works  
Senior Technical Officer (Civil Engineering)  
Senior Technical Officer (Materials Testing Laboratory)

**55. ROAD DEVELOPMENT AUTHORITY (Contd.)**

- RDA 35 : Rs 17600 x 600 - 20000 x 800 - 24000**  
Principal Draughtsman
- RDA 36 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Officer  
Surveyor
- RDA 37 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant  
Internal Auditor
- RDA 38 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Manager (Civil Engineering)
- RDA 39 : Rs 21600 x 800 - 27200**  
Materials Testing Officer  
Principal Technical Officer (Civil Engineering)  
Superintendent of Works
- RDA 40 : Rs 21600 x 800 - 28000 x 1000 - 29000**  
Chief Draughtsman
- RDA 41 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Manager
- RDA 42 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Senior Manager (Civil Engineering)  
Senior Surveyor
- RDA 43 : Rs 28000 x 1000 - 34000**  
Assistant Divisional Manager (Civil Engineering)  
Financial Controller  
Head Surveyor
- RDA 44 : Rs 32000 x 1000 - 39000**  
Divisional Manager (Civil Engineering)

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**55. ROAD DEVELOPMENT AUTHORITY (Contd.)**

**RDA 45 : Rs 42500**  
Deputy General Manager

**RDA 46 : Rs 47500**  
General Manager

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## **56. SMALL AND MEDIUM INDUSTRIES DEVELOPMENT ORGANISATION**

- 56.1 Established in 1993, the Small and Medium Industries Development Organisation (SMIDO) caters for the development of small and medium enterprises (SME) with a view to enhancing the inputs of such enterprises in the overall industrial development of Mauritius and Rodrigues. Its mission is, therefore, to promote the development of SMEs and enhance their competitiveness.
- 56.2 Recently, Government has introduced a series of measures to encourage the development of small and medium enterprises in order to generate employment in the country. SMIDO is now exploiting economic opportunities abroad by encouraging Mauritian entrepreneurs to enter into joint ventures with overseas' partners to benefit from their know-how and access to their markets. In this context, it is providing facilities to benefit from the African Growth and Opportunity Act (AGOA), the Cotonou Agreement and the Southern African Development Community/Common Market for Eastern and Southern Africa (SADC/COMESA), amongst others. SMIDO is also encouraging foreign direct investment in SMEs for both the regional and global markets.
- 56.3 The structure comprises five units: Administrative and Finance, Training/Consultancy and Benchmarking, Business Facilitation and Counselling, Technical Services and Marketing and Information Services. We are reinforcing the Marketing and Information Services Unit to enable SMIDO to meet its objectives more effectively.

### **Assistant Manager (I.T) (New Grade)**

- 56.4 The Marketing and Information Services Unit would be responsible for the formulation of policies and design of strategies for SMEs' projects. At present, an Information Technology Officer is responsible for developing and maintaining an effective computerised information system for the growth of SMIDO and SMEs in general. We are providing a new grade which would be responsible, among others, for all IT matters within SMIDO, and assist in the formulation of policies and in the preparation of yearly action plans, follow up and evaluation of

projects, assist SMEs in IT Training and consultancy and carry out research in latest IT technologies for dissemination in the SME sector.

### Recommendation 1

**56.5 We recommend the creation of a grade of Assistant Manager (Information Technology). Recruitment thereto should be made from among holders of a post 'A' Level Degree in Information Technology or equivalent qualification and having at least three years' post qualification experience in Information Technology.**

### Technical Assistant

56.6 The Technical Assistants, apart from their prescribed duties, are also required to operate and maintain sophisticated modern equipment and machineries. They are being paid a monthly allowance of Rs 1000.

### Recommendation 2

**56.7 We recommend that the monthly allowance payable to Technical Assistants be revised to Rs 1200.**

## 56. SMALL AND MEDIUM INDUSTRIES DEVELOPMENT ORGANISATION

### SALARY SCHEDULE

<b>SMI 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b>
		General Worker <i>formerly General Field and Office/Premises Worker</i> <i>General Office/Premises Worker</i>
<b>SMI 2</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b>
		Stores Attendant <i>formerly Storeman</i>
<b>SMI 3</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b>
		Office Attendant

**56. SMALL AND MEDIUM INDUSTRIES DEVELOPMENT  
ORGANISATION (Contd.)**

<b>SMI 4</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver <i>formerly Driver/Office Attendant</i>
<b>SMI 5</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Clerk/Word Processing Operator (Rodrigues) Receptionist/Word Processing Operator Word Processing Operator
<b>SMI 6</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer
<b>SMI 7</b>	<b>:</b>	<b>Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200</b> Technical Assistant
<b>SMI 8</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Executive Officer Purchasing and Supply Officer <i>formerly Stores Officer</i>
<b>SMI 9</b>	<b>:</b>	<b>Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Confidential Secretary
<b>SMI 10</b>	<b>:</b>	<b>Rs 12200 - 400 - 15000 x 500 - 17000 x 600 - 17600</b> Documentation Officer
<b>SMI 11</b>	<b>:</b>	<b>Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Accounts Officer
<b>SMI 12</b>	<b>:</b>	<b>Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200</b> Business Development Officer Technical Development Officer

**56. SMALL AND MEDIUM INDUSTRIES DEVELOPMENT  
ORGANISATION (Contd.)**

- SMI 13 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Information Technology Officer
- SMI 14 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 -  
30000**  
Administrative Secretary  
Assistant Manager  
Assistant Manager (IT) (New Grade)
- SMI 15 : Rs 32000 x 1000 - 39000**  
Manager
- SMI 16 : Rs 47500**  
Director

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## 57. SMALL PLANTERS WELFARE FUND

- 57.1 The Small Planters Welfare Fund (SPWF) was set up by Act No. 12 of 2002 as a body corporate to advance and promote the welfare of small planters and their families. With a view to achieving this objective the Fund, *inter alia*, manages and optimises its financial and other resources; sets up and develops schemes and projects, including schemes in respect of loans or other financial assistance; creates special funds to operate any scheme set up by its board and receives contributions from small planters.
- 57.2 Small planters comprise those registered with the Fund and growing sugar-cane, tea, tobacco or food crops including fruit and ornamentals on an extent of land not exceeding 10 hectares. To meet their needs in terms of assistance and projects, the fund proposes to develop certain schemes including Crop Insurance, Pension, Scholarship and Medical Cover.
- 57.3 The Fund is at present headed by the Manager who is the Chief Executive Officer responsible for the execution of its policy and for the control and management of its day to day business. The supporting services are provided by staff on secondment from the Ministry of Agriculture, Food Technology and Natural Resources.
- 57.4 With the coming up of the Non-Sugar Sector Strategic Plan, activities of the SPWF will gradually increase. To meet the functional requirements of the Fund particularly at its embryonic stage, the organisation needs a basic staffing structure of its own with appropriate multi-functional grades. We are, therefore, providing for new grades to kick-start the activities of the Fund.

### Recommendation

- 57.5 **We recommend the creation of the following new grades on the establishment of the Small Planters Welfare Fund: Marketing Officer, Technical Officer, Confidential Secretary, Internal Controller, Accounts Clerk, Executive Officer, Purchasing and Supply Officer, Clerk/Word Processing Operator, and Driver/Office Attendant.**



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**Marketing Officer**

**57.6 Recruitment to the grade of Marketing Officer should be made by selection from among candidates possessing a post ‘A’ Level Degree in Marketing or Management or a Membership of the Chartered Institute of Marketing, from a recognised institution. Candidates should be extrovert, conversant with IT and have excellent organisational, communication and interpersonal skills.**

57.7 The Marketing Officer would, *inter alia*, be required to develop schemes and projects set up by the Board, interact with the planting community to identify appropriate schemes for the welfare of the planting community and assist in identifying, planning and organising training programmes for the staff and planters.

**Technical Officer**

**57.8 Recruitment to the grade of Technical Officer should be made by selection from among candidates possessing a Diploma in Agriculture from a recognised institution. In addition candidates need to be conversant with IT and should have good organisational skills.**

57.9 Incumbent would, amongst others, assist the Marketing Officer to set up and develop schemes and projects; interact with the planting community; carry out field inspection; collect data regarding crops under cultivation; and identify, plan and organise training required by planters.

**Confidential Secretary**

**57.10 Appointment to the grade of Confidential Secretary should be made by selection from among Word Processing Operators reckoning at least four years’ experience, showing qualities of trustworthiness, discretion, maturity, tact and initiative and who are capable of dealing with members of the public.**

57.11 Incumbent would, amongst others, perform general secretarial duties, make appointments and deal with enquiries.

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**Internal Controller**

**57.12 Recruitment to the grade of Internal Controller should be made by selection from among serving officers possessing the Cambridge Higher School Certificate; a pass at the ACCA Level 1; and reckoning at least two years' experience in accounting and audit duties.**

57.13 The appointed candidate would, amongst others, be required to carry out Internal Audit of all financial and stores transactions, be in charge of the Internal Audit Section and maintain an adequate internal control system.

**Accounts Clerk**

**57.14 Recruitment to the grade of Accounts Clerk should be made by selection from among candidates possessing the Cambridge Higher School Certificate with passes in at least two subjects at Principal Level including Accounting and reckoning one year's experience in accounting duties. Candidates should be computer literate.**

57.15 The Accounts Clerk would, *inter alia*, be responsible for the accounting and financial duties of the organisation.

**Executive Officer**

**57.16 Recruitment to the grade of Executive Officer should be made by selection from among Clerical Officer/Higher Clerical Officers possessing passes in at least two subjects at the General Certificate of Education 'A' Level and having at least four years' experience in the grade.**

57.17 The duties of the Executive Officer would be, *inter alia*, to provide support in general administration and human resource management issues, be responsible for the proper running of a small unit, co-ordinate and monitor work of junior staff, act as Secretary in Committees, assist in the organisation of official functions and activity, and undertake simple data and word processing operations.

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**Purchasing and Supply Officer**

**57.18 Recruitment to the grade of Purchasing and Supply Officer should be made by selection from among Clerical Officer/Higher Clerical Officers having four years' experience.**

57.19 The Purchasing and Supply Officer would, amongst others, be responsible for stores management, stock control, ordering and purchasing and the setting up of a proper internal control system for the Stores Section.

**Clerk/Word Processing Operator**

**57.20 Recruitment to the grade of Clerk/Word Processing Operator should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts; or an equivalent qualification; a Certificate in Typewriting at a speed of at least 25 words per minute and a Certificate in Word/Data Processing from a recognised institution.**

57.21 Incumbent would be required to perform general clerical and typing duties amongst others.

**Driver/Office Attendant**

**57.22 Recruitment to the grade of Driver/Office Attendant should be made by selection from among candidates possessing the Certificate of Primary Education with good eye-sight, ability to read and write and possessing a valid driving licence for cars, jeeps, goods vehicles and tractors with pneumatic tyres.**

57.23 The Driver/Office Attendant would, *inter alia*, be responsible for driving the organisation's vehicle, carrying out simple repairs and maintenance tasks, cleaning premises, running errands, watching premises during business hours and operating a simple telephone switchboard.

**57. SMALL PLANTERS WELFARE FUND**

**SALARY SCHEDULE**

**SPWF 1 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**

Driver/Office Attendant

**SPWF 2 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000  
x 300 - 10600 x 400 - 13400**

Clerk/Word Processing Operator

**SPWF 3 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**

Accounts Clerk  
Executive Officer  
Purchasing and Supply Officer

**SPWF 4 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000  
x 600 - 17600**

Internal Controller

**SPWF 5 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 -  
17600**

Confidential Secretary

**SPWF 6 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**

Technical Officer

**SPWF 7 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -  
27200**

Marketing Officer

**SPWF 8 : Rs 35000 x 1000 - 37000**

Manager

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**58. ST ANTOINE PLANTERS CO-OPERATIVE TRUST**

- 58.1 The St Antoine Planters Co-operative Trust (The Trust) was set up by Act No. 28 of 1994 for the benefit of all planters cultivating not more than 6.5 hectares of land falling within the factory area of the former St Antoine Sugar Factory. It became operational in March 1996.
- 58.2 The objectives of the Trust are, amongst others, to receive and manage funds obtained from the Societé Usinière de St Antoine; provide loans to planters for agricultural activities; devise and implement irrigation projects; provide assistance for harvest of sugar canes and acquisition of farm equipment and provide support services to agricultural co-operative societies in which the planters are members.
- 58.3 There are only two grades on the establishment of the Trust - the Secretary/Manager, responsible for the day-to-day management of the Trust and the Clerk/Word Processing Operator, presently vacant. Supporting services including typing, messengerial and cleaning are being provided by the employees of the Farmers' Service Centre against payment of appropriate allowances.
- 58.4 The present staffing structure and the arrangements made for supporting services are appropriate, the moreso because of the mandatory provision to contain management cost at a level not exceeding one per cent of the Trust's fund. We are, therefore, maintaining them.

**58. ST ANTOINE PLANTERS CO-OPERATIVE TRUST**

**SALARY SCHEDULE**

- SPCT 1 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator
- SPCT 2 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Secretary/Manager

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## 59. STATE TRADING CORPORATION

- 59.1 Set up in 1983, the State Trading Corporation (STC) operates under the aegis of the Ministry of Commerce and Co-operatives (Commerce Division) and functions on a commercial basis. The STC is required to provide staple food such as rice and flour at subsidised prices. It has also been entrusted with the responsibility of importing petroleum products and cement with a view to keeping energy, transport and construction costs at reasonable level. Over the years, the magnitude of the organisation's financial and commercial operations has increased enormously.
- 59.2 The activities of the STC are at present organised under the following departments: Administrative, Finance, Trade and Marketing, Information Technology and Supplies.
- 59.3 The Management Audit Bureau and a British Executive Service Overseas Consultant have recently reported on the organisation structures of the STC at the request of Management. On the basis of the findings and recommendations of these reports, Management of STC has made its submissions to the Bureau.
- 59.4 We have studied these submissions in depth and are, in this Report, consolidating the organisation structures by the creation of a few new grades, the merging and restyling of existing ones to reflect the nature of their duties and abolishing others which are now redundant.

### Trade and Marketing Manager

- 59.5 The Commercial Division is at present headed by the Trade and Marketing Manager who has to plan, organise and direct its function, advise the General Manager on policy formulation, organise shipping and market information and research network. To reflect the nature of duties and responsibilities devolving upon the Trade and Marketing Manager, we are restyling the grade.

### Recommendation 1

- 59.6 We recommend that the grade of Trade and Marketing Manager be restyled Commercial Manager.**

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**Assistant Trade and Marketing Manager**

59.7 Representations have been made to the Bureau that the services of the grade of Assistant Trade and Marketing Manager are no longer warranted. As there is nobody in post, we are abolishing the grade.

**Recommendation 2**

**59.8 We recommend that the grade of Assistant Trade and Marketing Manager be abolished.**

**Trade and Marketing Officer**

59.9 With the abolition of the grade of Assistant Trade and Marketing Manager, part of the duties attached to the grade has been included in the proposed scheme of service of Trade and Marketing Officer. On account of the nature of the duties and responsibilities that would devolve upon the incumbent, we are restyling the grade of Trade and Marketing Officer to a more appropriate appellation.

**Recommendation 3**

**59.10 We recommend that the grade of Trade and Marketing Officer be restyled Commercial Analyst.**

59.11 The additional duties included in the scheme of service of the grade of Commercial Analyst have been taken into consideration in arriving at the recommended salary.

**Risk and Projects Manager (New Grade)**

**Risk Management Officer (New Grade)**

59.12 The mission of the Risk and Projects Unit is to mitigate the Commodity Price Risks. It will also be responsible for the compilation and analysis of data, for the monitoring of the import of products, market news related to oil and Liquefied Petroleum Gas (LPG), events and research reports and also for the elaboration of hedging strategies for commodities through different instruments. Given the important role that the unit will have to play, we are making provisions for its proper staffing.

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**Recommendation 4**

**59.13 We recommend the creation of a grade of Risk and Projects Manager and one of Risk Management Officer.**

**Risk and Projects Manager**

**59.14 Recruitment to the grade of Risk and Projects Manager should be made from among holders of a pass at the final examinations required for admission to membership of a recognised professional accounting body or from among those possessing a post 'A' Level Degree in Economics or Finance or International Trade; and a Master's Degree in either Economics, Finance or International Trade with at least two years' experience.**

59.15 The Risk and Projects Manager would be responsible to the General Manager, *inter alia*, for the monitoring of the import of products by the STC and market news related to LPG; elaborating hedging strategies through risk mitigation and sensitivity analysis; advising the Risk Management Steering Committee on the execution of trades with hedge counterparts; and the monitoring, evaluation and follow up of projects.

**Risk Management Officer**

**59.16 The grade of Risk Management Officer should be filled from among candidates possessing a post 'A' Level Degree in either Economics, Finance, Mathematics or Banking together with at least two years' experience in Finance or Banking.**

59.17 Incumbent would be responsible, among others, for compiling data and monitoring oil and LPG related market information, assisting in elaborating hedging strategies, recording and monitoring open-hedged positions, assisting in formulating periodic position and technical papers for the Risk Management Steering Committee.



**Systems Analyst (New Grade)**

59.18 An IT Manager is at the head of the IT Division of the STC. The vision of this Division is to make strategic use of Information and Communication Technologies (ICT) to create a connected organisation through which the different divisions/units will communicate and work together more effectively and where services are delivered to the customers in an accessible and timely manner. To achieve this objective, a good blend of technical skills such as IT Strategic Planning, Project Management, Systems Analysis is necessary. To this end, we are making provision for a new grade to reinforce the IT Division.

**Recommendation 5**

**59.19 We recommend the creation of a new grade of Systems Analyst. Recruitment thereto should be made from among candidates possessing a post 'A' Level Degree in Computer Science together with post qualification experience in systems analysis, database design and operation of multi-user systems.**

59.20 The Systems Analyst would be required, *inter alia*, to analyse, design, implement information systems; perform database and system administration; set up and configure all computer systems; and perform software application maintenance.

**Administrative Secretary**

59.21 At present, the Administrative Division is manned by the Administrative Manager, the Secretary and other General Services staff. Representations have been received for the creation of a new grade of Administrative Secretary to be filled when the post of Administrative Manager and that of Secretary become vacant. The Bureau has given due consideration to the creation of this new level and proposes to differ the matter till the need arises.

**Supplies and Sales Cadre**

59.22 The Supplies and Sales Division of the Corporation is concerned, *inter alia*, with the management of the general stores; receipt and delivery of commodities, weighing, rebagging and other operations. To reflect the nature of the duties performed by officers in this Division, we are restyling all the grades to more appropriate appellations.

**Recommendation 6**

59.23 We recommend that the following grades of the Supplies and Sales Division be restyled as hereunder:-

**Assistant Supplies Officer to Assistant Supplies and Sales Officer**

**Supplies Officer to Supplies and Sales Officer**

**Higher Supplies Officer to Higher Supplies and Sales Officer**

**Senior Supplies Officer to Senior Supplies and Sales Officer**

**Principal Supplies Officer to Principal Supplies and Sales Officer**

**Chief Supplies Officer to Chief Supplies and Sales Officer**

**Accounting Technician (New Grade)**

59.24 In view of new development at the State Trading Corporation, the role of the Finance Division has evolved. To cope with the nature of work and to strengthen the staff structure of the Finance Division, we are creating a new grade of Accounting Technician. An incumbent in the grade may also be posted to reinforce the Audit Division.

**Recommendation 7**

59.25 We recommend the creation of a new grade of Accounting Technician which should be filled from among candidates possessing a pass in at least four subjects at Level 2 of the ACCA examination. Officers in the grade should possess the level 2 of the ACCA examination in order to proceed beyond the Qualification Bar (QB) inserted in the recommended salary scale.

59.26 Incumbent would be required, *inter alia*, to prepare and examine vouchers, process payroll and arrange for payment of salaries and deductions, collect and examine revenue and make remittances to bank, maintain financial costing and budget records and prepare cash flows for foreign currency accounts. When posted in the Audit Division, incumbent would, *inter alia*, assist the Senior Internal Auditor and Internal Auditor in the day-to-day management of audit assignments; determine the extent of compliance with established rules, regulations and policies of the Corporation and ascertain that statutory provisions and regulations are being complied with.

### **Senior Technical Officer**

59.27 The Senior Technical Officer is responsible, *inter alia*, for the management of the Maintenance Division of the Corporation, the upkeep of buildings and physical assets and for evaluating, monitoring and coordinating of maintenance works. In view of these duties, we are restyling the grade to reflect the nature of duties and responsibilities devolving upon it.

### **Recommendation 8**

**59.28 We recommend that the grade of Senior Technical Officer be restyled Senior Technical and Facilities Officer.**

### **General Field and Office/Premises Worker**

#### **Warehouseman**

#### **Lift Operator**

59.29 Representations have been made to the Bureau that in pursuance of its objective of compression of grades for an effective use of human resources and ensuring availability of staff for multiple functions, a polyvalent grade would be more appropriate to carry out duties at present devolving upon the three different grades of General Field and Office/Premises Worker, Warehouseman and Lift Operator. We are, therefore, providing for a merged grade and granting a personal salary to the Lift Operator in post.

**Recommendation 9**

**59.30** We recommend that:

- (a) the grades of General Field and Office/Premises Worker and Warehouseman be merged and restyled Handy Worker;
- (b) the scheme of service of the grade of Handy Worker be enlarged to include the duties related to lift operation; and
- (c) the grade of Lift Operator be abolished on vacancy.

**59.31** The duties and responsibilities of the grade of Handy Worker have been taken into account in arriving at the salary recommended for the grade.

## 59. STATE TRADING CORPORATION

### SALARY SCHEDULE

<b>STC 1</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b>	Handy Worker <i>formerly General Field and Office/Premises Worker Warehouseman</i>
<b>STC 2</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b>	Lift Operator (Personal)
<b>STC 3</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b>	Watchman
<b>STC 4</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b>	Office Attendant
<b>STC 5</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 8400</b>	Granary Operative
<b>STC 6</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b>	Driver

**59. STATE TRADING CORPORATION**

- STC 7 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Blacksmith  
Carpenter  
Electrician  
Fitter  
Mason  
Painter  
Welder
- STC 8 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- STC 9 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600**  
Forklift Driver
- STC 10 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator
- STC 11 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Assistant Supplies and Sales Officer  
*formerly Assistant Supplies Officer*
- STC 12 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- STC 13 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer
- STC 14 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Chief Tradesman (Fitter)  
Foreman

**60. STATE TRADING CORPORATION**

- STC 15 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Senior Word Processing Operator
- STC 16 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Executive Officer  
Supplies and Sales Officer  
*formerly Supplies Officer*
- STC 17 : Rs 12600 x 400 - 15000**  
Workshop Supervisor
- STC 18 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- STC 19 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer  
Assistant Personnel Officer (Personal)  
Computer Officer  
Higher Executive Officer  
Higher Supplies and Sales Officer  
*formerly Higher Supplies Officer*
- STC 20 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Safety and Health Officer/Senior Safety and Health Officer  
*formerly Safety & Health Officer*
- STC 21 : Rs 12600 x 400 - 15000 x 500 - 17000 QB 17600 x 600 - 19400**  
Accounting Technician (New Grade)
- STC 22 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Personnel Officer  
Senior Accounts Officer  
Senior Supplies and Sales Officer  
*formerly Senior Supplies Officer*

**59. STATE TRADING CORPORATION**

- STC 23 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Senior Technical and Facilities Officer  
*formerly Senior Technical Officer*
- STC 24 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Principal Supplies and Sales Officer  
*formerly Principal Supplies Officer*
- STC 25 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Internal Auditor
- STC 26 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Systems Analyst (New Grade)
- STC 27 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Accountant/Senior Accountant  
*formerly Accountant*  
Commercial Analyst  
*formerly Trade and Marketing Officer*  
Risk Management Officer (New Grade)
- STC 28 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Human Resource Manager  
Secretary (Personal)  
Senior Accountant (Personal)
- STC 29 : Rs 22400 x 800 - 28000 x 1000 - 31000**  
Senior Internal Auditor
- STC 30 : Rs 24000 x 800 - 28000 x 1000 - 31000**  
Chief Supplies and Sales Officer  
*formerly Chief Supplies Officer*
- STC 31 : Rs 22400 x 800 - 28000 x 1000 - 34000**  
IT Manager

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**59. STATE TRADING CORPORATION**

**STC 32 : Rs 32000 x 1000 - 39000**

Administrative Manager (Personal)

Commercial Manager

*formerly Trade and Marketing Manager*

Financial Manager

Risk and Projects Manager (New Grade)

**STC 33 : Rs 47500**

General Manager

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## 60. STATUTORY BODIES FAMILY PROTECTION FUND

- 60.1 The Widows' and Orphans' (Statutory Bodies) Pension Fund founded in 1965 to run a family pension scheme for employees of Parastatal Bodies and Local Authorities and to provide assistance to the widow and eligible children of deceased associates, was renamed the Statutory Bodies Family Protection Fund by virtue of the Widows' and Orphans' (Statutory Bodies) Pension Fund (Amendment) Act No. 29 of 1993. Following this enactment, female officers are admitted to the Fund as associates.
- 60.2 The present organisation structure is appropriate and needs no major change. However, the grade of Word Processing Operator is being absorbed into the grade of Clerk/Word Processing Operator.

### Clerk/Word Processing Operator

- 60.3 The Word Processing Operators are performing similar duties as the Clerk/Word Processing Operators. In view thereof, the need is not felt to have two grades performing similar duties. We are, therefore, recommending the absorption of the present grade of Word Processing Operator into the grade of Clerk/Word Processing Operator.

### Recommendation

- 60.4 **We recommend that the grade of Word Processing Operator be abolished and Word Processing Operators in post be absorbed in the grade of Clerk/Word Processing Operator.**

## 60. STATUTORY BODIES FAMILY PROTECTION FUND

### SALARY SCHEDULE

**SBFPF 1 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**

Office Attendant

**SBFPF 2 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**

Senior/Head Office Attendant

**60. STATUTORY BODIES FAMILY PROTECTION FUND**

**SBFPP 3 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**

Clerk/Word Processing Operator  
Clerk/Word Processing Operator  
*formerly Word Processing Operator*

**SBFPP 4 : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 17600**

Accounts Officer

**SBFPP 5 : Rs 15000 x 500 - 17000 x 600 - 19400**

Chief Clerk

**SBFPP 6 : Rs 42500**

Manager

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## **61. SUGAR INDUSTRY LABOUR WELFARE FUND**

- 61.1 The Sugar Industry Labour Welfare Fund (SILWF) was set up by the SILWF Act No. 21 of 1974. Its main objective is to cater for the advancement and promotion of the welfare of sugar and ex-dock workers and their families. To achieve its mandate, the SILWF develops social, cultural, educational and vocational programmes in its 120 Community Centres and 52 Social Welfare Centres across the Island. It ensures an effective and meaningful participation of the community in the development of the mauritian society at regional and national level. The SILWF runs a housing loan scheme for the benefit of the sugar workers and a soft loan scheme for the purchase of computers. It also grants scholarships to meritorious children of the sugar workers for secondary education.
- 61.2 The SILWF Board is responsible for the formulation and implementation of the overall management policies and guidelines. The day-to-day management is vested in the General Manager who oversees the following main sections: Community Development, Housing, Finance and General Administration. The Community Development Section is responsible for encouraging and mobilising the inhabitants to participate in community development activities. It is headed by the Chief Community Development Officer and staffed by the Community Development Officer Cadre and Community Welfare Assistants. The Housing Section, which is responsible for the upkeep and maintenance of the housing estates of the SILWF, is staffed by the Housing Supervisor and the Assistant Housing Supervisor. The Finance Administrator heads the finance section while the Secretary is responsible for the general administration and acts as Secretary to the Board. A few employees are also employed on a part-time basis.
- 61.3 We are, in this Report, bringing certain structural changes in the light of the changing socio-economic environment and reinforcing the finance and community development sections by the creation of appropriate levels. We are also setting up an Internal Control Section and creating new grades to man this section. A few posts are being restyled to better reflect the nature of duties and responsibilities.

**Commissioner, Community Development**

61.4 The Chief Community Development Officer who has the overall responsibility of the community development section, coordinates field activities, prepares and executes community development projects and represents Management in National committees. To better reflect its role and responsibilities the post is being restyled.

**Recommendation 1**

**61.5 We recommend that the grade of Chief Community Development Officer be restyled Commissioner, Community Development.**

**Community Development Officer**

61.6 Community Development Officers are presently recruited from Trainee Community Development Officers who have successfully completed the Diploma in Social Work sponsored by the SILWF. Representations have been received to the effect that Community Welfare Assistants possessing the Diploma and having the related work experience be given priority of consideration for appointment to the grade. We have examined the issue and consider that this would be beneficial to both the organisation and officers in post. We are recommending accordingly.

**Recommendation 2**

**61.7 We recommend that the scheme of service of Community Development Officer be amended so that in future appointment to the grade be made by selection from among Community Welfare Assistants possessing the Diploma in Social Work.**

**61.8 In the absence of qualified candidates within the organisation, recruitment should be made from among holders of the Cambridge School Certificate with five credits and the Diploma in Social Work.**

**61.9 We further recommend that the grade of Trainee Community Development Officer be abolished on vacancy.**

**Assistant Finance Administrator (New Grade)**

61.10 Presently, the finance section is headed by the Finance Administrator who is assisted by Senior Inspectors of Accounts and Inspectors of Accounts and staff of the general services. The post of Senior Inspector of Accounts is vacant. In view of the increasing financial dealings by the section, there is need for a qualified person to assist the Finance Administrator.

**Recommendation 3**

**61.11 We recommend the creation of a grade of Assistant Finance Administrator to be recruited from among holders of the BSc in Accounting or an equivalent qualification acceptable to the Board.**

**Internal Control Unit**

61.12 At present, the duties of Internal Controller are being performed by Clerical Staff under the supervision of the General Manager. In order to have a strong mechanism for control and audit of finance and stores, amongst others, there is need for a proper and autonomous set up with qualified staff. Its role would be to examine and evaluate the revenue, expenditure and stores system to ensure adherence to sound financial management principles.

**Recommendation 4**

**61.13 We recommend the creation of an Internal Control Unit to be staffed by officers in the grade of Internal Controller and Senior Internal Controller.**

**(a) Internal Controller (New Grade)**

**Recruitment thereto should be made from among serving officers holding the Cambridge School Certificate with credits in at least five subjects and the Foundation Stage (or its equivalent) of the ACCA Examinations or the Stage I of the CIMA Examinations or an equivalent qualification, and reckoning at least three years' experience in Finance or Audit duties.**

61.14 The incumbent would, amongst others, carry out internal audit and make reports on findings and propose corrective measures.

**(b) Senior Internal Controller (New Grade)**

**Recruitment thereto should be made from among Internal Controllers reckoning at least three years' service in the grade and having completed the Foundation Stage and Module C of the Certificate Stage (or its equivalent) of the ACCA Examinations or the Stage II of the CIMA Examinations.**

61.15 Incumbent would be responsible for the conduct of internal control functions of the Fund, plan the programme of internal audit work, supervise supporting staff, analyse findings of internal control, conduct further investigation and ensure that relevant recommendations are satisfactorily implemented.

**Assistant Housing Supervisor  
Housing Supervisor**

61.16 The Assistant Housing Supervisor and Housing Supervisor inspect buildings owned by the SILWF and report on their conditions for the purpose of maintenance, repairs and improvements. To reflect the nature of duties and responsibilities devolving upon the grades, we are restyling the posts.

**Recommendation 5**

**61.17 We recommend that the grades of Assistant Housing Supervisor and Housing Supervisor be restyled Inspector (Housing) and Senior Inspector (Housing) respectively.**

**Allowance to Warden/TV Operator**

61.18 The Warden/TV Operators are posted at Social Welfare and Community Centres and are responsible for the issue of indoor and outdoor games, attending to queries of the public, keeping inventory of equipment and games, issue of books from the libraries, tuning TV and video sets and keeping the hall tidy. In Centres where computer facilities are available, the Warden/TV Operators are also called

upon to assist users in operating computers (PC). To compensate for this additional duty and responsibility, we are providing for an allowance.

### Recommendation 6

**61.19** We recommend the payment of a monthly allowance equivalent to one increment at the initial of the scale to Warden/TV Operators who, in addition to their prescribed duties are required to monitor the use of the personal computers at the Social Welfare Centres.

## 61. SUGAR INDUSTRY LABOUR WELFARE FUND

### SALARY SCHEDULE

<b>SWF 1</b>	<b>:</b>	<b>Rs 6425 x 150 - 6725</b> Trainee Community Development Officer (Personal)
<b>SWF 2</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>SWF 3</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Stores Attendant <i>formerly Storeman</i>
<b>SWF 4</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>SWF 5</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Caretaker/Gardener Office Attendant
<b>SWF 6</b>	<b>:</b>	<b>Rs 5550 x 125 - 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Craft Motivator Motivator

**61. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

<b>SWF 7</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
<b>SWF 8</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant
<b>SWF 9</b>	<b>:</b>	<b>Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Warden (Docker's Flat)
<b>SWF 10</b>	<b>:</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephone Operator (Future Holder)
<b>SWF 11</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400</b> Receptionist/Telephone Operator (Personal) <i>formerly Telephonist</i>
<b>SWF 12</b>	<b>:</b>	<b>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800</b> Dressmaking Teacher
<b>SWF 13</b>	<b>:</b>	<b>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600</b> Community Welfare Assistant
<b>SWF 14</b>	<b>:</b>	<b>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Child Welfare Officer
<b>SWF 15</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Word Processing Operator <i>formerly Typist/Word Processing Operator</i>



**61. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

- SWF 16 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer
- SWF 17 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 13800**  
Senior Dressmaking Teacher
- SWF 18 : Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Assistant Supervisor, Women's Association
- SWF 19 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Library Clerk/Senior Library Clerk
- SWF 20 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Executive Assistant  
Welfare Officer
- SWF 21 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Executive Officer
- SWF 22 : Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500**  
Home Economics Officer
- SWF 23 : Rs 10600 x 400 - 15000 x 500 - 16000**  
Dressmaking and Related Craft Instructor
- SWF 24 : Rs 9500 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Community Development Officer
- SWF 25 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Inspector (Housing)  
*formerly Assistant Housing Supervisor*

**61. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

- SWF 26 : Rs 13000 x 400 - 15000 x 500 - 17000**  
Senior Social Welfare Officer
- SWF 27 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Internal Controller (New Grade)
- SWF 28 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- SWF 29 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Higher Executive Officer  
Public Relations/Welfare Officer
- SWF 30 : Rs 12200 x 400 - 15000 x 500 - 17000 x 600 - 18200**  
Supervisor, Women's Association
- SWF 31 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Safety and Health Officer/Senior Safety and Health Officer  
*formerly Health and Safety Officer*
- SWF 32 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Senior Inspector (Housing)  
*formerly Housing Supervisor*
- SWF 33 : Rs 15000 x 500 - 17000 x 600 - 19400**  
Principal Social Welfare Officer
- SWF 34 : Rs 15500 x 500 - 17000 x 600 - 19400**  
Senior Executive Officer
- SWF 35 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Inspector of Accounts
- SWF 36 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Senior Community Development Officer

**61. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

- SWF 37 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Personnel Officer  
Senior Internal Controller (New Grade)
- SWF 38 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Senior Inspector of Accounts
- SWF 39 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Assistant Finance Administrator (New Grade)  
Supervisor, Women's Association (Personal)
- SWF 40 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Secretary
- SWF 41 : Rs 18800 x 600 - 20000 x 800 - 27200**  
Principal Community Development Officer
- SWF 42 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Commissioner, Community Development  
*formerly Chief Community Development Officer*  
Finance Administrator
- SWF 43 : Rs 35000 x 1000 - 39000**  
Deputy General Manager
- SWF 44 : Rs 47500**  
General Manager

**61. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)****SOCIAL WELFARE CENTRES****SALARY SCHEDULE**

<b>SWF (SWC) 1 :</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Office/Premises Worker</i>
<b>SWF (SWC) 2 :</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> General Worker (Personal) <i>formerly General Office/Premises Worker (Personal)</i>
<b>SWF (SWC) 3 :</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Warden/TV Operator
<b>SWF (SWC) 4 :</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>SWF (SWC) 5 :</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Caretaker/Gardener
<b>SWF (SWC) 6 :</b>	<b>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Library Assistant

**PART TIME EMPLOYEES****SALARY SCHEDULE**

<b>SWF (SWC) 7 :</b>	<b>Rs 2860</b> Assistant General Worker <i>formerly Assistant General Office/Premises Worker</i>
<b>SWF (SWC) 8 :</b>	<b>Rs 3795</b> General Worker <i>formerly General Office/Premises Worker</i>
<b>SWF (SWC) 9 :</b>	<b>Rs 3930</b> Warden

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**61. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

**SWF (SWC) 10:     Rs 4420**  
Caretaker  
TV Operator

**SWF (SWC) 11:     Rs 4605**  
Extra Assistant Community Welfare  
Seamstress

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## **62. SUGAR INSURANCE FUND BOARD**

- 62.1 The Sugar Insurance Fund Board (SIFB) is a body corporate governed by the provisions of the Sugar Insurance Fund Act No. 4 of 1974 and as subsequently amended. Its primary objective is to stabilise the revenue of sugar producers for the viability of the sugar industry. This is achieved via the insurance scheme it provides against weather damages and non-deliberate fire. The Fund derives its revenue from the premium of more than 28,000 insured.
- 62.2 The Chief Executive of the Board is the General Manager who is responsible for the control and management of its day-to-day business. Under his administrative control lies a full complement of professional, technical and support staff.
- 62.3 In 1996, the SIFB opted out of the purview of the PRB and an independent Salaries Commissioner reviewed its salary structure and conditions of service in 1999. The Bureau is reporting anew on the SIFB at the request of both the Union and Management.
- 62.4 The pay structures of the organisation have been reviewed in line with the general framework adopted for the Overall Review and consistent with the need to ensure the overall efficiency of the organisation as well as the sustainability of its services.

### **Registrar**

- 62.5 At present, entry to the grade is made by selection from among candidates possessing a post 'A' Level Diploma in Public Administration or Management. Candidates should be computer literate and relevant experience constitutes an advantage. Given the operational requirement of the Registrar, it is considered that in future, the grade should be made promotional for Higher Executive Officers who possess the prescribed qualifications.

**Recommendation 1**

**62.6** We recommend that, in future, the grade of Registrar should be made promotional for Higher Executive Officers who possess the prescribed qualifications.

**Technical Officer Grade I****Technical Officer Grade II****Assistant Technical Officer**

**62.7** Representations have been made to the effect that the appellations Technical Officer Grade I, Technical Officer Grade II and Assistant Technical Officer are inappropriate as they do not accurately reflect the duties performed by officers in these grades. In the circumstances, we are restyling these grades to more suitable appellations.

**Recommendation 2**

**62.8** We recommend that the grades of Technical Officer Grade I, Technical Officer Grade II and Assistant Technical Officer be restyled Field/Operations Supervisor, Senior Field Officer and Field Officer respectively.

**Field/Operations Supervisor**

**62.9** Recruitment to the grade of Technical Officer Grade I, now restyled Field/Operations Supervisor is, at present, made by selection from among Technical Officers Grade II, now restyled Senior Field Officer, holding the prescribed academic qualifications of the grade. For a more efficient functioning of the organisation, experience acquired by officers in other grades should be gainfully utilised. In this context, we are reviewing the entry requirements of the grade to allow Assistant Inspectors to be considered for appointment therein.

**Recommendation 3**

**62.10** We recommend that, in future, recruitment to the grade of Field/Operations Supervisor should be made by selection from among officers in the grades of Senior Field Officer and Assistant Inspectors possessing the prescribed qualifications.

**Safety and Health Officer (Part-time) (New Grade)**

- 62.11 As stipulated under the Occupational Safety, Health and Welfare Act of 1998, an organisation employing more than 100 persons at any place of work is under the obligation to appoint a registered Safety and Health Officer for the purpose of exercising general supervision regarding compliance with the Act.
- 62.12 Given the establishment size of the SIFB, we are providing for a new grade of Safety and Health Officer on a part-time basis.

**Recommendation 4**

- 62.13 We recommend that the Board enlists the services of a registered Safety and Health Officer on a part-time basis.**

**Allowance to Senior/Head Office Attendants and Office Attendants**

- 62.14 Some Senior/Head Office Attendants and Office Attendants besides performing their normal duties are called upon to perform multifarious duties such as cleaning toilets, gardening and lawn mowing, amongst others.

**Recommendation 5**

- 62.15 We recommend payment of a monthly allowance equivalent to one increment at the initial of their respective scales to those Senior/Head Office Attendants and Office Attendants performing such work as cleaning toilets, gardening, lawn mowing and related work over and above their normal schedule of duties.**

**Qualification Bar**

- 62.16 A Qualification Bar (QB) exists in the salary scales of the following grades: Area Manager, Programmer/Analyst, Administrative Assistant and Accounting Technician. To cross the QB, officers in these grades should possess the prescribed qualifications.
- 62.17 We are maintaining the QB in the salary scales of these grades.**



### Schemes of Service

62.18 It has been observed that, in several instances, schemes of service have not been updated and are thus not in conformity with set guidelines. Moreover, duties prescribed in schemes of service for the Programmer/Analyst and Senior Software Engineer are the same. This needs to be redressed.

### Recommendation 6

62.19 We recommend that:

- (i) schemes of service should be updated and wherever applicable should be aligned with those in the Civil Service, for similar grades; and
- (ii) the scheme of service for the grade of Programmer/Analyst should be amended to require the grade to assist the Senior Software Engineer in his duties, amongst others. This element has been taken into account in arriving at the salary recommended for the grade.

## 62. SUGAR INSURANCE FUND BOARD

### SALARY SCHEDULE

SIFB 1	:	<b>Rs 8025</b> Safety and Health Officer (Part-time) (New Grade)
SIFB 2	:	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant (Future Holder)
SIFB 3	:	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 8800</b> Office Attendant (Personal)
SIFB 4	:	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver/Handy Worker (Future Holder)
SIFB 5	:	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Driver/Handy Worker (Personal) <i>formerly Driver/Handyman</i>

**62. SUGAR INSURANCE FUND BOARD (Contd.)**

- SIFB 6 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- SIFB 7 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Telephonist/Receptionist (Future Holder)
- SIFB 8 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Telephonist/Receptionist (Personal)  
*formerly Telephonist*
- SIFB 9 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- SIFB 10 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer
- SIFB 11 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Field Officer  
*formerly Assistant Technical Officer*
- SIFB 12 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Confidential Secretary  
Executive Officer
- SIFB 13 : Rs 11800 x 400 - 15000 x 500 - 16000**  
Senior Field Officer  
*formerly Technical Officer Grade II*
- SIFB 14 : Rs 11000 x 400 - 15000 x 500 - 16500**  
Assistant Inspector (Personal)

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**62. SUGAR INSURANCE FUND BOARD (Contd.)**

- SIFB 15 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000**  
Support Officer/Senior Support Officer
- SIFB 16 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000**  
Draughtsman (Personal)
- SIFB 17 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- SIFB 18 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Higher Executive Officer  
*formerly Assistant Data Processing Superintendent*  
Higher Executive Officer
- SIFB 19 : Rs 12600 x 400 - 15000 x 500 - 17000 QB 17600 x 600 - 19400**  
Accounting Technician
- SIFB 20 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Field/Operations Supervisor  
*formerly Technical Officer Grade I*  
Maintenance Supervisor  
*formerly Maintenance Officer*  
Registrar  
Senior Draughtsman (Personal)  
Senior Executive Officer
- SIFB 21 : Rs 15500 x 500 - 17000 x 600 - 20000 QB 20800 x 800 - 24000**  
Administrative Assistant (Personal)
- SIFB 22 : Rs 17600 x 600 - 20000 x 800 - 24000**  
Principal Draughtsman

**62. SUGAR INSURANCE FUND BOARD (Contd.)**

- SIFB 23 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Claims Officer  
Officer-in-Charge (Public Relations Unit)  
Programmer/Analyst (Personal)
- SIFB 24 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200 QB 24000 x 800 - 27200**  
Programmer/Analyst
- SIFB 25 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Agronomist (Personal)  
Head of Data Processing (Personal)  
Information Analyst  
Land Surveyor  
*formerly Land Surveyor/Senior Land Surveyor*
- SIFB 26 : Rs 18800 x 600 - 20000 x 800 - 23200 QB 24000 x 800 - 27200**  
Area Manager
- SIFB 27 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Administrative Secretary  
Claims Manager  
Internal Auditor  
Manager (Finance)  
Manager (Inspection)  
Manager (Survey)  
Senior Network Engineer  
Senior Software Engineer
- SIFB 28 : Rs 32000 x 1000 - 39000**  
Chief Manager (Finance)  
Chief Manager (Information Systems Services)  
Chief Manager (Operations)

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### **63. SUGAR PLANTERS' MECHANICAL POOL CORPORATION**

- 63.1 The Sugar Planters' Mechanical Pool Corporation was statutorily established in 1974 with the objects of maintaining and operating a pool of agricultural machinery with a view to participating fully in the achievement of sugar production targets, by the timely provision of these machines to the planters' community.
- 63.2 The Sugar Planters' Mechanical Pool Corporation is, thus, a service organisation which provides land preparation facilities to the planters' community, mainly in the sugar industry. Various changes have already been brought to the organisation's structure through the creation of certain posts and phasing out of others, to facilitate the organisation to become more responsive to planters.
- 63.3 The organisation structure of the Corporation, to-day, provides for four main divisions namely, Finance and Stores; Administration and Personnel, Field, and Workshop. In this present review, we are making additional recommendations to improve the work methods of the corporation particularly at the lower level to favour polyvalency and multi-skilling.

#### **IT Technician (New Grade)**

- 63.4 At present, the IT Cadre is made up of only a Systems Administrator. This structure needs to be reinforced. We are providing for a new level to perform the sub professional duties in the IT Section.

#### **Recommendation 1**

- 63.5 We recommend the creation of a new grade of IT Technician. Recruitment thereto should be made from among candidates possessing a Diploma in Computer Science or a Diploma, the major part of which is in IT/Computer Science or equivalent qualification.**

63.6 Incumbent would be required to assist the Systems Administrator in the formulation and implementation of IT plans; in conducting/co-ordinating training in the field of IT and the maintenance of hardware, softwares and network.

**Multiskilled Handy Worker (New Grade)**

63.7 Repair of tractors and other equipment in the fields requires the services of several categories of tradesmen, eg. Mechanic, Welder, Electrician and/or Fitter. Usually, a team of tradesmen of different skills proceeds to site for repairs on a single tractor. It quite often happens that while one tradesman is attending to the repair in his particular field of operation, the other tradesmen have to wait for their turn. For an effective use of human resources, we are providing for a new polyvalent grade for incumbents who would be required to perform duties related to more than one trade on a daily basis.

**Recommendation 2**

63.8 **We recommend the creation of a new grade of Multiskilled Handy Worker. Appointment thereto should be made from amongst candidates who have completed the Level 3 of NTC examinations of the IVTB or equivalent, having a fair knowledge of other skills and holding a valid driving licence for motor vehicles.**

63.9 Incumbent would be required to drive to site of work; identify defects and carry out repairs; carry out maintenance and servicing of equipment and recondition parts involving filling and soldering works.

**Handy Worker (Skilled) (New Grade)**

63.10 At present, works involving painting the Corporation's vehicles and polishing newly painted vehicle, machine or equipment are contracted out and not always completed in scheduled time. It would be more appropriate to entrust the duties of painting of vehicles and equipment and other related duties to a full-time employee.

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**Recommendation 3**

- 63.11 We recommend the creation of a new grade of Handy Worker (Skilled) to be recruited from among candidates holding a Certificate of the Primary Education and Level 3 of NTC examinations or equivalent qualifications.**
- 63.12 Incumbent would be required to paint vehicles, machines and equipment; polish newly painted vehicles; carry out minor electrical works and perform simple repairs relating to panel beating.

**Toolskeeper (New Grade)**

- 63.13 To keep pace with the schedule of activities related to land preparation, the services of various categories of tradesmen from outside are enlisted by the Workshop of the organisation. These tradesmen are provided with appropriate tools which are costly items. The issue and taking back of the tools have to be closely monitored. We are providing for a new grade to exercise control on the issue of tools and to maintain appropriate ledgers.

**Recommendation 4**

- 63.14 We recommend the creation of a new grade of Toolskeeper to be recruited from amongst candidates who have read up to School Certificate Level and who have successfully completed the Level 3 of NTC examinations of the IVTB or ITTC.**
- 63.15 Incumbent would be responsible for the receipt and issue of tools; keeping and maintaining a register of tools and other items in the toolsroom and helping in simple clerical duties at the workshop.

**Assistant Timekeeper**

- 63.16 The duties prescribed in the scheme of service of the grade of Assistant Timekeeper is limited to time keeping of employees in the workshop; recording the attendance and tasks performed by Tradesmen and preparing charts of all vehicles. In addition to these duties, incumbent is also required, among others, to replace the Radio/Telephone Operator and Toolskeeper as and when required,

follow-up renewal of insurance and licence for the corporation's vehicles and assist the Technical and Mechanical Officer in the recording of daily work of the various tradesmen.

#### **Recommendation 5**

**63.17 We recommend that the scheme of service of the grade of Assistant Timekeeper be amended to include the above additional duties which have been taken into account in the salary recommended for the grade.**

#### **Driving Licence**

63.18 In the performance of their duties, the employees in the tradesmen grades, namely Blacksmith, Electrician, Fitter, Mechanic, Panel Beater, Turner/Machinist and Welder have to travel to sites where the Corporation tractors are working. At present, they go to site of work in a jeep of the Corporation which is under the responsibility of a Driver. The latter, in most cases, remains idle when the tradesmen are performing their duties. For better utilisation of human resources, it would be more appropriate if the tradesmen could combine the duties of driving vehicle to site and carry out the repair work.

#### **Recommendation 6**

**63.19 We recommend that serving tradesmen, should be given training to obtain the driving licences for motor vehicles.**

**63.20 We further recommend that tradesmen, who are required to drive the Corporation vehicles to their respective sites of work in the performance of their tradesmen duties, should be paid an allowance of Rs 100 per day whenever they effectively drive the motor vehicle to and from site of work.**

#### **Welder**

63.21 At present, the scheme of service of the Welder does not include the duties of tracing out, cutting, shaping and fitting parts as per design required. Cutting and shaping duties form part of general welding works.



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**Recommendation 7**

- 63.22** We recommend that the scheme of service of the Welder should be amended to include the duties of tracing out, cutting, shaping and fitting parts as per design, whenever required.
- 63.23** This element has been taken into consideration in arriving at the salary recommended for the grade.

**Turner/Machinist**

- 63.24 The existing scheme of service of the Turner/Machinist does not specify the use of arc and gas welding apparatus and tracing function relevant to the task.
- 63.25 For increased efficiency and effective use of the services of the Turner/Machinist, the scheme of service of the grade needs to be amended to include the above duties.

**Recommendation 8**

- 63.26** We recommend that the scheme of service of the grade of Turner/Machinist should be amended to include duties such as tracing function relevant to the work and the use of arc and/or gas welding apparatus for simple welding.
- 63.27** This element has been taken into consideration in arriving at the recommended salary.

**Radio/Telephone Operator**

- 63.28 The Radio/Telephone Operator, in addition to answering and making telephone calls, is also required to receive members of the public calling at the Corporation and to assist visitors by providing information and directing them to the appropriate officers. The scheme of service should be amended to include the above duties, and the grade restyled to a more appropriate job appellation to reflect the nature of the duties.

**Recommendation 9**

**63.29 We recommend that the grade of Radio/Telephone Operator be restyled Radio/Telephone Operator/Receptionist. The additional duties have been considered in arriving at the recommended salary.**

**Workshop/Vehicle/Machinery Attendant**

63.30 In future, work on site would be progressively taken over by a crew of only two Agricultural Machinery Operators, and the services of employees in the grade of Workshop/Vehicle/Machinery Attendant would not be required in the fields. As the Workshop/Vehicle/Machinery Attendants have acquired experience in field works, they may be absorbed in the grade of Agricultural Machinery Operator, provided they obtain the relevant licence.

**Recommendation 10**

**63.31 We recommend that Workshop/Vehicle/Machinery Attendants be given appropriate training to obtain the relevant driving licences so that in future they can integrate the grade of Agricultural Machinery Operator.**

**Allowance to Workshop/Vehicle/Machinery Attendant**

63.32 A few employees in the grade of Workshop/Vehicle/Machinery Attendant are paid an allowance equivalent to one increment at initial of the salary scale for distributing gas oil and fuel to tractors.

**Recommendation 11**

**63.33 We recommend that the allowance equivalent to one increment at initial of the salary scale paid to the Workshop/Vehicle/Machinery Attendant be maintained.**

**Battery Allowance**

63.34 To ensure the optimum use of resources and facilitate communications, officers performing field works are provided with radio/telephone equipment in their cars. These officers are paid a Battery Allowance of Rs 635 per annum.

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**Recommendation 12**

**63.35 We recommend that the Battery Allowance be revised to Rs 760 a year.**

**Bad Road Allowance**

63.36 Officers who use their cars for official travelling on bad roads are paid a Bad Road Allowance of Rs 975 monthly.

**Recommendation 13**

**63.37 We recommend that the Bad Road Allowance be revised to Rs 1170 monthly.**

**Flexitime**

63.38 Drivers report for duty at 7.00 a.m and vehicles are normally expected to leave the Corporation premises at 7.30 a.m. Since year 2001, the traffic regulations impose restriction on heavy goods vehicles from moving along the highway as from 7.00 a.m till 9.30 a.m. Furthermore, transfers of agricultural machines have to be escorted by Police Riders and these officers are only available as from 10.00 a.m. With these constraints, several Drivers who report for duty at 7.00 a.m. effectively start work after 9.30 a.m. In order to eliminate the wastage of human resources, a change in the time of attendance of the Drivers and other employees should be organised.

**Recommendation 14**

**63.39 We recommend that the Corporation should consider the possibility of introducing flexitime for officers in the grades of Driver, Heavy Mechanical Unit and Lorry and Jeep Driver.**

**63. SUGAR PLANTER'S MECHANICAL POOL CORPORATION****SALARY SCHEDULE**

<b>SPMPC 1</b>	<b>:</b>	<b>Rs 8025</b> Safety and Health Officer (Part-time)
<b>SPMPC 2</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Workshop/Vehicle/Machinery Attendant
<b>SPMPC 3</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>SPMPC 4</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>SPMPC 5</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Toolskeeper (New Grade)
<b>SPMPC 6</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Lorry and Jeep Driver
<b>SPMPC 7</b>	<b>:</b>	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Assistant Timekeeper Blacksmith Electrician Fitter Handy Worker (Skilled) (New Grade) Mechanic Panel Beater Turner/Machinist Welder
<b>SPMPC 8</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant

**63. SUGAR PLANTER'S MECHANICAL POOL CORPORATION (Contd.)**

- SPMPC 9 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Radio/Telephone Operator/Receptionist  
*formerly Radio/Telephone Operator*
- SPMPC 10 : Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Operator (Personal)
- SPMPC 11 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Driver, Heavy Mechanical Unit  
Farm Machinery Operator (Personal)
- SPMPC 12 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400**  
Multiskilled Handy Worker (New Grade)
- SPMPC 13 : Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400**  
Agricultural Machinery Operator  
Head Operator (Personal)
- SPMPC 14 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Head Agricultural Machinery Operator
- SPMPC 15 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Timekeeper
- SPMPC 16 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Store Clerk
- SPMPC 17 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer  
Clerk/Word Processing Operator

**63. SUGAR PLANTER'S MECHANICAL POOL CORPORATION (Contd.)**

- SPMPC 18 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Executive Assistant
- SPMPC 19 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Finance Officer
- SPMPC 20 : Rs 10000 x 300 - 10600 x 400 - 15000**  
Stores Officer
- SPMPC 21 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- SPMPC 22 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer
- SPMPC 23 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
IT Technician (New Grade)  
Public Relations Officer
- SPMPC 24 : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Internal Controller
- SPMPC 25 : Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Personnel Officer
- SPMPC 26 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Finance Officer
- SPMPC 27 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Field Officer/Senior Field Officer  
Technical and Mechanical Officer/Senior Technical and  
Mechanical Officer  
*formerly Technical and Mechanical Officer*

**63. SUGAR PLANTER'S MECHANICAL POOL CORPORATION (Contd.)**

- SPMPC 28 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Stores Superintendent
- SPMPC 29 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant
- SPMPC 30 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Mechanical Engineer
- SPMPC 31 : Rs 21600 x 800 - 27200**  
Field Superintendent
- SPMPC 32 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Systems Administrator
- SPMPC 33 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Field Manager  
Personnel Manager  
Workshop Manager
- SPMPC 34 : Rs 28000 x 1000 - 35000**  
Financial Controller
- SPMPC 35 : Rs 32000 x 1000 - 39000**  
Deputy General Manager
- SPMPC 36 : Rs 45000**  
General Manager

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## 64. TEA BOARD

- 64.1 Established under the Tea Industry Control Act 1975 the Tea Board operates under the aegis of the Ministry of Agriculture, Food Technology and Natural Resources. Its primary objectives are to promote and consolidate co-operation among tea planters and to promote research and development relating to production, marketing, importation and exportation of tea.
- 64.2 As the Tea Industry became unprofitable, Government started withdrawing from tea plantation. The Tea Board has, therefore, been vested with the mission of offering financial and other assistance to those planters who are diversifying their tea plots to sugar cane and food crops. With the closure of the Tea Development Authority, the Tea Board has been entrusted with additional functions of maintenance of roads in tea areas, setting up of nurseries for the propagation of cuttings from proven tea clones and tea extension.
- 64.3 The ongoing agricultural diversification programme has reduced the activities of the Tea Board to meeting economic agents operating in the tea industry to enhance social interaction, monitoring the green leaf standard produced by planters, assessing the standard/quality of made tea, determining the various green leaf prices and attending to any dispute as per the Act.
- 64.4 The General Manager is the Head of the organisation and is assisted in his duties by the Projects Co-ordinator, the Secretary, the Statistical and Marketing Officer, the Public Relations/Welfare Officer and General Supporting staff.
- 64.5 In view of the stagnancy in this sector, the need for reviewing the organisational structure is not felt. We are, however, reviewing the pay levels in line with the general framework for this Review in addition to restyling the grade of Public Relations/Welfare Officer.



**Public Relations/Welfare Officer**

64.6 The Public Relations/Welfare Officer is, at present, performing duties related to general administration and personnel matters. In addition, the officer is also dealing with grievances from tea planters. To reflect the nature of duties devolving upon this grade, we are restyling it to a more appropriate appellation.

**Recommendation**

64.7 We recommend that the grade of Public Relations/Welfare Officer be restyled Higher Executive Officer.

**64. TEA BOARD****SALARY SCHEDULE**

<b>TB 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>TB 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Telephone Operator
<b>TB 3</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
<b>TB 4</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant <i>formerly Head Office Attendant</i>
<b>TB 5</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer Clerk/Word Processing Operator

**64. TEA BOARD (Contd.)**

<b>TB 6</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Accounts Clerk Executive Officer
<b>TB 7</b>	<b>:</b>	<b>Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Confidential Secretary
<b>TB 8</b>	<b>:</b>	<b>Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600</b> Accounts Officer Higher Executive Officer <i>formerly Public Relations/Welfare Officer</i>
<b>TB 9</b>	<b>:</b>	<b>Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400</b> Technical Officer
<b>TB 10</b>	<b>:</b>	<b>Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200</b> Statistical and Marketing Officer
<b>TB 11</b>	<b>:</b>	<b>Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000x 1000 - 30000</b> Projects Co-ordinator
<b>TB 12</b>	<b>:</b>	<b>Rs 23200 x 800 - 28000 x 1000 - 30000</b> Secretary (Personal to officer in post as at 30.6.93)
<b>TB 13</b>	<b>:</b>	<b>Rs 37000 x 1000 - 39000</b> General Manager

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## **65. TECHNICAL SCHOOL MANAGEMENT TRUST FUND**

- 65.1 The Technical School Management Trust Fund was established to manage, organise, run and promote technical education. Its main focus is towards providing high quality technical education and up-to-date training to equip students with the necessary know-how and skills.
- 65.2 The Technical School Management Trust Fund has under its responsibility the following institutions, namely, the Lycée Polytechnic Sir Guy Forget, Flacq (LPF); the Swami Dayanand Institute of Management, Pamplemousses and the Institut Supérieur de Technologie (IST), Rose Hill.
- 65.3 The Lycée Polytechnique Sir Guy Forget Flacq (LPF) offers 3-year full time courses leading to the award of the “Brevet de Technicien” in the field of Automechanics, Mechanical Production and Maintenance, Electrotechnics and Building Construction. The “Swami Dayanand Institute of Management” provides full-time two-year Diploma courses to students holding HSC/GCE ‘A’ level in the fields of Business Administration, Information System and Business Informatics, whereas the “Institut Supérieur de Technologie” previously known as “Institut Polytechnique de Rose Hill” offers a two-year course to holders of the “Brevet de Technicien” (BT), the Higher School Certificate or the “Baccalaureat” leading to “Diplome Universitaire Supérieur de Technologie” (DUST) and also courses in “Genie Civil”, “Genie Electronique et Informatique Industrielle” and “Maintenance et Automatisme Industriels”.
- 65.4 The organisation is expanding and the present structure needs to be reinforced. We are providing for additional levels wherever appropriate to enable the organisation to meet its objectives more effectively and efficiently.

### **Senior Lecturer**

- 65.5 Representations have been made by management for the creation of a level of Senior Lecturer on the establishment of the Organisation. It is understood that the institution is planning to run degree courses shortly.

**Recommendation 1**

**65.6 We recommend that, in the event the Technical School Management Trust Fund runs courses up to degree level, a grade of Senior Lecturer be created on its establishment.**

**Human Resource Officer (New Grade)**

65.7 At present human resource management duties are being performed by the Administrative Secretary who is supported by the Higher Executive Officer. Taking into consideration the nature and volume of duties related to human resource management, there is need for the creation of an appropriate level.

**Recommendation 2**

**65.8 We recommend the creation of a grade of Human Resource Officer to be recruited from among candidates possessing a post ‘A’ Level Degree in Management with specialisation in Human Resource or an equivalent qualification.**

65.9 Incumbent would be responsible, among others, for the formulation and implementation of manpower planning, development and training schemes, and policies relating to the industrial relations and for giving appropriate advice on human resource matters.

**Information Technology****Computer/Network Programmer (New Grade)**

65.10 For better coordination of the activities of the institutions, there is need to set up a proper Management Information System with a database which will facilitate prompt decision taking. We are providing for a new grade to look after the operation of this system.

**Recommendation 3**

**65.11 We recommend the creation of a grade of Computer/Network Programmer to be recruited from among candidates possessing a post ‘A’ Level Diploma in Information Technology.**

65.12 Incumbent would be required, among others, to look after the Database Management, Operating Systems and Networking and attend to maintenance and support of software and System Application Security.

#### **Library Officer (New Grade)**

65.13 At present a Library Clerk is posted at each institution. Due to an increase in the student population, the libraries have been upgraded and provided with additional facilities such as internet services. We are providing for the creation of a grade of Library Officer to ensure the smooth running of the libraries.

#### **Recommendation 4**

**65.14 We recommend the creation of a grade of Library Officer to be recruited from among candidates possessing a post ‘A’ Level Diploma in Information and Library Studies from the University of Mauritius or an equivalent qualification.**

65.15 Incumbent would be required, among others, to look after the day-to-day management of the library, organise, process and order library materials and assist in reference work.

#### **Examinations/Welfare Officer (New Grade)**

65.16 Currently the organisation of examinations, the enrolment of students and activities related to welfare of students are carried out by clerical staff and Managers at respective institutions.

65.17 In order to provide a better service for the welfare of students, such as guidance and counselling, and to monitor the activities related to the conduct and organisation of examinations, we are creating a new grade of Examinations/Welfare Officer.

#### **Recommendation 5**

**65.18 We recommend the creation of a grade of Examinations/Welfare Officer to be recruited from among candidates possessing a post ‘A’ Level Diploma in Social Work or an equivalent qualification.**

65.19 Incumbent would be required, among others, to process documents relating to enrolment of students, enforce students discipline, look after the security and welfare of students, liaise with Ministries, tertiary organisations and training institutions; and organise talks and workshops in the secondary schools.

### **Word Processing Operator**

65.20 Stakeholders and visitors pay regular visits to the Training Institutions to seek general information on the courses being run in various fields. It is felt that an appropriate grade should be entrusted the responsibility to receive people and guide visitors. We are amending the scheme of service of Word Processing Operator to include these duties and restyling the grade.

### **Recommendation 6**

**65.21 We recommend that the grade of Word Processing Operator be restyled Word Processing Operator/Receptionist. We further recommend that the scheme of service of the grade of Word Processing Operator be enlarged to include receptionist duties.**

### **Handy Worker (Skilled) (New Grade)**

65.22 At present, the Technical School Management Trust Fund hires the services of tradesmen from outside the organisation to attend to plumbing, painting, minor electrical works and repairs. We are providing for the creation of a grade of Handy Worker (Skilled) to attend to such duties.

### **Recommendation 7**

**65.23 We recommend the creation of a grade of Handy Worker (Skilled) to be recruited from among candidates possessing the Certificate in Primary Education and Level 3 of National Trade Certificate (NTC) of the IVTB, or equivalent, in any one of the following trades: Plumbing, Painting, Electrical Works and Welding together with proven experience in any two of the trades mentioned above.**

65.24 Incumbent would be required, among others, to carry out duties related to plumbing, painting, electrical works and welding.

#### **Driver**

65.25 At present the drivers of the organisation are performing driving duties only. With a view to optimising man power, drivers when not performing driving duties should carry out messengerial duties as and when required. We are, therefore, restyling the post of Driver to Messenger/Driver.

#### **Recommendation 8**

**65.26 We recommend that the grade of Driver be restyled Messenger/Driver and the scheme of service be amended to include messengerial duties. The additional duties have been taken into consideration in arriving at the salary recommended for the grade.**

### **65. TECHNICAL SCHOOL MANAGEMENT TRUST FUND**

#### **SALARY SCHEDULE**

<b>MTF 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>MTF 2</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Stores Attendant <i>formerly Storeman</i>
<b>MTF 3</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Gardener/Nurseryman Library Attendant Office Attendant Workshop Assistant
<b>MTF 4</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Messenger/Driver <i>formerly Driver</i>

**65. TECHNICAL SCHOOL MANAGEMENT TRUST FUND (Contd.)**

- MTF 5 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Handy Worker (Skilled) (New Grade)
- MTF 6 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Laboratory Attendant
- MTF 7 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Assistant Stores Officer
- MTF 8 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator/Receptionist  
*formerly Word Processing Operator*
- MTF 9 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer  
Library Clerk
- MTF 10 : Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13800**  
Audio Visual Assistant (Operations and Maintenance)
- MTF 11 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Technical Assistant
- MTF 12 : Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Teacher, Basic Secondary Schools
- MTF 13 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Examinations/Welfare Officer (New Grade)



**65. TECHNICAL SCHOOL MANAGEMENT TRUST FUND (Contd.)**

- MTF 14 : Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Instructor (Personal)
- MTF 15 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Finance Officer  
Purchasing and Supply Officer  
*formerly Stores Officer*
- MTF 16 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Usher
- MTF 17 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- MTF 18 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer  
Higher Executive Officer  
Higher Purchasing and Supply Officer
- MTF 19 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Computer Technician  
Computer/Network Programmer (New Grade)  
Library Officer (New Grade)
- MTF 20 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Supervisor
- MTF 21 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Personnel Officer (New Grade)
- MTF 22 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Finance Officer
- MTF 23 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 21600 QB 22400 x 800 - 27200**  
Trainer

**65. TECHNICAL SCHOOL MANAGEMENT TRUST FUND (Contd.)**

- MTF 24 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Human Resource Officer (New Grade)
- MTF 25 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Secretary  
Internal Auditor
- MTF 26 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 29000**  
Manager, Basic Secondary Schools
- MTF 27 : Rs 17600 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Assistant Lecturer/Lecturer
- MTF 28 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Senior Trainer
- MTF 29 : Rs 22400 x 800 - 28000 x 1000 - 34000**  
Policy Analyst
- MTF 30 : Rs 28000 x 1000 - 34000**  
Assistant Manager
- MTF 31 : Rs 31000 x 1000 - 37000**  
Manager
- MTF 32 : Rs 36000 x 1000 - 38000**  
Manager (Personal)
- MTF 33 : Rs 45000**  
Director

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## **66. TERTIARY EDUCATION COMMISSION**

- 66.1 The Tertiary Education Commission (TEC) is an apex body in the Tertiary Education Sector. It was established as a corporate body in 1988 and operates under the aegis of the Ministry of Education and Scientific Research.
- 66.2 The objects of the TEC are to foster the development of post-secondary education and training facilities; provide guidelines to the tertiary educational institutions for preparing annual and long-term plans for the operation and development of post-secondary education and training; make recommendations to the Minister on the development of higher education in Mauritius; advise the Minister on policy matters relating to the award of scholarships; and promote co-ordination among tertiary educational institutions (TEIs) in respect of the use of physical infrastructure and other material resources, the optimum use of manpower; the organisation of teaching programmes and the planning and implementation of research.
- 66.3 The TEC is administered and managed by a Board set up under the provisions of the TEC Act. The Executive Director is responsible for the overall management of the TEC. Its main divisions are the Strategic Initiatives Division, Research and Planning Division, Distance Education/Open Learning Division, Quality Assurance and Accreditation Division, Centre for Instrumentation Services, Administration Division, Finance Division, each under the responsibility of a Head of Division.
- 66.4 The TEC is increasingly having the responsibility to steer the Tertiary Education Sector, particularly in matters relating to regulation, monitoring and evaluation, assuring and promoting quality, ensuring public accountability in the proper and efficient use of resources allocated, and providing oversight generally. In view of the TEC's leading role in the Sector, and also its expanding and fast changing responsibilities in the context of developing tertiary education in a regional, international and open environment requiring close monitoring, planning and ensuring quality, we are strengthening the Research and Planning Division to better equip the organisation to face new challenges and creating a new grade of Internal Controller to audit its financial and stores operations.

**Research Analyst (New Grade)**

- 66.5 The Research and Planning Division (RPD) produces, publishes and disseminates both quantitative and qualitative information on tertiary education in Mauritius to help towards better planning, policy-making and decision-making. It is presently staffed by a Head, RPD, a Planning Officer and a Statistician. The RPD has developed its database which enables it to provide firm and forceful advice on every aspect of tertiary education, as and when required. It regularly publishes statistics which help the tertiary education institutions, Ministries and even prospective students to plan intelligently and to benefit therefrom.
- 66.6 In view of its increasing activities and other prospective projects like the Student Information System and the Employers Survey on which the RPD is embarking, there is need to reinforce the division.

**Recommendation 1**

- 66.7 **We recommend the creation of a new grade of Research Analyst. Recruitment thereto should be from among holders of a degree preferably in Statistics or Economics, a postgraduate qualification in Statistics preferably with specialisation in Education Statistics, and at least five years' experience at tertiary education level.**
- 66.8 The Research Analyst would be required, among others, to co-ordinate the development of statistical/database systems, maintain data archives and prepare reports of survey findings for use in institutional planning and assessment.

**Internal Controller (New Grade)**

- 66.9 With the rise in the budgets of the tertiary education sector, there has been considerable increase in the financial operations at TEC. Consequently, the need for an Internal Controller is felt in order to monitor the financial operations of the TEC on a regular basis.

**Recommendation 2**

- 66.10** We recommend the creation of a new grade of Internal Controller. Recruitment thereto should be from among holders of the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at one and the same sitting; the Certificate Stage or Level 2 of the Chartered Association of Certified Accountants (ACCA) Examinations; and reckoning at least three years' proven experience in financial or audit duties.
- 66.11** The incumbent would be required, among others, to carry out internal audit in finance, stores, transport and other operations of the Commission, devise ways and means to improve the system of internal checking with a view to preventing fraud, defalcation, wastage and duplication of work; report on internal audit findings and propose corrective measures to the Executive Director.

**66. TERTIARY EDUCATION COMMISSION****SALARY SCHEDULE**

<b>TEC 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>TEC 2</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver Office Attendant/Driver
<b>TEC 3</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant
<b>TEC 4</b>	<b>:</b>	<b>Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephone Operator
<b>TEC 5</b>	<b>:</b>	<b>Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b> Technical Assistant

**66. TERTIARY EDUCATION COMMISSION (Contd.)**

- TEC 6 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- TEC 7 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerical Officer/Higher Clerical Officer
- TEC 8 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Senior Word Processing Operator
- TEC 9 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Finance Officer  
Executive Officer
- TEC 10 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- TEC 11 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer
- TEC 12 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Library Officer  
Safety and Health Officer/Senior Safety and Health Officer  
*formerly Safety and Health Officer*
- TEC 13 : Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Internal Controller (New Grade)
- TEC 14 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 22400**  
Office Superintendent
- TEC 15 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Technician/Senior Technician

**66. TERTIARY EDUCATION COMMISSION (Contd.)**

- TEC 16 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Assistant Secretary  
Programme Officer  
Statistician
- TEC 17 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Technologist
- TEC 18 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Systems Administrator
- TEC 19 : Rs 22400 x 800 - 28000 x 1000 - 34000**  
Deputy Financial Controller  
*formerly Accountant/Senior Accountant*  
Head, Centre for Instrumentation Service
- TEC 20 : Rs 28000 x 1000 - 34000**  
Deputy Secretary
- TEC 21 : Rs 28000 x 1000 - 37000**  
Distance Education Officer  
Planning Officer  
Quality Assurance and Accreditation Officer  
Research Analyst (New Grade)  
Research Officer
- TEC 22 : Rs 42500**  
Financial Controller, Head Finance Division  
Head, Distance Education and Open Learning Division  
Head, Quality Assurance and Accreditation Division  
Head, Research and Planning Division  
Secretary and Head Administration Division

**66. TERTIARY EDUCATION COMMISSION (Contd.)**

**TEC 23 : Rs 47500**  
Deputy Director

**TEC 24 : Rs 65000**  
Executive Director

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## 67. THE AAPRAVASI GHAT TRUST FUND

- 67.1 The Aapravasi Ghat Trust Fund has been set up by an Act of Parliament in 2001 with the main objectives to establish and promote Aapravasi Ghat as a national, regional and international memorial site, set a museum at Aapravasi Ghat, create public awareness in the history of the site and depict the arrival, settlement and evolution of the immigrants in Mauritius. It also has to identify and acquire sites, buildings and structures linked with the history of the arrival of immigrants and promote the social and cultural aspects of Aapravasi Ghat.
- 67.2 Initially, the Fund will comprise two sections namely the Administration Section and the Technical Section. In order to allow the organisation to start its operations, we are providing for a few core grades.

### **Administration Section**

- 67.3 This section is being provided with the following new grades: Administrative Secretary, Accounts Clerk, Clerk/Word Processing Operator, Office Attendant/Driver and General Worker.

### **Administrative Secretary (New Grade)**

#### **Recommendation 1**

- 67.4 **We recommend the creation of a grade of Administrative Secretary to be recruited from among candidates possessing a post ‘A’ Level Degree in Administration/Management or equivalent.**
- 67.5 Incumbent would, *inter alia*, be responsible for the proper running of the administration section, formulating and maintaining adequate administrative procedures throughout the organisation and advising the Director on administrative or personnel matters and also to act as Secretary to the Board.

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**Accounts Clerk (New Grade)**

**Recommendation 2**

67.6 We recommend the creation of a grade of Accounts Clerk to be recruited from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts and a Certificate in Book-Keeping (Level 2), formerly Intermediate Stage, from the London Chamber of Commerce and Industry. Candidates should also possess a Certificate in Spreadsheet from a recognised institution and reckon four years' experience in finance/audit duties.

67.7 Incumbent would be required to keep proper records of financial transactions such as cash books, ledgers and registers, deal with bookings for transport and control maintenance schedule of vehicles, collect, verify, analyse and record all financial costing and prepare statements.

**Clerk/Word Processing Operator (New Grade)**

**Recommendation 3**

67.8 We recommend that creation of a grade of Clerk/Word Processing Operator. Recruitment to the grade should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts or an equivalent qualification; a Certificate in Typewriting at a speed of at least 25 words per minute and a Certificate in Word/Data Processing from a recognised institution.

67.9 Incumbent would have to perform duties of a clerical nature such as registry work, drafting replies to simple correspondence, simple finance, establishment and stores work, type and collate letters/documents, and also word processing and simple computer/data processing work, operate telefax, E-mail services and photocopying machines as and when required.

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**Office Attendant/Driver (New Grade)**

**Recommendation 4**

**67.10 We recommend the creation of a grade of Office Attendant/Driver to be recruited from candidates possessing a Certificate of Primary Education and a valid driving licence to drive car, van or a 15-seater minibus.**

67.11 Office Attendant/Driver would be required, *inter alia*, to drive vehicles of the Apravasi Ghat Trust Fund for the conveyance of staff and officials, materials and equipment in connection with the activities of the organisation, perform messengerial duties, help in loading and unloading of items in the vehicle and carry out simple maintenance and minor repairs including checking of radiator, engine oil and changing of tyres.

**General Worker (New Grade)**

**Recommendation 5**

**67.12 We recommend the creation of a grade of General Worker to be recruited from among candidates possessing the Certificate of Primary Education.**

67.13 Incumbent would be required, *inter alia*, to keep the grounds clean, mow the lawns and maintain the tools properly, tend plants, water, trim, prune and perform other herbicultural operations when necessary and keep a watch over public.

**TECHNICAL SECTION**

67.14 The Technical Section would be responsible, among others, to organise activities commemorating the arrival of indentured labourers, hold meetings, lectures and exhibitions, undertake or research works related to the Apravasi Ghat.

**Researcher (New grade)**

**Recommendation 6**

**67.15 We recommend the creation of a grade of Researcher to be recruited from among candidates possessing a post ‘A’ Level Degree in Social Sciences or Applied Sciences (preferably in History, Geography, Architecture or Archaeology) or Humanities together with a post graduate qualification in any of the above fields or in Heritage Museum Studies and having relevant experience.**

67.16 Incumbent would have, *inter alia*, to organise international and national conferences, seminars, workshops and other training activities and competition at regional, national and international levels, plan, organise and coordinate heritage projects, liaise with the government and non-governmental organisations and carry out field work to gather information on issues pertaining to the indentured immigration and Indian Diaspora.

**Research Assistant (New Grade)**

**Recommendation 7**

**67.17 We recommend the creation of a grade of Research Assistant to be recruited from among candidates possessing a post ‘A’ Level Degree in Social Sciences or Applied Sciences (preferably in History, Geography, Architecture or Archaeology) or Humanities.**

67.18 The Research Assistant would be required to assist in the organisation of international and national conferences, seminars, workshops and other training activities and competitions at regional, national and international levels, undertake research in archival repositories and gather any other information on issues pertaining to indentured immigration and the Indian Diaspora under supervision of the Researcher and assist in the cataloguing and classification of heritage materials.

**Heritage Guide (New Grade)**

**Recommendation 8**

**67.19 We recommend the creation of a grade of Heritage Guide to be recruited from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and any one oriental language and the General Certificate of Education ‘A’ Level with passes in at least two subjects or equivalent.**

67.20 Incumbent would be required, *inter alia*, to accompany visitors and act as guide and provide historical commentaries on the sites of visit, maintain contact with relevant organisations and give information on the history of the sites whenever required and service the Trust's information counters.

## 67. THE AAPRAVASI GHAT TRUST FUND

### SALARY SCHEDULE

<b>AGTF 1</b>	<b>: Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker (New Grade)
<b>AGTF 2</b>	<b>: Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver (New Grade)
<b>AGTF 3</b>	<b>: Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator (New Grade)
<b>AGTF 4</b>	<b>: Rs 7175 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Heritage Guide (New Grade)
<b>AGTF 5</b>	<b>: Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Accounts Clerk (New Grade)
<b>AGTF 6</b>	<b>: Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200</b> Administrative Secretary (New Grade) Research Assistant (New Grade)
<b>AGTF 7</b>	<b>: Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000</b> Researcher (New Grade)

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## 68. THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

- 68.1 The Construction Industry Development Board has been set up under the aegis of the Ministry of Public Infrastructure to promote and stimulate the development, improvement and expansion of the construction industry, advise and make recommendations to the Minister on matters affecting or connected with the construction industry, provide consultancy and advisory services and initiate and maintain a construction industry information system.
- 68.2 The Board comprises a Chairman and representatives of the public and private sectors. The activities are coordinated by the Secretary.
- 68.3 As the organisation has only recently been set up, we are reviewing the pay level of the existing grades in the context of the general framework adopted for this Review.

### 68. THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

#### SALARY SCHEDULE

<b>CIDB 1</b>	:	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b>	Handy Worker/Driver <i>formerly Handyman/Driver</i>
<b>CIDB 2</b>	:	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b>	Word Processing Operator/Receptionist <i>formerly Receptionist/Word Processing Operator</i>
<b>CIDB 3</b>	:	<b>Rs 22400 x 800 - 28000 x 1000 - 34000</b>	Secretary

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## **69. THE RAJIV GANDHI SCIENCE CENTRE TRUST FUND**

- 69.1 The Rajiv Gandhi Science Centre Trust Fund has been set up in accordance with Act No. 6 of 1994. The main objectives of the Fund are, *inter alia*, to promote science and technology through various programmes, activities and exhibitions, inculcate awareness in scientific fields among the Mauritian public, supplement school education in a non-formal way by programming science demonstration lectures, science fairs, science seminars and other programmes to inculcate creativity among young people and popularise science with an aim of enhancing the public understanding of science and technology.
- 69.2 The Centre also runs a Mobile Science Unit comprising a museobus and a planetarium. The Unit adopts a reach-out policy by bringing concepts of science to students through visits to schools in different parts of the country.
- 69.3 As the organisational structure is appropriate, we are not recommending any change, thereto, except for the restyling of the post of Education Officer to reflect the duties actually being performed by incumbent.

### **Education Officer**

- 69.4 The Education Officer of the Rajiv Gandhi Science Centre Trust Fund does not perform teaching work as in schools. Incumbent runs the Mobile Exhibition Unit and organises activities such as essay competition, drawing/poster competition, quiz, workshops and seminars on a national level for both school students and the public. The grade is being restyled in the light of the nature of duties.

### **Recommendation**

- 69.5 We recommend that the grade of Education Officer be restyled Resource Officer.**

**69. THE RAJIV GANDHI SCIENCE CENTRE TRUST FUND**

**SALARY SCHEDULE**

- RGSC 1 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**  
Office Attendant
- RGSC 2 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Carpenter  
Electrician  
Fitter  
Painter  
Welder
- RGSC 3 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Driver/Handy Worker
- RGSC 4 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- RGSC 5 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator
- RGSC 6 : Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Visual Artist/Photographer
- RGSC 7 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**  
Technical Assistant
- RGSC 8 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary



**72. THE RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd.)**

**RGSC 9 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**

Finance Officer

**RGSC 10 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**

Technical Officer (Civil)

Technical Officer (Electronics)

Technical Officer (Exhibition)

Technical Officer (Mechanical)

**RGSC 11 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**

Administrative Officer

Resource Officer

*formerly Education Officer*

Exhibition Officer

**RGSC 12 : Rs 22400 x 800 - 28000 x 1000 - 30000**

Curator (Electronic/Computer)

Curator (Mechanical Engineering)

Curator (Physical Science)

**RGSC 13 : Rs 42500**

Director

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## 70. TOBACCO BOARD

- 70.1 The Tobacco Board is vested with powers to control the production and sale of tobacco leaf in the country. It licences the imports of unmanufactured and manufactured tobacco products and has a central warehouse where tobacco leaves produced in the country are purchased, graded, re-dried, baled and sold to the manufacturer. Its regulatory functions have been enlarged with the power to licence the importation of un-manufactured tobacco and tobacco products. It also manages a “Mechanisation and Inputs Fund” for the benefit of tobacco growers.
- 70.2 Given its new responsibilities and the need to improve the efficiency of the operations and delivery of its services, the present structure of the organisation should be reviewed. We are bringing in some structural changes to enable the organisation to meet its objectives more efficiently and effectively.

### Administration Section

#### Secretary

- 70.3 Presently, the administrative functions are being performed by the Secretary. He also deals with personnel matters. In the context of the implementation of additional regulatory powers conferred upon the Board, there has been an increase in the duties at senior level in the administrative section.

#### Recommendation 1

- 70.4 **We recommend that the grade of Secretary be restyled Administrative Secretary. In future, appointment to the grade should be made from among candidates possessing a post ‘A’ Level Degree in Management/ Administration or the Associateship of the Institute of Chartered Secretaries and Administrators and reckoning at least five years’ experience in administrative duties.**
- 70.5 Incumbent would be required, among others, to be in charge of the Administrative Section, assist in the formulation and the implementation of Tobacco Board’s policies and give general assistance to the General Manager as well as to act as Secretary to the Board.

**Personnel Officer (New Grade)**

70.7 There is need for the creation of an appropriate level for the performance of the duties related to personnel matters, and to give appropriate advice on human resource matters, deal with labour legislations, process documents related to recruitment, appointment, training, promotion and retirement, and formulate procedures for performance appraisal and staff discipline.

**Recommendation 2**

**70.8 We recommend the creation of a grade of Personnel Officer to be recruited from among candidates possessing a post 'A' Level Diploma in Management with specialisation in Human Resources or an equivalent qualification.**

**Telephone Operator**

70.9 At present, the Telephone Operator works on a PABX and also attends to tobacco planters and officials calling at the Head Office. However, the number of visitors calling at the organisation does not warrant the creation of a specific grade to attend to minor queries and to guide visitors.

70.10 The present arrangement is giving satisfaction. We are restyling the grades to reflect the nature of duties being performed.

**Recommendation 3**

**70.11 We recommend that the grade of Telephone Operator be restyled Receptionist/Telephone Operator and the scheme of service be amended to include receptionist duties. These duties have been taken into consideration in arriving at the salary recommended for the grade.**

**FINANCE SECTION****Accountant (New Grade)**

70.12 At present, the Finance Section has recourse to the services of an Accountant on a contractual basis. He is supported by the Chief Accounts Officer, Senior Accounts Officer, Accounts Officer and the Accounts Clerk. As the financial transactions of the organisation have increased, there is need for the services of an Accountant on a permanent basis.

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**Recommendation 4**

- 70.13** We recommend the creation of a grade of Accountant to be recruited from among holders of a pass at the final examinations required for admission to membership of a recognised professional accounting body or an equivalent qualification.
- 70.14 Incumbent would be required, among others, to maintain appropriate records of revenue and expenditure, and other records and ledgers in the accounting systems of the Board, prepare draft recurrent and capital estimates for revenue and expenditure, and any other financial/accounting data, follow up procurement of goods and services, payment to planters, revenue and expenditure and look after the day to day running of the Accounts Section. He would also be responsible for maintaining standard practices in accounting and auditing systems.

**Chief Accounts Officer**

- 70.15 With the restructuring of the Finance Section, the duties presently performed by the Chief Accounts Officer will be taken over by the Accountant and other members of the staff of the Finance Section.

**Recommendation 5**

- 70.16** We recommend that the grade of Chief Accounts Officer be abolished on vacancy. We are providing a personal salary to holder of the post.

**WAREHOUSE AND INSPECTORATE SECTION****Operations Manager (New Grade)**

- 70.17 At present, the Warehouse Section is manned by the Warehouse Supervisor who is responsible for the control of the leaf processing, baling and warehousing and delivery to the tobacco manufacturers. The Inspectorate Section is headed by the Senior Tobacco Inspector who is responsible for control of leaf production and for giving technical advice to tobacco leaf growers.

70.18 To provide a better link between leaf production and leaf processing and to coordinate the activities of the Inspectorate and Warehouse Sections, we are providing for an additional level to head both sections. Incumbent would also be required to give professional support to the management for a better strategic planning of the Board's operations.

### **Recommendation 6**

**70.19 We recommend the creation of a grade of Operations Manager to be recruited from among candidates possessing a post 'A' Level Degree in Agriculture and reckoning at least five years' experience.**

70.20 Incumbent would be required, *inter-alia*, to follow-up research work and liaise with research organisations in relation to new varieties of tobacco and improve cultivation practices, dissemination of technical knowledge to growers and advise on new procedures and machinery needed for efficient warehouse operations.

### **Technical Officer Tobacco Inspector**

70.21 Both the Technical Officer and the Tobacco Inspector are recruited from among candidates possessing a Diploma in Agriculture. The Technical Officer is responsible, *inter alia*, for the collection of daily samples from bales of tobacco leaf delivered by producers ex-redrying plant and bales in the stores, for carrying out moisture tests of tobacco and compiling results therefrom.

70.22 The Tobacco Inspector effects site visits to plantations and curing accommodations and also collects rainfall data.

70.23 To provide polyvalency between these two grades, there is need for the merging of same into a single grade, and incumbent would be required to perform either inspectorate or warehouse duties.

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**Recommendation 7**

**70.24** We recommend that the grades of Tobacco Inspector and Technical Officer be merged and restyled Tobacco Officer. Recruitment to the grade of Tobacco Officer should continue to be made from among candidates possessing a post 'A' Level Diploma in Agriculture.

The Tobacco Officer may be posted either in the Inspectorate or in the Warehouse Section.

**Warehouse Assistant/Baling Officer/Storekeeper**

**70.25** Tobacco leaf production has gone down and this has brought a decline in the workload in the Baling Section and Leaf Stores. For better work organisation, increased efficiency and polyvalency in the Warehouse Section, the duties at the Warehouse need to be re-organised.

**Recommendation 8**

**70.26** We recommend that the scheme of service of the grade of Warehouse Assistant be amended to include baling and store keeping duties. These duties have been taken into consideration in arriving at the salary recommended for the grade.

**70.27** We also recommend that the grades of Baling Officer and Storekeeper be abolished on vacancy. We are providing personal salaries to officers in post.

**Clerical Officer (Warehouse Section)**

**70.28** Given the pattern of work, Clerical Officers posted at the Warehouse Section have to put in more hours of work than their counterparts in the Administrative Section. We are providing for the payment of an allowance to these Clerical Officers.

**Recommendation 9**

**70.29 We recommend the payment of a monthly allowance of Rs 800 to Clerical Officers who are required to put in additional hours of work when posted at the Warehouse Section for a whole month.**

**Ration Allowance**

70.30 An allowance is paid to employees and staff as a supplement for additional expenses on certain meal items because they work in an environment which gives a persistent smell of tobacco.

70.31 At present, the daily Ration Allowances paid to employees and Staff are Rs 7.00 and Rs 3.00 respectively.

**Recommendation 10**

**70.32 We recommend that the daily Ration Allowances paid to employees and staff of the organisation be revised to Rs 10.00 and Rs 5.00 respectively.**

**Medical Examination**

70.33 Representations have been received from staff and employees to the effect that by the nature of their duties they are required to work in a dusty and tobacco smelling environment.

**Recommendation 11**

**70.34 We recommend that Management should make arrangement for the staff and the employees to undergo a medical check up at regular intervals.**

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**70. TOBACCO BOARD**
**SALARY SCHEDULE**

<b>TOB 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> Warehouse Worker
<b>TOB 2</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 -7500</b> Gateman Sanitary Attendant Warehouse Operative
<b>TOB 3</b>	<b>:</b>	<b>Rs 7850</b> Safety and Health Officer (Part Time)
<b>TOB 4</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Tobacco Grader Tradesman's Assistant Workers (Stores & Sales Dept.)
<b>TOB 5</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Baler Plant Feeder Watchman
<b>TOB 6</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Gardener Office Attendant
<b>TOB 7</b>	<b>:</b>	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Carpenter Handy Worker (Skilled) <i>formerly Handyman, Skilled</i> Packer
<b>TOB 8</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Senior/Head Office Attendant



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**72. TOBACCO BOARD (Contd.)**

- TOB 9 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600**  
Assistant Foreman  
Forklift Driver
- TOB 10 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator  
*formerly Telephone Operator*
- TOB 11 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Clerical Assistant/Senior Clerical Assistant
- TOB 12 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Maintenance Technician
- TOB 13 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- TOB 14 : Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Baling Officer (Personal)
- TOB 15 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Assistant Accounts Clerk  
Correspondence Clerk/Word Processing Operator
- TOB 16 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Chief Mechanic  
Foreman
- TOB 17 : Rs 10000 x 300 - 10600 x 400 - 14600**  
Storekeeper (Personal)
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**72. TOBACCO BOARD (Contd.)**

- TOB 18 : Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Warehouse Assistant (Future Holder)
- TOB 19 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk
- TOB 20 : Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Computer Officer
- TOB 21 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- TOB 22 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer  
Warehouse Assistant (Personal)
- TOB 23 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Tobacco Officer  
*formerly Technical Officer*  
*Tobacco Inspector*
- TOB 24 : Rs 11000 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Senior Tobacco Instructor (Personal)
- TOB 25 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Assistant Warehouse Supervisor
- TOB 26 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Personnel Officer (New Grade)
- TOB 27 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Accounts Officer
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**72. TOBACCO BOARD (Contd.)**

- TOB 28 : Rs 17600 x 600 - 20000 x 800 - 23200**  
Senior Tobacco Officer  
*formerly Senior Tobacco Inspector*  
Warehouse Supervisor
- TOB 29 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Chief Accounts Officer (Personal)
- TOB 30 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant (New Grade)
- TOB 31 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Administrative Secretary  
*formerly Secretary*  
Operations Manager (New Grade)
- TOB 32 : Rs 42500**  
General Manager

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## 71. TOWN AND COUNTRY PLANNING BOARD

- 71.1 The Town and Country Planning Board (Board) was established by the Town and Country Planning Act of 1954 as a parastatal body under the aegis of the Ministry of Housing and Lands. The main functions of the Board are to prepare Outline Schemes for urban and rural areas for an orderly and progressive development of land within these areas and to act as an appellate body to hear parties aggrieved by decisions of Local Authorities in respect of development permits.
- 71.2 The Secretary is the administrative head of the Organisation which comprises two main sections - the Administration/Finance Section and the Technical Section. We are, in this Report, creating a new grade of Executive Officer to reinforce the Administrative function, reviewing the entrance qualifications for Planning Inspector and restyling certain posts to reflect their respective duties and responsibilities.

### Secretary

- 71.3 The Secretary who is the head of the organisation, is responsible for the day-to-day administration, acts as Secretary to the Board and represents the Board in judicial proceedings, among other duties. To reflect the nature of duties and level of responsibilities devolving upon this post, we are restyling the grade.

### Recommendation 1

- 71.4 **We recommend that the grade of Secretary be restyled Administrative Secretary.**

### Planning Inspector

- 71.5 At present, appointment to the grade of Planning Inspector, *formerly Inspector*, is made from among candidates holding the Cambridge School Certificate with at least 5 years' experience in either Planning, Building Control or Surveying. To ensure the effective performance of their duties, officers in the grade are sponsored by the Board to follow the course leading to the Diploma in Town & Country Planning at the University of Mauritius. Representations have been

made to the effect that there is no dearth of such Diplomates and it would be beneficial for the organisation to recruit candidates already possessing the Diploma. In the light of this and with a view to providing the organisation with staff of the right calibre, we are reviewing the entry qualification for the grade.

## **Recommendation 2**

**71.6 We recommend that, in future, recruitment to the grade of Planning Inspector formerly Inspector should be made from among holders of the Cambridge School Certificate with credit in at least five subjects including English Language and Mathematics, the General Certificate of Education with Passes in at least two subjects at 'A' Level and the Diploma in Town and Country Planning of the University of Mauritius or equivalent qualifications.**

**71.7 We further recommend that officers in post should possess the Diploma in Town and Country Planning to cross the Qualification Bar (QB) inserted in the salary scale of the grade.**

## **Executive Officer (New Grade)**

71.8 The Administrative Section comprises the grades of Senior Executive Officer/Principal Executive Officer (SEO/PEO) and Clerk. The SEO/PEO is responsible for the day-to-day administration of the registry, finance and stores, and typing pool, and also assists the Secretary in serving the Board. The Clerk performs duties ranging from filing, processing of payment vouchers to store duties. The need is felt for an intermediate grade between these two levels, that would take over certain administrative, executive and finance duties from the SEO/PEO. We are, in this context, providing for a new grade of Executive Officer with combined responsibilities.

**Recommendation 3**

**71.9** We recommend the creation of a grade of Executive Officer. Appointment thereto should be made by selection from among Clerks reckoning at least four years' service in the grade. In the absence of suitably qualified officers within the organisation, appointment should be made from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts, the General Certificate of Education with passes at 'A' Level in at least two subjects and reckoning at least four years' experience in clerical duties.

**71. TOWN AND COUNTRY PLANNING BOARD****SALARY SCHEDULE**

<b>TCP 1</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b>
		Office Attendant
<b>TCP 2</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b>
		Driver
<b>TCP 3</b>	<b>:</b>	<b>Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000</b>
		Word Processing Operator
<b>TCP 4</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b>
		Clerk
<b>TCP 5</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b>
		Executive Officer (New Grade)
<b>TCP 6</b>	<b>:</b>	<b>Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600</b>
		Confidential Secretary

**72. TOWN AND COUNTRY PLANNING BOARD (Contd.)**

- TCP 7 : Rs 11400 x 400 - 15000 x 500 - 17000 QB 17600 x 600 - 19400**  
Planning Inspector  
*formerly Inspector*
- TCP 8 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 21600**  
Senior Executive Officer/Principal Executive Officer
- TCP 9 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Senior Planning Inspector
- TCP 10 : Rs 17600 x 600 - 20000 x 800 - 27200**  
Chief Planning Inspector  
*formerly Chief Inspector*
- TCP 11 : Rs 24000 x 800 - 28000 x 1000 - 34000**  
Administrative Secretary  
*formerly Secretary*

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## 72. TRADE UNION TRUST FUND

- 72.1 The Trade Union Trust Fund (TUTF) is a body corporate established by the Trade Union Trust Fund Act of 1994. It operates under the aegis of the Ministry of Labour and Industrial Relations.
- 72.2 The objects of the Fund are to receive and manage funds and other property obtained from the Government or from other sources; promote workers' education; provide assistance to workers' organisations and organise/sponsor seminars, conferences, workshops, training courses and other related activities for the benefit of the members of trade unions affiliated to workers' organisations.
- 72.3 The Fund is managed by a Board of Trustees consisting of representatives of workers' organisations, Ministries and an independent person with experience in adult education or industrial relations.
- 72.4 We are providing for the grade of Executive Secretary which has recently been created.

### 72. TRADE UNION TRUST FUND

#### SALARY SCHEDULE

**TUTF 1 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Executive Secretary

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### **73. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD**

- 73.1 The Training and Employment of Disabled Persons Board (TEDPB) came into operation in December 1996 when the Trust Fund for Disabled Persons was repealed. With this change, the TEDPB, in addition to providing vocational training to disabled persons, has additional responsibility to act as a facilitator to enable these disabled persons to secure employment and placing in enterprises for on-the-job training. It runs training centres at Calebasses, Flacq and Rose Belle and makes arrangement for admission of Disabled persons in IVTB recognised public training institutions in regions away from its centres. Currently, some 100 disabled persons are following courses in literacy and numeracy, dressmaking, leathercraft and woodwork. The TEDPB works its programmes in close collaboration with the families of the disabled, employers and training institutions.
- 73.2 Over the years there has been an increasing demand for training of the disabled and those trained are more and more willing to get employed. In view of the increasing activities of the TEDPB, we are, in this Report, bringing a few changes to better equip the organisation to meet its demands and to ensure the optimum utilisation of its human resources.

#### **Accounts Officer (New Grade)**

#### **Higher Executive Officer (New Grade)**

- 73.3 At present, the financial transactions of the organisation are handled by the Secretary/Treasurer who also performs administrative duties and acts as Secretary to the Board. With an increase in its budget and managerial activities, such an arrangement is no longer effective. We are, therefore, separating these two functions and providing for two distinct grades; the first one to be responsible for the day-to-day financial transactions of the Board and the other to provide support services and assistance at Management level.

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**Recommendation 1**

**73.4 We recommend the creation of a grade of Accounts Officer and a grade of Higher Executive Officer.**

**Accounts Officer**

**73.5 Recruitment to the grade should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate, a pass in Accounting at the Third Level of the London Chamber of Commerce and Industry or an equivalent qualification and reckoning at least four years' experience in finance duties.**

73.6 Incumbent would be required, amongst others, to deal with the day-to-day financial transactions of the Board and prepare and monitor the budget and payment for training institutions.

**Higher Executive Officer**

**73.7 Appointment to the grade should be made from among candidates reckoning at least four years' experience at Executive Officer's level.**

73.8 Incumbent would be required, amongst others, to assist the General Manager in the day-to-day administration of the organisation and also to act as Secretary to the Board.

**Word Processing Operator**

**Clerk/Word Processing Operator**

73.9 There are two distinct grades of Word Processing Operator and Clerk/Word Processing Operator on the establishment of the organisation performing similar duties. Management has submitted that for efficiency and effectiveness, one grade cumulating both clerical and word processing functions would suffice. We are making an appropriate recommendation to that effect.

**Recommendation 2**

**73.10** We recommend that the grade of Word Processing Operator be abolished on vacancy. In future, recruitment should be made at the level of Clerk/Word Processing Operator only.

**Office Attendant****Office/Minibus Attendant**

73.11 There are at present two distinct grades of Office Attendant and Office/Minibus Attendant on the establishment of the TEDPB. Besides performing the general duties of the Office Attendant, the Office/Minibus Attendant twice daily helps in the conveyance of disabled persons by accompanying them in the minibus. When the only office/Minibus Attendant is absent, Management faces much difficulty to find a replacee to accompany the disabled persons. For polyvalency we are combining the functions of these two grades into one and restyling them appropriately.

**Recommendation 3**

**73.12** We recommend that the grades of Office Attendant and Office/Minibus Attendant be merged and restyled Office/Transport Attendant.

**73. TRAINING AND EMPLOYMENT OF DISABLED  
PERSONS BOARD**

**SALARY SCHEDULE**

<b>TEDPB 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b>
		General Worker <i>formerly General Office/Premises Worker</i>
<b>TEDPB 2</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b>
		Office/Transport Attendant <i>formerly Office Attendant Office/Minibus Attendant</i>

**73. TRAINING AND EMPLOYMENT OF DISABLED  
PERSONS BOARD (Contd.)**

- TEDPB 3 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
Driver
- TEDPB 4 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
**x 300 - 10600 x 400 - 11000**  
Receptionist /Telephone Operator
- TEDPB 5 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
**x 300 - 10600 x 400 - 12600**  
Assistant Stores Officer
- TEDPB 6 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
**x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- TEDPB 7 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**  
**x 300 - 10600 x 400 - 13400**  
Clerk/Word Processing Operator
- TEDPB 8 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 -**  
**17000 x 600 - 17600**  
Social Worker/Employment Officer
- TEDPB 9 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 -**  
**17600**  
Confidential Secretary
- TEDPB 10 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer (New Grade)  
Higher Executive Officer (New Grade)

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**73. TRAINING AND EMPLOYMENT OF DISABLED  
PERSONS BOARD (Contd.)**

**TEDPB 11 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 -  
27200**

Secretary/Treasurer (Personal)  
Socio-Psychologist/Career Guidance Officer

**TEDPB 12 : Rs 35000 x 1000 - 37000**

General Manager

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## **74. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)**

74.1 The Trust Fund for Specialised Medical Care (The Centre) is a body corporate regulated by Act 52 of 1992 operating under the aegis of the Ministry of Health and Quality of Life. Its objects are to set up and operate a specialised Medical Care Centre and other institutions for the provision of high-tech medical care.

74.2 The Centre provides specialised medical care to cardiac patients and other critically ill patients ranging in age from the neonate to the elderly. It has two in-patient wards and a fully equipped Intensive Care Unit comprising 12 beds. The Centre has two major Operating Theatres equipped with modern sophisticated equipment and a third one is under construction. On average some 400 open heart surgeries, 1200 angiographies and 300 angioplasties are effected each year. The Centre is frequently used by Visiting Medical Teams for surgical intervention on patients under Technical Assistance Programmes.

74.3 The Centre is managed by a Board of Trustees and is at present headed by the Director/Cardiac Surgeon who is responsible both for the general and clinical administration of the Centre. It has a full complement of medical, technical, paramedical, administrative and supportive grades to deliver its services effectively. We are maintaining the structure.

### **“On Call” and “In Attendance” Allowances**

74.4 The Medical Services, out-patients care, surgeries and other medical treatment and examinations are carried out by the Specialised Registered Medical Officers and Medical Specialists during the day. At night, on weekends and public holidays, there is a core staff comprising Specialised Registered Medical Officers to ensure the continuity of service and treatment to the in-patients. The Director/Cardiac Surgeon, Cardiologists and Cardiac Anaesthetists remain on call to attend to emergency cases. They are paid “On Call” and “In Attendance” allowances for that purpose. We are revising these allowances.

**Recommendation 1**

74.5 We recommend payment of "On Call" and "In Attendance" allowances to Director/Cardiac Surgeon, Cardiologists and Cardiac Anaesthetists as follows:

<b>On-Call</b>	<b>Allowance (Rupees)</b>
<b>Weekday between 18.00 hours and 08.00 hours the following day</b>	<b>600</b>
<b>Saturday 12.00 hours to Sunday 08.00 hours Sunday 08.00 hours to Monday 08.00 hours Public Holiday 08.00 hours to 08.00 hours the following day</b>	<b>900</b>

74.6 When effectively attending to cases, the Director/Cardiac Surgeon, Cardiologists and Cardiac Anaesthetists should be paid Rs 425 per hour inclusive of travelling time.

**Allowance for coverage of Night, Sunday and Public Holiday**

74.7 Specialised Registered Medical Officers are at present paid allowances for work performed over and above their normal working week in order to provide a 24-hour coverage. We are extending these allowances to the Trainee Specialised Registered Medical Officers as well.

**Recommendation 2**

74.8 We are revising the rates for work done at night, on Saturday afternoon, Sunday and Public Holiday by Specialised Registered Medical Officers and Trainee Specialised Registered Medical Officers as follows:

<b>Extra Hours of Work/Coverage</b>	<b>Allowance (Rupees)</b>
<b>Weekday between 18.00 hours and 08.00 hours the following day</b>	<b>1725</b>
<b>Saturday 12.00 hours to Sunday 08.00 hours</b>	<b>2130</b>
<b>Sunday 08.00 hours to Monday 08.00 hours Public Holiday 08.00 hours to 08.00 hours the following day</b>	<b>2435</b>

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**Shift Work and Night Allowance**

74.9 Certain grades at the Centre work on shift providing a 24-hour coverage. The shift element has been taken into consideration in determining the salaries of the grades. Moreover, as an incentive to those who actually perform night duty, we are introducing a night allowance.

**Recommendation 3**

74.10 We recommend that for the period 1<sup>st</sup> July 2003 to 30 June 2004 officers who effectively work on night shift should be paid a night shift allowance equivalent to 7.5% of the normal rate per hour for the hours between 23.00 hours and 05.00 hours excluding any lying-in hours. The rate shall be 10% of the hourly rate as from 1<sup>st</sup> July 2004.

**Allowance for the Medical Profession**

**Recommendation 4**

74.11 We recommend that the allowance paid to members of the Medical Profession for the purchase of medical books etc., be revised to Rs 10000 annually.

**Linen Room Officer**

74.12 At present, recruitment to the grade of Linen Room Officer is made from among candidates possessing the Certificate of Primary Education and a certificate in cutting and sewing obtained after ten months training. To be in line with our recommendation for its counterpart in the civil service, we are restyling the grade and amending the entry qualification requirements.

**Recommendation 5**

74.13 We recommend that the grade of Linen Room Officer be restyled Linen Officer. Recruitment thereto, should in future, be made from among candidates showing proof of having read up to Cambridge School Certificate and possessing a certificate in the field of cutting and sewing from a recognised institution obtained after at least 10 months training or an equivalent qualification.



**74. TRUST FUND FOR SPECIALISED MEDICAL CARE  
(CARDIAC CENTRE)**

**SALARY SCHEDULE**

<b>TFSMC 1</b>	<b>: Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Handy Worker <i>formerly Handyman</i>
<b>TFSMC 2</b>	<b>: Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Handy Worker (on shift) <i>formerly Handyman (on shift)</i>
<b>TFSMC 3</b>	<b>: Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Office Attendant/Driver
<b>TFSMC 4</b>	<b>: Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Nursing Aid/General Worker <i>formerly Nursing Aid/General Premises Worker</i> Theatre Attendant (on shift)
<b>TFSMC 5</b>	<b>: Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000</b> Receptionist/Telephonist
<b>TFSMC 6</b>	<b>: Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400</b> Linen Officer <i>formerly Linen Room Officer</i>
<b>TFSMC 7</b>	<b>: Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11400</b> Ambulance Driver (on shift)
<b>TFSMC 8</b>	<b>: Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerical Officer/Higher Clerical Officer
<b>TFSMC 9</b>	<b>: Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> Accounts Clerk Purchasing and Supply Officer

**74. TRUST FUND FOR SPECIALISED MEDICAL CARE  
(CARDIAC CENTRE) (Contd.)**

<b>TFSMC 10 :</b>	<b>Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500</b>
	Trainee Specialised Nursing Officer
<b>TFSMC 11 :</b>	<b>Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600</b>
	Confidential Secretary
<b>TFSMC 12 :</b>	<b>Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600</b>
	Accounts Officer
<b>TFSMC 13 :</b>	<b>Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 18800</b>
	Specialised Nursing Officer (Male and Female)
<b>TFSMC 14 :</b>	<b>Rs 12600 x 400 - 15000 x 500 - 17000 QB 17600 x 600 - 19400</b>
	Accounting Technician
<b>TFSMC 15 :</b>	<b>Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000</b>
	Personnel Officer
<b>TFSMC 16 :</b>	<b>Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 20800</b>
	Specialised Head Nurse
<b>TFSMC 17 :</b>	<b>Rs 17600 x 600 - 20000 x 800 - 24000</b>
	Deputy Specialised Nursing Superintendent
<b>TFSMC 18 :</b>	<b>Rs 21600 x 800 - 27200</b>
	Specialised Perfusionist
<b>TFSMC 19 :</b>	<b>Rs 21600 x 800 - 28000</b>
	Specialised Nursing Superintendent
<b>TFSMC 20 :</b>	<b>Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000</b>
	Administrative Secretary

**74. TRUST FUND FOR SPECIALISED MEDICAL CARE  
(CARDIAC CENTRE) (Contd.)**

- TFSMC 21 :**     **Rs 24000 x 800 - 28000 x 1000 - 35000**  
Trainee Specialised Registered Medical Officer
- TFSMC 22 :**     **Rs 28000 x 1000 - 38000**  
Specialised Registered Medical Officer
- TFSMC 23 :**     **Rs 32000 x 1000 - 42500**  
Cardiac Anaesthetist  
Cardiologist
- TFSMC 24 :**     **Rs 48750**  
Director/Cardiac Surgeon

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## 75. UNIVERSITY OF MAURITIUS

- 75.1 The main objects of the University of Mauritius are to provide facilities for teaching and research, promote the advancement of learning and knowledge and provide a university education responsive to the social, administrative, scientific, agricultural and technological needs of Mauritius. Over the years, the University has moved from sub-degree teaching in Agriculture, Administration and Industrial Technology to offering post graduate training, research and consultancy services in a range of disciplines appropriate to the changing needs of the country. The University also runs a few Bachelor's degree courses with the collaboration of the Mauritius Institute of Education and the Mahatma Gandhi Institute and has collaborative programmes with regional and international universities.
- 75.2 Besides the Academics, the University is manned by a complement of Administrative, Technical and General Services staff for its different functional units of Teaching, Research, Consultancy, General Administration, Finance, Stores, Library and Laboratory. Since our 1998 Report, the University of Mauritius has brought about certain changes in its staffing structure by creating new grades and merging others. We are, in this Report, reviewing the salary level of grades in the organisation and Conditions of Service specific to the University. However, for want of information we are not reporting on certain grades, which have either been created or merged by the Institution.

### **Sabbatical Leave**

- 75.3 Sabbatical Leave is a paid leave and is granted to eligible academic staff for the purpose of conducting research and pursuing other academic activities abroad in a University or other institutions approved by the Council.
- 75.4 Beneficiaries of Sabbatical Leave are sponsored by the University but they have to make their own arrangements regarding travelling, accommodation and living expenses. The passage cost is met by the beneficiary from his accumulated mileage credit under the Passage Benefit Scheme.
- 75.5 Representations have been received that the University should bear the passage cost for academic staff proceeding on Sabbatical Leave.

**Recommendation 1**

- 75.6** We recommend that the University considers refunding partly the passage cost incurred by beneficiaries when travelling abroad to destinations sponsored by the University during Sabbatical Leave.

**Duty Free Facilities for Assistant Lecturer/Lecturers****Recommendation 2**

- 75.7** We recommend that Assistant Lecturer/Lecturers drawing salary of Rs 19400 a month should be eligible for loan facilities and 70% duty remission for the purchase of a car on the same terms and conditions as at paragraph 15.2.56 (a) of Volume I of the PRB Report 2003 notwithstanding the salary level required therein.

**Recruitment and Retention of Academic Staff**

- 75.8** Representations have been received that it is becoming difficult to recruit and retain suitable academic staff at the University of Mauritius, the more so, as Registered Professionals have to forego the right to exercise their profession on joining the organisation. We are, therefore, making appropriate recommendations to that effect.

**Recommendation 3**

- 75.9** We recommend that the University of Mauritius may consider the possibility of allowing full-time academic staff who are registered professionals to exercise their profession provided that this is done outside their working hours and is not in conflict with their work at the University.

**Consultancy Services**

- 75.10** The University normally provides consultancy services for the government and the business sector on a wide range of issues. Officers involved in the provision of these services are paid allowances as follows:
- (i) For Research and Consultancy, the net income is distributed between Academics and supporting staff and the University in the ratio of 2 to 1.

- (ii) For Short Courses, Seminars and Workshops the relevant staff members receive 60% of the net income whereas the remaining 40% goes to the University.

75.11 This arrangement is appropriate and needs no change.

#### **Recommendation 4**

**75.12 We recommend that the present provisions regarding the remuneration of University Staff involved in Consultancy Services be maintained.**

#### **Printing Operator/Offset Operator Assistant Printing Supervisor**

75.13 In our 1998 Report, a QB has been inserted in the salary scales of the grades of Printing Operator/Offset Operator and Assistant Printing Supervisor. To proceed beyond the QB, officers in these grades should possess the Cambridge School Certificate and the National Trade Certificate Level 3 of the Industrial and Vocational Training Board or equivalent. **We recommend that the present provisions be maintained.**

#### **Allowances to Head of Departments/Dean of Faculty**

75.14 Presently a monthly allowance of Rs 950 is paid to all Heads of Department and Academic Staff acting as Dean of Faculty.

#### **Recommendation 5**

**75.15 We recommend that this allowance be revised to Rs 1150.**

#### **Political Activities**

75.16 At present full-time academic staff are not allowed to participate in active politics as involvement in such activities disrupts the proper functioning of the University.

#### **Recommendation 6**

**75.17 We recommend that this policy should be maintained.**

**75. UNIVERSITY OF MAURITIUS****SALARY SCHEDULE**

<b>UNI 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>UNI 2</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Stockman
<b>UNI 3</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>UNI 4</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Nurseryman/Gardener Office Attendant
<b>UNI 5</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8800</b> Security Guard
<b>UNI 6</b>	<b>:</b>	<b>Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 9750</b> Senior Security Guard
<b>UNI 7</b>	<b>:</b>	<b>6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver Gangman
<b>UNI 8</b>	<b>:</b>	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> Binder Carpenter/Cabinet Maker Electrician Handy Worker/Tradesman <i>formerly Handyman/Tradesman</i> Mason Mechanic Painter

**75. UNIVERSITY OF MAURITIUS**

- UNI 9 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- UNI 10 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator
- UNI 11 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Driver (Heavy Vehicle)  
Tractor Driver
- UNI 12 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 QB 10600 x 400 - 11800**  
Printing Operator/Offset Operator
- UNI 13 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Assistant Stores Officer
- UNI 14 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk  
Clerk/Word Processing Operator  
Library Clerk  
Library Clerk (Personal to former Library Assistants in post as at 30.6.93)
- UNI 15 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Foreman  
Foreman (Binder)
- UNI 16 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Senior Word Processing Operator



**75. UNIVERSITY OF MAURITIUS (Contd.)**

- UNI 17 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 QB 13800 x 400 - 14600**  
Assistant Printing Supervisor
- UNI 18 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Finance Officer  
Executive Assistant  
Stores Officer
- UNI 19 : Rs 10300 x 300 - 10600 x 400 - 15000**  
Senior Library Clerk
- UNI 20 : Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Nursing Officer
- UNI 21 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- UNI 22 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer  
Higher Stores Officer  
Senior Executive Assistant
- UNI 23 : Rs 13400 x 400 - 15000 x 500 - 17000 x 600 - 18800**  
Specialised Nursing Officer (Male and Female)
- UNI 24 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Library Officer  
Safety and Health Officer/Senior Safety and Health Officer  
*formerly Safety and Health Officer*
- UNI 25 : Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Computer Programmer
- UNI 26 : Rs 12600 x 400 - 15000 x 500 - 17000 QB 17600 x 600 - 19400**  
Accounting Technician

**75. UNIVERSITY OF MAURITIUS (Contd.)**

- UNI 27 : Rs 13800 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Printing Supervisor
- UNI 28 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Stores Officer
- UNI 29 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Analyst/Programmer  
Sports Officer/Senior Sports Officer  
Technician/Senior Technician
- UNI 30 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Senior Library Officer
- UNI 31 : Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 24000**  
Principal Executive Assistant
- UNI 32 : Rs 18800 x 600 - 20000 x 800 - 24000**  
Senior Accounting Technician
- UNI 33 : Rs 19400 x 600 - 20000 x 800 - 25600**  
Principal Library Officer
- UNI 34 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Librarian
- UNI 35 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant  
Internal Auditor
- UNI 36 : Rs 17000 x 600 - 20000 x 800 - 27200**  
Farm Manager  
Principal Technician

**75. UNIVERSITY OF MAURITIUS (Contd.)**

- UNI 37 : Rs 18800 x 600 - 20000 x 800 - 28000**  
Senior Instructor (Personal to officers in post at 30.6.93)  
Services Superintendent (Personal)
- UNI 38 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Assistant
- UNI 39 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Computer Systems Engineer  
Instructional Designer  
Research Officer  
Systems Administrator  
Systems Analyst  
Systems Engineer
- UNI 40 : Rs 17600 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Assistant Lecturer/Lecturer
- UNI 41 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Senior Librarian
- UNI 42 : Rs 22400 x 800 - 28000 x 1000 - 31000**  
Senior Accountant
- UNI 43 : Rs 18800 x 600 - 20000 x 800 - 28000 x 1000 - 34000**  
Assistant Research Fellow
- UNI 44 : Rs 23200 x 800 - 28000 x 1000 - 34000**  
Assistant Registrar
- UNI 45 : Rs 18200 x 600 - 20000 x 800 - 28000 x 1000 - 37000**  
Public Relations Officer

**75. UNIVERSITY OF MAURITIUS (Contd.)**

- UNI 46 : Rs 28000 x 1000 - 37000**  
Manager, Innovative Learning Technologies  
Research Fellow  
Senior Assistant Registrar  
Senior Lecturer  
Senior Research Officer
- UNI 47 : Rs 28000 x 1000 - 40000**  
Manager, Consultancy Centre
- UNI 48 : Rs 35000 x 1000 - 40000**  
Associate Professor  
Budget Director  
Chief Librarian  
Director, Centre for Distance Learning
- UNI 49 : Rs 45000**  
Director, SSR Centre for Medical Studies  
Professor  
Registrar
- UNI 50 : Rs 47500**  
Pro Vice-Chancellor
- UNI 51 : Rs 65000**  
Vice-Chancellor

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## 76. UNIVERSITY OF TECHNOLOGY, MAURITIUS

- 76.1 The University of Technology, Mauritius (UTM) was established by the University of Technology, Mauritius Act 2000 as a body corporate integrating the Mauritius Institute of Public Administration and Management (MIPAM) and SITRAC Limited. It is a degree awarding institution and provides multi-level tertiary education to meet the needs of the Republic of Mauritius.
- 76.2 In September 2002 the Bureau provided a staffing structure to the UTM in its initial stage of operation. Every employee who was in the employ of MIPAM or SITRAC Limited was deemed to be employed by the University of Technology, Mauritius on the same terms and conditions.
- 76.3 In view of the increasing demand for courses run by the University, the present structure at both academic and administrative levels needs to be reinforced. We are, therefore, in the light of representations made and on the basis of job profiles submitted providing for new levels and redefining certain job profiles with a view to enabling the University to pursue its objectives.

### **Associate Professor (New Grade)**

- 76.4 At present, the UTM is running a variety of courses ranging from Certificate to Postgraduate. It is also involved in research and in providing consultancy services to all sectors of the economy. In order to monitor these activities the need is felt for a higher position reckoning substantial teaching experience and commanding authority.

### **Recommendation 1**

- 76.5 **We recommend the creation of a new grade of Associate Professor. Recruitment thereto should be made from among candidates possessing a postgraduate qualification in the relevant discipline and an earned Doctorate. Candidates should further give evidence of distinguished academic attainment through published research, teaching, administrative contributions and publications.**

76.6 Incumbents would, *inter alia*, be required to engage in teaching and tutorials, provide mentoring to staff members of the University; lead approved consultancy projects; engage in editing, production of periodicals, journals; and lead the development of staff within the school.

### **School Coordinator**

76.7 The UTM comprises four schools and in each of these schools, there is an increasing number of departments. It also aims at opening access internationally leading to a high level of intake. This will impact on the Heads of School in terms of responsibility and volume of work. In order to relieve the Heads of Schools it is imperative to provide support to them. However, given the volume and nature of duties to be performed, the need for a full-time officer may not be warranted. For the optimum use of human resources a member of the academic staff can safely be assigned these monitoring duties.

### **Recommendation 2**

**76.8 We recommend that the duties of School Coordinator be assigned to a member of the academic staff and be paid a monthly allowance of Rs 1000.**

76.9 The officer would, *inter alia*, be required to support the Head of School in coordinating the academic administration needed to ensure the smooth running of the School; engage in teaching and tutoring and to establish effective systems to ensure that academic administrative requirements are met with high quality of provision and within required time frames.

### **Duty Free Facilities for Assistant Lecturer/Lecturers**

**76.10 We recommend that Assistant Lecturer/Lecturers drawing salary Rs 19400 a month should be eligible for loan facilities and 70% duty remission for the purchase of a car on the same terms and conditions as at paragraph 15.2.56 (a) of Volume I of the PRB Report 2003, notwithstanding the salary level required therein.**

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### **Recruitment and Retention of Academic Staff**

76.11 In line with recommendations made for the University of Mauritius with regards to recruitment and retention of academic staff, we are making similar recommendations for the University of Technology.

### **Recommendation 3**

**76.12 We recommend that the University of Technology, Mauritius may consider the possibility of allowing full-time academic staff who are registered professionals to exercise their profession provided that this is done outside their working hours and is not in conflict with their work at the University.**

### **Sabbatical Leave**

76.13 A Sabbatical Leave Scheme exists at the University of Mauritius that enables academic staff to conduct research and pursue programmes of academic activity at a University or other institutions approved by the Council. Such a scheme, if introduced at the UTM, would be beneficial to its academic staff.

### **Recommendation 4**

**76.14 We recommend that the Management of the University of Technology, Mauritius considers the advisability of setting up a Sabbatical Leave Scheme for its academic staff.**

### **Computer Support Officer (New Grade)**

76.15 There are around 150 micro computers in the various computer laboratories at the UTM. Duties related to the smooth running of these computer laboratories are at present performed by the Technician/Senior Technicians. In the circumstances, there is need for a grade to perform these duties on a full time basis for the overall efficiency of the computer laboratory.

**Recommendation 5**

**76.16 We recommend the creation of a grade of Computer Support Officer. Recruitment thereto should be made from among candidates possessing a Cambridge Higher School Certificate with Mathematics at Principal Level together with a recognised Certificate in Information Technology.**

76.17 Incumbents would be required, *inter alia*, to work on the console and be responsible for booting and shutting down of the Computer System, loading and unloading peripherals and supervising their functioning, trouble-shooting on hardware installation in the event of a system failure, purging software such as the deletion of temporary files after usage and be responsible for the physical safe-keeping of magnetic media and stationery.

**Handy Worker (New Grade)****Handy Worker (Skilled) (New Grade)**

76.18 Given the size of the building and premises of the UTM, there are always some minor repairs and maintenance work to the structure, parks and gardens which duties do not require the services of full-time tradesmen nor different grades of manual workers. We are therefore creating polyvalent grades to provide these services.

**Recommendation 6**

**76.19 We recommend the creation of a grade of Handy Worker and one of Handy Worker (Skilled).**

**Handy Worker**

**76.20 Recruitment to the grade should be made from among holders of the Certificate of Primary Education.**

76.21 Incumbents would be required, amongst others, to carry out cleaning duties, despatching duties and loading/unloading/moving stores items, furniture, equipment and other materials.



**Handy Worker (Skilled)**

76.22 Recruitment to the grade should be made from among holders of the Certificate of Primary Education, together with a National Trade Certificate Level 3 from the IVTB and reckoning at least two years' relevant experience. Candidates should also possess a valid Driving Licence.

76.23 Incumbents would be required, *inter alia*, to carry out simple electrical, mechanical, carpentry and masonry works, undertake minor repairs and maintenance works and carry out driving duties.

**Political Activities**

76.24 Participation of full-time academic staff in active politics would disrupt the proper functioning of the University. This practice should not be allowed.

**Recommendation 7**

76.25 We recommend that full-time academic staff of the University of Technology, Mauritius, should not be allowed to participate in active politics.

**76. UNIVERSITY OF TECHNOLOGY, MAURITIUS****SALARY SCHEDULE**

<b>UTM 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b>
		General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>UTM 2</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b>
		Handy Worker (New Grade)
<b>UTM 3</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b>
		Library Attendant Office Attendant
<b>UTM 4</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b>
		Office Attendant/Driver

## 76. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd.)

- UTM 5 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Handy Worker (Skilled) (New Grade)
- UTM 6 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- UTM 7 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator
- UTM 8 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk  
Clerk/Word Processing Operator  
Library Clerk
- UTM 9 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Computer Support Officer (New Grade)
- UTM 10 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Accounts Clerk  
Executive Officer  
Stores Officer
- UTM 11 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary
- UTM 12 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Accounts Officer  
Higher Executive Officer
- UTM 13 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Library Officer  
Safety and Health Officer/Senior Safety and Health Officer  
*formerly Health and Safety Officer*

**76. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd.)**

- UTM 14 : Rs 11400 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Computer Programmer
- UTM 15 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Accounts Officer
- UTM 16 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**  
Technician/Senior Technician
- UTM 17 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Librarian
- UTM 18 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant  
Internal Auditor
- UTM 19 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Systems Analyst  
*formerly Computer Analyst*
- UTM 20 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Administrative Assistant
- UTM 21 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Admissions Officer  
Examinations Officer  
Human Resource Officer  
Public Affairs Officer  
Student Affairs Officer
- UTM 22 : Rs 17600 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Assistant Lecturer/Lecturer

**76. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd.)**

**UTM 23 : Rs 28000 x 1000 - 37000**

Head of Finance  
Head of Information Services  
Planning & Development Officer  
Quality Assurance Officer  
Senior Lecturer

**UTM 24 : Rs 28000 x 1000 - 40000**

Manager of Consultancy and Technology Transfer Centre

**UTM 25 : Rs 35000 x 1000 - 40000**

Associate Professor (New Grade)

**UTM 26 : Rs 45000**

Registrar

**UTM 27 : Rs 65000**

Director-General

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## 77. WASTEWATER MANAGEMENT AUTHORITY

- 77.1 The Wastewater Management Authority has been established as a Corporate Body in 2000 to take over the activities of the Waste Water Authority, a division within the Ministry of Public Utilities. It is now the main organisation responsible for the collection, treatment and disposal of wastewater throughout Mauritius.
- 77.2 The Wastewater Management Authority has, among other functions, to maintain and manage all existing public sewers and wastewater systems, regulate the construction of private sewers and extend the public wastewater systems as far as practicable to all properties, domestic, commercial or industrial. The Authority is responsible for establishing and maintaining laboratories for the purpose of testing wastewater and sanitary equipment and for carrying out and coordinating studies for research and investigation for economic collection, treatment and safe disposal of wastewater. It is further required to control and monitor the pollution discharged to wastewater systems and carry out wastewater analysis for the enforcement of wastewater laws.
- 77.3 The organisation comprises seven sections: Works, Operation and Maintenance, House Connection Mapping, Pollution Control and Laboratory, Finance, Customer Care and Administrative and Personnel.
- 77.4 The organisation has recently been reported upon. The structures of the different sections are being reinforced wherever appropriate to enable an effective delivery of services.

### OPERATION AND MAINTENANCE SECTION

#### Electrical Engineer (New Grade)

- 77.5 The Energy Services Division of the Ministry of Public Utilities is no longer providing the services of an Engineer for the maintenance and repair of pumping stations and treatment plants. As the services of a qualified person are required on a permanent basis, there is need to create a grade of Electrical Engineer for the Operation and Maintenance Section.

**Recommendation 1**

- 77.6 **We recommend the creation of a grade of Electrical Engineer. Recruitment thereto should be from among Registered Professional Engineers (Electrical or Electronic Engineering).**
- 77.7 Incumbent would be required, *inter alia*, to manage the electrical and electronic works of the Wastewater Management Authority, supervise outsourcing contract, ensure the efficient running of all plants and equipment and coordinate the activities of the division.

**Process Engineer (Wastewater Treatment) (New Grade)**

- 77.8 In order to protect the inland and marine environment from pollution, there is need to treat wastewater to the required standards for irrigation or rejection into the environment. As proper control, supervision and monitoring over treatment processes at each stage of treatment are important, a grade of Process Engineer (Wastewater Treatment) is required.

**Recommendation 2**

- 77.9 **We recommend the creation of a grade of Process Engineer (Wastewater Treatment). Recruitment thereto should be made from among Registered Professional Engineers (Civil or Chemical Engineering).**
- 77.10 Incumbent would be required, *inter alia*, to carry out hydraulic calculations, develop process descriptions and flow diagrams, establish management protocols and process control philosophies for treatment plants.

**POLLUTION CONTROL & LABORATORY SECTION****Biochemist**

- 77.11 Representation has been received to the effect that the appellation of Biochemist be restyled to reflect the duties actually being performed by incumbent. The Bureau is agreeable to the request and is restyling the post.

**Recommendation 3**

**77.12 We recommend that the grade of Biochemist be restyled Scientific Officer.**

**Laboratory Manager**

77.13 At present, the grade of Laboratory Manager is recruited from among degree holders in Physical or Biological Science or Chemical Engineering or Biochemistry and reckoning at least five years' post qualification experience in laboratory work. There has been a request to restrict recruitment to this grade to qualified officers in the organisation.

**Recommendation 4**

**77.14 We recommend that the scheme of service of the grade of Laboratory Manager be amended so that recruitment to the grade be, henceforth, made by selection from among officers in the grades of Process Engineer (Wastewater Treatment) and Scientific Officer, formerly Biochemist, and reckoning at least five years' post qualification experience in laboratory work.**

**FINANCE SECTION****Senior Purchasing and Supply Officer (New Grade)**

77.15 The existing structure caters for a grade of Higher Purchasing and Supply Officer and a grade of Purchasing and Supply Officer. The post of Higher Purchasing and Supply Officer has not been filled. Instead, Management has proposed that a grade of Senior Purchasing and Supply Officer would be more appropriate. Considering the value and volume of stores items, the Bureau concurs with the creation of a grade of Senior Purchasing and Supply Officer.

**Recommendation 5**

**77.16 We recommend the creation of a grade of Senior Purchasing and Supply Officer against abolition of the post of Higher Purchasing and Supply Officer. Appointment, thereto, should be made by promotion from officers in the grade of Purchasing and Supply Officer reckoning at least five years' experience as Purchasing and Supply Officer.**

**77. WASTEWATER MANAGEMENT AUTHORITY****SALARY SCHEDULE**

<b>WMA 1</b>	<b>:</b>	<b>Rs 4800 x 125 - 5675 x 150 - 7025</b> General Worker <i>formerly General Field and Office/Premises Worker</i>
<b>WMA 2</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> Lorry Loader
<b>WMA 3</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Chainman Stores Attendant <i>formerly Storeman</i> Tradesman's Assistant
<b>WMA 4</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200</b> Watchman
<b>WMA 5</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Office Attendant
<b>WMA 6</b>	<b>:</b>	<b>Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 8800</b> Wastewater Pipe Cleaner
<b>WMA 7</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000</b> Plant and Equipment Operator Wastewater Pipe Cleaner (Mechanical Unit)
<b>WMA 8</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Driver
<b>WMA 9</b>	<b>:</b>	<b>Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Poler
<b>WMA 10</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000</b> Gangman



**77. WASTEWATER MANAGEMENT AUTHORITY (Contd.)**

- WMA 11 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Wastewater Pipe Layer
- WMA 12 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**  
Senior/Head Office Attendant
- WMA 13 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600**  
Operator (Wastewater Pumping Station)
- WMA 14 : Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Receptionist/Telephone Operator
- WMA 15 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**  
Driver (Wastewater Jetting Unit/Tanker)
- WMA 16 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**  
Laboratory Attendant
- WMA 17 : Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**  
Head Poler  
Senior Gangman
- WMA 18 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**  
Word Processing Operator
- WMA 19 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Clerk  
Data Entry Operator

**77. WASTEWATER MANAGEMENT AUTHORITY (Contd.)**

- WMA 20 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**  
Chief Wastewater Pipe Layer  
Foreman
- WMA 21 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Assistant Works Superintendent
- WMA 22 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**  
Senior Word Processing Operator
- WMA 23 : Rs 13800 x 400 - 14600**  
Trainee Engineer
- WMA 24 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**  
Assistant Finance Officer  
Executive Officer  
Purchasing and Supply Officer
- WMA 25 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**  
Draughtsman  
Laboratory Technician
- WMA 26 : Rs 12200 x 400 - 15000 x 500 - 17000**  
Works Superintendent
- WMA 27 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Confidential Secretary  
Internal Controller
- WMA 28 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**  
Finance Officer

**77. WASTEWATER MANAGEMENT AUTHORITY (Contd.)**

- WMA 29 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 18800**  
Senior Laboratory Technician
- WMA 30 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Safety and Health Officer/Senior Safety and Health Officer  
Technical and Mechanical Officer  
Technical Officer (Civil Engineering)
- WMA 31 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Senior Draughtsman  
Senior Works Superintendent
- WMA 32 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000**  
Personnel Officer
- WMA 33 : Rs 16000 x 500 - 17000 x 600 - 20000**  
Senior Finance Officer  
Senior Purchasing and Supply Officer (New grade)
- WMA 34 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 22400**  
Office Superintendent
- WMA 35 : Rs 17600 x 600 - 20000 x 800 - 23200**  
Chief Works Superintendent  
Senior Technical Officer
- WMA 36 : Rs 17600 x 600 - 20000 x 800 - 24000**  
Principal Draughtsman
- WMA 37 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Administrative Assistant  
Land Surveyor  
*formerly Land Surveyor/Senior Land Surveyor*  
Public Relations Officer  
Scientific Officer  
*formerly Biochemist*

**77. WASTEWATER MANAGEMENT AUTHORITY (Contd.)**

- WMA 38 : Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Accountant  
Internal Auditor
- WMA 39 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**  
Electrical Engineer (New Grade)  
Engineer (Civil)  
Information Technology Officer  
Process Engineer (Wastewater Treatment) (New Grade)  
Sanitary Engineer
- WMA 40 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**  
Mechanical Engineer/Senior Mechanical Engineer
- WMA 41 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Assistant Works Manager (Civil)  
Head, Information Technology  
Secretary to the Board
- WMA 42 : Rs 28000 x 1000 - 34000**  
Administrative and Human Resource Manager  
Financial Manager  
Laboratory Manager  
Works Manager (Civil)
- WMA 43 : Rs 32000 x 1000 - 39000**  
Divisional Manager
- WMA 44 : Rs 42500**  
Deputy General Manager (Administration)  
Deputy General Manager (Technical)
- WMA 45 : Rs 47500**  
General Manager

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## PRIVATE SECONDARY SCHOOLS

- 1.1 Secondary education is dispensed in state secondary schools as well as in private secondary schools. There are, at present, 109 private secondary schools in Mauritius and Rodrigues registered with the Private Secondary Schools Authority (PSSA). Out of the 109 private secondary schools, 98 operate on a full grant-in-aid system and one on a partly grant-in-aid system. Classes up to Cambridge Higher School Certificate are run in 45 of the fully grant-aided schools while 53 of them provide education up to the Cambridge School Certificate. As from the year 2001, 60 secondary schools are also offering pre-vocational education.
- 1.2 The secondary schools have a personnel of about 5440, out of which 3670 are teaching staff. They are all recruited by Managers of the schools who are their employers. The overall supervision of all teaching and non-teaching staff rests with the Private Secondary Schools Authority.
- 1.3 In line with the reforms in the Education Sector, we are making necessary recommendations, wherever applicable, for the staff of the Private Secondary Schools.

### **Rector Principal**

- 1.4 Appointment to the grade of Rector is, at present, made from among holders of
- (i) a post 'A' Level Degree from a recognised University/Institution with at least five years' teaching experience (after graduation) in a secondary school and
  - (ii) a Postgraduate Certificate or Diploma in Education or successful completion of one year full time or equivalent part-time postgraduate course in Education or Educational Administration or in approved subjects in the educational field or an alternative qualification.
- 1.5 Candidates not having the qualifications at (ii) above but reckoning at least eight years' teaching experience after graduation, in a secondary school, are also eligible for appointment to the grade of Rector.

- 1.6 The qualification requirements for the post of Principal are a post 'A' level Degree from a recognised University/Institution together with either at least five years' experience (after graduation) in a secondary school and a PGCE or the Diploma in Education or a one-year Post Graduate Certificate or Diploma in a relevant subject in education or an alternative acceptable qualification or at least eight years' teaching experience (after graduation) in a secondary school.
- 1.7 Deputy Rectors and Principals in post as at 30 June 1998 and possessing post 'O' Level or post SC Degree plus a PGCE and reckoning at least eight years' teaching experience, after graduation, in a secondary school are, on a personal basis, considered for appointment as Rector.

### **Recommendation 1**

- 1.8 We recommend that Education Officers, Private Secondary Schools, possessing a post SC or post 'O' Level Degree plus a PGCE or a Master's Degree and reckoning at least 15 years' experience in the grade be also considered for appointment to the grades of Rector and Principal.**

### **Education Officer, Private Secondary Schools**

- 1.9 At present officers possessing a post 'A' level or post HSC Degree or a post 'O' Level or post SC Degree plus PGCE or a post 'O' Level or post SC Degree plus a Master's Degree start at a higher point in the salary scale recommended for Education Officers.

### **Recommendation 2**

- 1.10 We recommend that officers joining the grade of Education Officer, Private Secondary Schools and possessing a post 'A' Level Degree or a post SC Degree together with a Master's Degree or a Post Graduate Certificate in Education should join the recommended salary scale at point Rs 14200. Education Officers possessing a Diploma or a post SC Degree and drawing less than Rs 14200, should on obtention of the qualifications required to cross the QB be allowed to join the recommended salary scale at point Rs 14200.**

- 1.11 We further recommend that (a) officers joining the grade of Education Officer as from 1 July 2003, should draw salary in the scale of Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 18800 QB 19400 x 600 - 20000 x 800 - 27200 (b) those possessing the Diploma would be allowed to proceed beyond the QB inserted in the salary scale upon obtention of the Degree and (c) those possessing the post SC Degree would be allowed to proceed beyond the QB on obtention of a Master's Degree or a Post Graduate Certificate in Education.**
- 1.12 Officers not possessing the qualifications required for crossing the QB are at present paid an allowance of Rs 1000 when required to teach up to form VI in scarcity areas. We are reviewing the quantum of this allowance.

### **Recommendation 3**

- 1.13 We recommend that the monthly allowance payable to Education Officers, Private Secondary Schools, not possessing the qualifications required to cross the QB and who are called upon to teach sixth form subjects in scarcity areas for at least 8 periods weekly should be revised to Rs 1200 monthly. On obtention of the full qualifications of the grade, they would be entitled to the new salary point arrived at after adding the allowance to their basic salary and would draw the new determined salary or Rs 14200 whichever is the higher.**

### **Grade II and Grade I Teachers**

- 1.14 We have provided personal salaries for the Grade II and Grade I Teachers on the understanding that in future recruitment would not be done at these levels except in areas of scarcity for which the salary level would be determined by the Bureau as and when the need would arise. The personal salaries recommended have been based on their duties and responsibilities, the present salary levels, the lack of a career structure and the specificity of the sector.

**Head of Department**

1.15 Head of Departments in Schools teaching up to Higher School Certificate are at present drawing an allowance of Rs 800 monthly and those in Schools teaching up to Cambridge School Certificate are paid a monthly allowance of Rs 550 provided that the Department has at least two full-time teachers. Education Officers not possessing the qualifications required to cross the QB and who are assigned duties of Head of Department in scarcity areas are paid an allowance of Rs 800 monthly. We are revising the quantum of these allowances.

**Recommendation 4**

1.16 **We recommend that the monthly allowance payable to a Head of Department in a Private Secondary School teaching up to Higher School Certificate be revised to Rs 960 and the allowance payable to a Head of Department in a school teaching up to School Certificate be revised to Rs 660 provided that the department has at least two full time teachers. Duties of Head of Department should continue to be assigned to the seniormost fully qualified Education Officer in the discipline.**

1.17 **We also recommend that the monthly allowance payable to Education Officers not possessing the qualifications required to cross the QB and who are assigned duties of Head of Department in scarcity areas be revised to Rs 960.**

**National Inspectorate****Secondary School Inspector**

1.18 At present, appointment to the grade of Secondary School Inspector is made from among officers in the grades of Senior Education Officer and Education Officer reckoning at least five years' service. Up till now this recruitment has been restricted to Education Officers teaching in State Secondary Schools. With the widening of the scope of the Inspectorate, there is need to allow recruitment from Education Officers of the Private Secondary Schools as well.



**Recommendation 5**

- 1.19 We recommend that appointment to the grade of Secondary School Inspector should also be made from officers in the grade of Education Officer, Private Secondary Schools, who are qualified to cross the QB inserted in the salary scale and reckoning at least five years' service in a substantive capacity.

**Library Clerk**

- 1.20 Recruitment to the grade of Library Clerk is at present made from among candidates possessing the Cambridge School Certificate and a Certificate in Library Studies. In line with what obtains in the civil service, we are reviewing the qualification requirements of the grade.

**Recommendation 6**

- 1.21 We recommend that, in future, the qualification requirements for the grade of Library Clerk should be the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and a Certificate in Library Studies and Information Science.

**Recognition of prior experience**

- 1.22 A teaching staff moving from one school to another is at present governed by a provision in the remuneration order as regards the grant of increment for past experience.

**Recommendation 7**

- 1.23 We recommend that when a member of the teaching staff changes employer, from one private school to another, subject to the approval of the Private Secondary Schools Authority, he should continue to draw the same salary that he was drawing previously provided that the change of employment is effected within a period of three months.

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**Incremental Date**

- 1.24** The incremental date for the Private Secondary Schools should continue to be 1<sup>st</sup> January.

**Part-time Teachers**

- 1.25** The present arrangement for the remuneration and other benefits to part-time teachers should continue.

**Hours of work of non-teaching staff**

- 1.26** It has been represented that the number of working hours for the non-teaching staff of Private Secondary Schools differ from that of their counterparts in the State Secondary Schools.

**Recommendation 8**

- 1.27** We recommend that, as far as possible, the number of hours of work put in by the non-teaching staff of Private Secondary Schools should be harmonised in line with those obtaining in the public sector.

**Conditions of Service**

- 1.28** All conditions of service recommended at Chapter 15 Volume 1 of the Report should be applicable to all approved teaching and non-teaching staff. As regards pension, the present arrangements for both teaching and non-teaching staff of Private Secondary Schools should continue.

**Specific Conditions**

**Vacation Leave**

- 1.29** With regards to vacation leave for the teaching staff recommendations have been made at Chapter 15 Paragraph 15.4.10 of Volume I.

**Recommendation 9**

**1.30 We further recommend that:-**

- (i) subject to the exigencies of the service, a maximum of up to 50% of the annual vacation leave entitlement may be granted during term time.**
- (ii) officers who have not taken advantage of the annual vacation leave entitlement during term time in a calendar year, should be allowed to cumulate up to 50% of the annual vacation leave entitlement over and above the leave ceiling annually. Such leave may be taken as leave prior to retirement. Should the services of the officers be required during the leave prior to retirement, these officers should be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.**

**Increments to Teaching Staff**

1.31 It has come to our notice that teaching staff, on improving their qualifications and moving from one grade to another, had been erroneously granted three increments up to March 2002. As from then onwards, this practice was discontinued. A request has been made for reinstating this practice.

1.32 **We have made fresh provisions on this subject at paragraph 15.7.9 (ii) to be effective as from 1<sup>st</sup> July 2003.** We are, however, making a specific recommendation as regard those officers who did not benefit from the three increments and thus have been at a disadvantage in relation to those who have benefited.

**Recommendation 10**

1.33 **We recommend that the salaries of those officers who have improved their qualifications and were allowed to join a higher level grade, but who were not granted three increments, should be adjusted hypothetically as if the officers have received three increments. The hypothetical salary point arrived at should be converted in the normal manner as from 1<sup>st</sup> July 2003.**

## 1. PRIVATE SECONDARY SCHOOLS

### SALARY SCHEDULE

<b>PSS 1</b>	<b>:</b>	<b>Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500</b> General Worker/Caretaker <i>formerly Caretaker/Cleaner/Labourer</i> Sanitary Attendant
<b>PSS 2</b>	<b>:</b>	<b>Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025</b> Handy Worker (Special Class) <i>formerly Handyman (Special Class)</i>
<b>PSS 3</b>	<b>:</b>	<b>Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Handy Worker/Groundsman/Gardener (Personal to officers in post at 30.06.98) <i>formerly Handyman/Groundsman/Gardener (Personal to officers in post at 30.06.98)</i>
<b>PSS 4</b>	<b>:</b>	<b>Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400</b> Gardener
<b>PSS 5</b>	<b>:</b>	<b>Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300</b> General Attendant <i>formerly Attendant (Office, Laboratory, Specialist Room)</i>
<b>PSS 6</b>	<b>:</b>	<b>Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400</b> Clerk/Word Processing Operator Library Clerk
<b>PSS 7</b>	<b>:</b>	<b>Rs 10600 x 400 - 14200</b> Library Clerk (Personal to officers in post at 30.6.93)
<b>PSS 8</b>	<b>:</b>	<b>Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000</b> College Clerk
<b>PSS 9</b>	<b>:</b>	<b>Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 QB 15000 x 500 - 17000 x 600 - 18200</b> Grade II Teacher (Others) (Personal)

**1. PRIVATE SECONDARY SCHOOLS (Contd.)**

- PSS 10 : Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 18200**  
Grade II Teacher (Personal)
- PSS 11 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**  
Grade I Teacher (Personal)  
Library Officer
- PSS 12 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 21600 QB 22400 x 800 - 27200**  
Education Officer, Private Secondary Schools
- PSS 13 : Rs 19400 x 600 - 20000 x 800 - 28000**  
Principal (not possessing required qualifications)
- PSS 14 : Rs 22400 x 800 - 28000 x 1000 - 30000**  
Deputy Rector  
Principal (Qualified)
- PSS 15 : Rs 24000 x 800 - 28000 x 1000 - 31000**  
Rector (not possessing required qualifications)
- PSS 16 : Rs 28000 x 1000 - 34000**  
Rector (Qualified)

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