



Republic of Mauritius

**Review of  
Pay and Grading Structures  
and Conditions of Service in the Public Sector**

(Civil Service, Parastatal and other Statutory Bodies, Local  
Authorities and Rodrigues Regional Assembly)

**and**

**The Private Secondary Schools**

Volume II

Part II

**Parastatal and Other Statutory Bodies  
and  
The Private Secondary Schools**

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**THIS PART IS A CONTINUATION  
OF  
VOLUME I**

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## PARASTATAL BODIES

### INTRODUCTION

1. Parastatal Bodies form part of public sector institutions. They are established under local enactments as legal entities, which are autonomous or semi-autonomous and provide services on a full or partial self-financing basis and in which the Government participates by way of representation in their decision-making structure.
2. These Parastatal Bodies are expected to act as instruments of national policy and are called upon to discharge a variety of obligations that may be summarised as follows:
  - To function as instruments and act as implementation arms of government for national development and in steering its social policies and projects;
  - For better and rapid delivery of service away from the bureaucratic processes inherent in the Civil Service;
  - To take over certain essential services from the private sector where massive financial investment was required for re-invigorating the relevant sectors with a view to providing such services to the whole nation; and also
  - To ensure the supply of essential commodities to the population.
3. Each parastatal body operates under the *aegis* of a Ministry and has its own goals and objectives. It is managed by a Board of Directors appointed by the Minister. The Board appoints the Chief Executive who is responsible for the day-to-day management of the organisation. A desk officer of the parent ministry is represented on the Board and acts as a liaison officer between the Ministry and the respective organisation.
4. As at today, there are more than 150 parastatal bodies out of which some 85 fall under the purview of the Bureau as regards Pay and Grading Structures and Conditions of Employment. These parastatal bodies by the nature of their functions and objectives may be classified into various groups such as Utilities, Commercial, Economic, Educational, Welfare, Social and Cultural. Further, our recommendations concerning Statutory Boards and Committees cover the majority of the Parastatal Bodies, whether reported upon or not.
5. The declared policy of government is to align the management of parastatal organisations with a view to focusing on output and outcomes rather than on inputs, and meeting the exigencies of the economy and the society. In line with this policy, government has started a programme to re-engineer the parastatal

sector including those falling under the *aegis* of the Ministry of Agro Industry and Fisheries as well as the Ministry of Education and Human Resources.

6. In the context of this report, the Bureau has examined management' submissions, union's representations and proposals from each parent Ministry on specific issues. After careful consideration of the relevant issues, we have come up with appropriate recommendations on organisation structures and certain specific conditions of employment to enable Parastatal Bodies to fulfill their mandate successfully. However, we have refrained from reviewing the organisation structures of bodies which are subject to re-engineering under the government policy.
7. Furthermore while dealing with individual parastatal organisation in the respective chapter, we have, wherever possible, defined and spelt out clearly the goals, objectives and future orientations of each relevant department and have emphasised the link between their mandate and the pay and grading structures which is primordial in the drive to inculcate a Performance Management Culutre in the Public Sector.
8. In addition, we have streamlined and harmonised certain organisation structures and recommended the creation of additional levels with appropriate competencies. **These posts should be filled strictly on the basis of needs subject to the approval of the parent ministry and availability of funds.**

#### **General Terms and Conditions of Service**

9. **The Conditions of Service as recommended for the Civil Service in Volume 1 should equally apply to employees of all Parastatal Bodies reported upon by the Bureau in this Report.**

#### **Future Entrants to the Grades of Clerical Officer/Higher Clerical Officer, Word Processing Operator and Driver**

10. In line with the caution expressed at Chapter 24 of Volume 1 of this Report, **we recommend that future entrants to the grades of Clerical Officer/Higher Clerical Officer and Word Processing Operator, who should be exclusively holders of the Higher School Certificate or equivalent qualification, should proceed incrementally in the respective salary scales up to salary points Rs 16600 and Rs 16000. Similarly, future entrants to the grades of Driver and General Worker should proceed incrementally in the respective salary scales up to salary points Rs 12900 and Rs 9200.**
11. A list of all the Parastatal Bodies reported upon the Bureau together with their respective salary codes is given overleaf:



<b>No.</b>	<b>Organisation</b>	<b>Salary Code</b>
1.	Aapravasi Ghat Trust Fund	AGTF
2.	Agricultural Marketing Board	AMB
3.	Beach Authority	BA
4.	Bus Industry Employees Welfare Fund	BIEWF
5.	Central Water Authority	CWA
6.	Civil Service Family Protection Scheme Board	CFP
7.	Conservatoire de Musique François Mitterrand Trust Fund	CMTF
8.	Construction Industry Development Board	CIDB
9.	Employees Welfare Fund	EWF
10.	Export Processing Zone Labour Welfare Fund	EPZLWF
11.	Farmers' Service Corporation	FSC
12.	Fishermen Investment Trust	FIT
13.	Fishermen Welfare Fund	FWF
14.	Food and Agricultural Research Council	FARC
15.	Hindi Speaking Union	HSU
16.	Ilois Welfare Fund	IWF
17.	Industrial and Vocational Training Board	IVTB
18.	Irrigation Authority	IA
19.	Islamic Cultural Centre	ICC
20.	Law Reform Commission	LRC
21.	Le Morne Heritage Trust Fund	MHTF
22.	Mahatma Gandhi Institute	MGI
23.	Malcolm de Chazal Trust Fund	MCTF
24.	Mauritian Cultural Centre Trust	MCCT
25.	Mauritius Broadcasting Corporation	MBC
26.	Mauritius College of the Air	MCA
27.	Mauritius Examinations Syndicate	MES
28.	Mauritius Ex-Services Trust Fund	MESTF
29.	Mauritius Film Development Corporation	MFDC
30.	Mauritius Institute of Education	MIE
31.	Mauritius Institute of Health	MIH

<b>No.</b>	<b>Organisation</b>	<b>Salary Code</b>
32.	Mauritius Marathi Cultural Centre Trust	MMCCT
33.	Mauritius Meat Authority	MA
34.	Mauritius Museums Council	MMC
35.	Mauritius Oceanography Institute	MOI
36.	Mauritius Qualifications Authority	MQA
37.	Mauritius Research Council	MRC
38.	Mauritius Society of Authors	MASA
39.	Mauritius Standards Bureau	MSB
40.	Mauritius Sugar Terminal Corporation	MSTC
41.	Mauritius Tamil Cultural Centre Trust	MTaCCT
42.	Mauritius Telugu Cultural Centre Trust	MTeCCT
43.	Mauritius Tourism Promotion Authority	MTPA
44.	National Adoption Council	NAC
45.	National Agency for the Treatment and Rehabilitation of Substance Abusers	NATRSA
46.	National Art Gallery	NAG
47.	National Children's Council	NCC
48.	National Computer Board	NCB
49.	National Heritage Fund	NHF
50.	National Institute for Co-operative Entrepreneurship	NICE
51.	National Library	NL
52.	National Transport Corporation	NTC
53.	National Women Entrepreneur Council	NWEC
54.	National Women's Council	NWC
55.	Nelson Mandela Centre for African Culture	NMCAC
56.	Outer Islands Development Corporation	OIC
57.	Pre-School Trust Fund	PSTF
58.	Private Secondary Schools Authority	PSSA
59.	Public Officers' Welfare Council	POWC
60.	Rabindranath Tagore Institute	RTI
61.	Rajiv Gandhi Science Centre Trust Fund	RGSC

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<b>No.</b>	<b>Organisation</b>	<b>Salary Code</b>
62.	Road Development Authority	RDA
63.	Small Enterprises and Handicraft Development Authority (SEHDA)	SEH
64.	Small Planters Welfare Fund	SPWF
65.	St Antoine Planters Co-operative Trust	SPCT
66.	State Trading Corporation	STC
67.	Statutory Bodies Family Protection Fund	SBFPF
68.	Sugar Industry Labour Welfare Fund	SWF
69.	Sugar Insurance Fund Board	SIFB
70.	Sugar Planters' Mechanical Pool Corporation	SPMPC
71.	Tea Board	TB
72.	Technical School Management Trust Fund	MTF
73.	Tertiary Education Commission	TEC
74.	The Sir Seewoosagar Ramgoolam Botanic Garden Trust	SSRBGT
75.	Tobacco Board	TOB
76.	Tourism Authority	TA
77.	Tourism Employees Welfare Fund	TEWF
78.	Town and Country Planning Board	TCP
79.	Trade Union Trust Fund	TUTF
80.	Training and Employment of Disabled Persons Board	TEDPB
81.	Trust Fund for Specialised Medical Care (Cardiac Centre)	TFSMC
82.	University of Mauritius	UNI
83.	University of Technology, Mauritius	UTM
84.	Urdu Speaking Union	USU
85.	Wastewater Management Authority	WMA
	<b>Private Secondary Schools</b>	<b>PSS</b>

**PERTINENT ISSUES**

**SPECIFIC RECOMMENDATIONS**

**Alignment of Schemes of Service**

12. 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.**

**Executive Assistant – Former Development Works Corporation (DWC)**

13. Executive Assistants of former DWC having reached their top salary are allowed to move in the salary scale of Rs 13000 x 400 - 15000 x 500 - 17000 x 600 – 17600 wherever they have been posted/transferred. Management ensures that such officers are entrusted responsibilities commensurate to their position.

**Recommendation 1**

14. **We again recommend that Executive Assistants of former DWC having reached their top salary should be allowed to move in the salary scale of Rs 17200 x 600 – 23200 x 800 – 26400 wherever they have been posted/transferred. Management should ensure that such officers are entrusted responsibilities commensurate to their position.**

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## **1. AAPRAVASI GHAT TRUST FUND**

- 1.1 The Aapravasi Ghat Trust Fund (AGTF) was established by Act No. 31 of 2001. Its main objectives are to establish and promote the Aapravasi Ghat as a national, regional and international memorial site, create public awareness in the history of the site and depict the arrival, settlement and evolution of immigrants in Mauritius.
- 1.2 The 2001 Act was amended in 2006 to allow the organisation to work more effectively in accordance with the UNESCO World Heritage Convention and protect and conserve the Aapravasi Ghat for future generations. The Aapravasi Ghat has been listed as a World Heritage Site.
- 1.3 Moreover, the AGTF is vested with the responsibilities to safeguard other indentured sites in Mauritius such as the Vagrant Depot, Trianon Barracks and Flat Island. It is required to pursue its activities in the identification and acquisition of sites, buildings and structures linked with the history of the arrival of immigrants and promote the social and cultural aspects of the Aapravasi Ghat.
- 1.4 Thus, the Trust Fund has to continuously maintain the authenticity and integrity of the Aapravasi Ghat to satisfy the UNESCO guidelines and recommendations.
- 1.5 At present, the Fund has two sections, namely the Administrative and the Technical Sections. We are strengthening the organisational structure by providing for a Research and Documentation Unit and a Finance Section with appropriate levels and other new grades for the effective running of the organisation.

### ***ADMINISTRATION SECTION***

- 1.6 The Administration Section is at present staffed by incumbents in the grades of: Administrative Secretary, Confidential Secretary, Clerk/Word Processing Operator, Accounts Clerk, General Worker and Office Attendant/Driver. Management has represented that the section needs to be reinforced with the creation of an additional level to which the Bureau is agreeable.

### **Senior Human Resource Officer (New Grade)**

- 1.7 With an increase in the activities and establishment size of the organisation, there is need for proper implementation of personnel policies, rules, regulations and procedures. We are, therefore, creating a grade of Senior Human Resource Officer to meet the personnel function of the organisation.

### **Recommendation 1**

- 1.8 **We recommend the creation of a grade of Senior Human Resource Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Diploma in Management with specialisation in Human Resource or an equivalent qualification and reckoning at least four years' relevant experience.**
- 1.9 Incumbent would be required to, among others, advise on matters relating to Human Resources, deal with all personnel matters involving recruitment, appointment, training, promotion, retirement and ensure the proper keeping of personnel records.

### **FINANCE SECTION**

#### **Accounting Technician (New Grade)**

- 1.10 The proper records of financial transactions are being looked into by the Accounts Clerk. However, in view of the new development at the AGTF and due to increasing financial transactions, the need is felt for the creation of a grade of Accounting Technician.

### **Recommendation 2**

- 1.11 **We recommend the creation of a grade of Accounting Technician. Appointment thereto should be made by selection from among candidates possessing a pass in all papers of Fundamentals (Knowledge) (formerly Part I of the ACCA) and any four papers of Fundamentals (Skills) (formerly Part II of the ACCA). On successful completion of all the papers of Fundamentals (Skills), incumbent would be allowed to cross the QB in the salary scale of the grade.**
- 1.12 Incumbent would be required to, among others, be in charge of the Finance Section; advise and ensure that financial accounting and stores regulations are strictly complied with; prepare/assist in the preparation of Estimates; attend to audit queries on financial issues; and perform duties related to taxation.

### **RESEARCH AND DOCUMENTATION UNIT**

- 1.13 This Unit would be responsible, among others, for all research-based activities including organisation of training sessions, seminars, conferences, diaspora around the world and the implementation of the Indentured Labour Route Project. We are providing for new grades to service this Unit.

### **Head, Research and Documentation Unit (New Grade)**

#### **Recommendation 3**

- 1.14 **We recommend the creation of a grade of Head, Research and Documentation Unit. Appointment thereto should be made by selection from among serving officers in the grade of Researcher possessing a post 'A' Level Degree in either History or Museum Studies or Anthropology or an equivalent qualification along with a post graduate qualification in a relevant field and reckoning at least five years' service in a substantive capacity.**
- 1.15 Incumbent would be required to, among others, provide leadership skills to the unit; plan and follow the progress of all projects; guide and coordinate all research and field activities and assist the Director in monitoring and managing funds allocated to the Unit.

### **Documentalist (New Grade)**

- 1.16 In view of the activities of the Research and Documentation Unit, there is need for a level to introduce researchers, readers and foreign visitors as well as the local population to the documentation service and guide them in their reading, research and reference work on indenture and other relevant fields. To this end, we are providing for a grade of Documentalist.

#### **Recommendation 4**

- 1.17 **We recommend the creation of a grade of Documentalist. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in History or a related academic field together with a Diploma in Library and Information Science, Archives and two years' relevant experience along with a postgraduate Diploma in Library and Information Science, Archives or an equivalent qualification.**
- 1.18 Incumbent would be required to, among others, develop and manage the Documentation Centre Collections; update and maintain archival collections; organise exhibits to disseminate information on indentures and assist the Head, Research and Documentation Unit in devising relevant policies for the organisation.

### **Programme Coordinator (New Grade)**

- 1.19 As a World Heritage site, the AGTF has to promote its activities through the dissemination of knowledge to the public by means of educational and informative programmes to foreign visitors and local population.

- 1.20 An officer, presently employed on contract, is carrying out the functions of Programme Coordinator in providing assistance for the dissemination of educational, informative programmes and in the coordination of the various activities; organising seminars, meetings, workshops, conferences and training, among others. We are providing for a permanent position at this level on the establishment of the organisation.

**Recommendation 5**

- 1.21 **We recommend the creation of a grade of Programme Coordinator to be filled on expiry of the contract appointment of the Programme Coordinator presently serving at the organisation. Appointment to the grade should be made by selection from among candidates possessing a post 'A' Level Diploma in Administration or Management or an equivalent qualification.**

***TECHNICAL SECTION***

- 1.22 The main functions of this section are geared towards the maintenance, management and conservation of the Apravasi Ghat as a World Heritage Site. It is presently manned by officers in the grades of Researcher and Research Assistant. However, with a view to satisfying the UNESCO guidelines and recommendations as regards the protection and conservation of the site, the organisation needs to be manned by professionals who are well versed in all aspects of archaeology and architectural conservation, among others. To this effect, we are providing for appropriate levels.

**Recommendation 6**

- 1.23 **We recommend the creation of:**
- (i) **a grade of Head, Technical Unit. Appointment thereto, should be made by selection from incumbents in the grade of World Heritage Site Manager reckoning at least three years' service in a substantive capacity and as well as from among Archaeologists and Curators reckoning at least seven years' service in a substantive capacity;**
  - (ii) **a grade of Archaeologist. Appointment thereto should be made from among candidates possessing a post 'A' Level Degree in Humanities together with a postgraduate Degree in Archaeology or an equivalent qualification;**
  - (iii) **a grade of Curator. Appointment thereto, should be made by selection from among from among candidates possessing a post 'A' Level Degree in History/History of Art/Archaeology/ Anthropology together with a postgraduate Degree in Museum Studies/Museology or an equivalent qualification;**



- (iv) a grade of World Heritage Site Manager. Appointment thereto should be made by selection from among World Heritage Site Assistant Managers reckoning at least seven years' service in a substantive capacity along with a postgraduate qualification in Heritage Management or Conservation or Architecture OR from among candidates possessing a post 'A' Level Degree in History/History of Art/ Archaeology/Anthropology/Conservation together with a postgraduate Degree in Heritage Management with three years' experience in the field of Heritage Management/ Conservation/Architecture or an equivalent qualification;
- (v) a grade of Historian. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in History/Historical Studies together with a postgraduate Degree in History/Historical Studies or an equivalent qualification;
- (vi) a grade of World Heritage Site Assistant Manager. Appointment thereto should be made by selection from among candidates possessing a post 'A' level Degree in History/Humanities and a post graduate Diploma in Heritage Management/Conservation Studies/Management and reckoning at least two years' experience in the field; and
- (vii) a grade of Heritage Educator. Appointment thereto should be made by selection from among Heritage Guide/Public Outreach Officers reckoning at least three years' service in a substantive capacity along with a post 'A' Level qualification in Hospitality Management, Education, Tourism or Humanities OR from among candidates possessing a post 'A' Level Diploma in Hospitality Management, Education, Tourism or Humanities or an equivalent qualification.

1.24 Incumbent in the grade of Head Technical Unit would be required to, *inter alia*, plan and follow-up the progress of all projects being undertaken by the unit; guide and coordinate all research and field activities; allocate research and field responsibilities to staff members; and assist the Director in monitoring and managing funds allocated to the section.

1.25 Incumbent in the grade of Curator would be responsible for, *inter alia*, the day-to-day administration of the unit under his responsibility; management and supervision of educational programmes; planning and organisation of exhibitions; and production of technical reports and scientific papers on collections, documentation, interpretation and conservation process.

- 1.26 Incumbent in the grade of World Site Manager would be required to, *inter alia*, contribute to academic/professional publications at local and international levels on the history of indenture, Mauritian history, cultural heritage and/or archaeological sites.
- 1.27 Incumbent in the grade of Historian would be required to, *inter alia*, undertake in-depth research on themes assigned by the Board; assist in the organisation of international and national conferences, seminars, workshops; produce research reports and prepare materials for publication.
- 1.28 Incumbent in the grade of Archaeologist would be required to, *inter alia*, identify potential archaeological sites; conduct site visits with a view to surveying, mapping and recording archaeological sites; organise, supervise and carry out excavations; clean, conserve, restore, reconstruct and display materials found at archaeological sites in collaboration with the Curator; document on research and analysis and advise on heritage issues.
- 1.29 Incumbent in the grade of World Heritage Site Assistant Manager would be required to, *inter alia*, assist the World Heritage Site Manager in implementing the World Heritage Site Management Plan; monitoring visitors' flow and circulation; fostering coordination between private institutions and government in relation with the site management.
- 1.30 Incumbent in the grade of Heritage Educator would be required to, *inter alia*, devise and implement educational programmes and disseminate information relating to Museum Studies or History and/or of the Tourism Industry.

**Heritage Guide/Public Outreach Officer (New Grade)**

- 1.31 At present, an officer employed on contract is performing the functions of Heritage Guide/Public Outreach Officer to guide visitors to the site; assist in the promotion of the site; implement outreach programmes, produce management reports and assist the Heritage Educator, among others. We are making provision for a permanent position at this level on the establishment of the organisation.

**Recommendation 7**

- 1.32 **We recommend the creation of a grade of Heritage Guide/Public Outreach Officer to be filled in, on expiry of the contract appointment of Heritage Guide/Public Outreach Officer presently serving in the organisation. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principle of Accounts and the General Certificate of Education with passes at "Advanced Level" in at least two subjects and reckoning at least two years' experience in the field of tourism or education or outreach programme.**

- 1.33 We also recommend that the grade of Heritage Guide should be abolished on vacancy and a personal salary is provided to the incumbent in the grade.

**Ticket/Sales Officer (New Grade)**

**Recommendation 8**

- 1.34 We recommend the creation of a grade of Ticket/Sales Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and a third Language and reckoning at least two years' experience in a related field.
- 1.35 Incumbent would be required to, *inter alia*, provide information to visitors; book group tours and liaise with Heritage Guides for the scheduling of group tours; manage and sell the Apravasi Ghat Trust Fund publications and monitor visitors' flow.

**Field Guide (New Grade)**

**Recommendation 9**

- 1.36 We recommend the creation of a grade of Field Guide. Appointment thereto should be made from among serving officers possessing the Certificate of Primary Education and who can show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education "Ordinary Level" Examination in at least five subjects.
- 1.37 Incumbent would be required to, *inter alia*, assist in interviewing individuals and video recording; perform labeling and inventory of video records; conduct guided visits and ensure the safekeeping of all digital equipments.

**Office Attendant (New Grade)**

**Recommendation 10**

- 1.38 We recommend the creation of a grade of Office Attendant. Appointment thereto should be made from among candidates possessing the Certificate of Primary Education and who can show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education "Ordinary Level" Examination in at least five subjects.
- 1.39 Incumbent would be required to, *inter alia*, run official errands including the despatch of correspondence; distribute files, documents and faxes; guide visitors to schedule officers; operate simple office equipment including a telephone switchboard.

### Site Conservation Worker (New Grade)

#### Recommendation 11

- 1.40 **We recommend the creation of a grade of Site Conservation Worker to be filled in from among candidates possessing the Certificate of Primary Education along with skills in masonry or carpentry or electrical work.**
- 1.41 Incumbent would be required to, *inter alia*, build or construct stone walls with lime mortar; mix mortar and concrete for use in the structures under construction in accordance with technical specifications; carry out from drawings and specifications the construction of any structure or building and trowel lime/cement floors to levels.

### Site Attendant (New Grade)

#### Recommendation 12

- 1.42 **We recommend the creation of a grade of Site Attendant to be filled in from among candidates possessing the Certificate of Primary Education and reckoning at least two years' experience in the field.**
- 1.43 Incumbent would be required to, *inter alia*, be in charge of the Cloak Room and ensure safety of objects; record information about visitors; and assist the Heritage Guide and Ticket/Sales Officer in the performance of their duties.

### Watchman (New Grade)

- 1.44 Presently, an employee on contract employment is performing the duties of watchman, that is, keeping watch over the premises, buildings, materials, plants, vehicles and equipment of the organisation against fire, theft and illegal entry; making regular inspection tours around the building; and enquiring about the whereabouts of visitors. We are making provision a permanent position at this level on the establishment of the organisation.

#### Recommendation 13

- 1.45 **We recommend the creation of a grade of Watchman to be filled in, on expiry of the contract appointment of the Watchman presently serving in the organisation. Appointment thereto should be made from among candidates possessing the Certificate of Primary Education.**

#### Recommendation 14

- 1.46 **We are providing the above new grades on request of Management to meet the requirements of UNESCO. However, these grades should be filled solely on the basis of operational needs and subject to availability of funds.**

**1. AAPRAVASI GHAT TRUST FUND**

**SALARY SCHEDULE**

<b>AGTF 1 :</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>AGTF 2 :</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Gateman Site Attendant (New Grade)
<b>AGTF 3 :</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman (New Grade)
<b>AGTF 4 :</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant (New Grade)
<b>AGTF 5 :</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
<b>AGTF 6 :</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Site Conservation Worker (New Grade)
<b>AGTF 7 :</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</b> Field Guide (New Grade) Ticket/Sales Officer (New Grade)
<b>AGTF 8 :</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator Clerical Officer/Higher Clerical Officer (New Grade)
<b>AGTF 9 :</b>	<b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</b> Heritage Guide/Public Outreach Officer (New Grade)
<b>AGTF 10 :</b>	<b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Heritage Guide (Personal)

**1. AAPRAVASI GHAT TRUST FUND (Contd.)**

- AGTF 11 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk
- AGTF 12 : Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200**  
Programme Coordinator (New Grade)
- AGTF 13 : Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Heritage Educator (New Grade)
- AGTF 14 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- AGTF 15 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer (New Grade)
- AGTF 16 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer (New Grade)
- AGTF 17 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250**  
Accounting Technician (New Grade)
- AGTF 18 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Secretary  
Historian (New Grade)  
Research Assistant
- AGTF 19 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Archaeologist (New Grade)  
Curator (New Grade)  
Documentalist (New Grade)  
World Heritage Site Assistant Manager (New Grade)
- AGTF 20 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Researcher

**1. AAPRAVASI GHAT TRUST FUND (Contd.)**

**AGTF 21 : Rs 30000 x 1250 – 45000**  
Head, Research and Documentation Unit (New Grade)  
Head, Technical Unit (New Grade)  
World Heritage Site Manager (New Grade)

**AGTF 22 : Rs 66000**  
Director

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## **2. AGRICULTURAL MARKETING BOARD**

- 2.1 The Agricultural Marketing Board (AMB), established in 1963 under the Mauritius Agricultural Marketing Act 1963, operates under the aegis of the Ministry of Agro Industry and Fisheries.
- 2.2 The main objectives of the AMB are to ensure that the Board holds sufficient stock of controlled products at all times to avoid any shortage in the market; ensure supply of seeds of controlled products to the planting community, as and when required; stabilise the price of controlled products on the market; encourage local production of as much of the country's food requirements as is economically feasible; ensure that marketing costs are at a minimum consistent with satisfying consumer demand; operate its installations and other resources with maximum efficiency for the benefit of producers and consumers; and regulate standards and quality of products falling under its control.
- 2.3 The vision of the AMB is to become an internationally competitive partner of the Agro Industry and its mission is to maximise customer satisfaction by providing high quality and innovative products and services reliably and cost efficiently. It also aims at promoting the diversification of agriculture for the benefit of local producers and consumers, stabilising prices of 'controlled products' by optimising resources and providing an excellent level of customer care.
- 2.4 The AMB 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 activities.
- 2.5 With a view to achieving greater efficiency in all spheres of activities and in order to make optimum use of human resources by minimising duplication of tasks and also idle time, the functions of the AMB are presently organised under two divisions, namely the Administration Division which encompasses the Finance, Personnel, Secretariat and Engineering Units and the Operations Division for the control of all the operational activities at the Head Office and outstations. There is also an Internal Audit Unit which reports directly to the General Manager.
- 2.6 In order to allow the AMB to become a commercially oriented organisation and enable it to become more efficient and effective, we are, in this Report, strengthening the organisation structure through the provision of new grades at different levels and in the different sections of the organisation. We are also restyling certain grades more appropriately to reflect the nature of duties and responsibilities involved, and restructuring certain schemes of service for the gainful utilisation of available human resources.



**Assistant General Manager (New Grade)**

- 2.7 At present, the General Manager is solely responsible for the day-to-day administration of the Board. The Administrative Secretary provides general assistance and support to the General Manager and also acts as Secretary to the Board.
- 2.8 With the expansion of the activities of the AMB, the duties and responsibilities of the General Manager have increased both in volume and complexity. There is, therefore, need to have a senior officer at the top management level to assist the General Manager in the administration, planning and control of the activities of the Board.

**Recommendation 1**

- 2.9 **We recommend the creation of a grade of Assistant General Manager. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in any one of the following fields: Management, Business Administration, Agriculture, Economics, Commerce, Accounting or Marketing and reckoning at least 10 years' postgraduate proven experience in a senior management level in the related field.**
- 2.10 Incumbent would be responsible to, among others, assist the General Manager in the proper management of the AMB; supervise, coordinate and control the work of the Heads of Sections; be responsible for the day-to-day administration of the AMB and the overall management of resources (Financial, Operational and Personnel); formulate, plan, analyse, implement and follow up closely any innovations, development projects, as and when required; advise management and officers posted in the Stores Department on product storage management; ensure that proper systems of control over incoming storage and supplies of produce are being followed; and ensure a fair and equitable distribution of produces to distributors and consumers.
- 2.11 With the creation of the grade of Assistant General Manager, the duties of the Assistant General Manager (Operations) would be absorbed in the new grade and the grade of Assistant General Manager (Operations) would no longer be required.

**Recommendation 2**

- 2.12 **We recommend that the grade of Assistant General Manager (Operations) be abolished on vacancy**

### Operations Officer

- 2.13 At present, recruitment to the grade of Operations Officer is made by selection from among candidates possessing a Cambridge School Certificate with credit in five subjects and a Cambridge Higher School Certificate with passes at 'A' level in two subjects. We are reviewing the mode of recruitment to the grade to enable serving Operations Clerks of the AMB who lack the full qualifications prescribed for the grade but who reckon some years of experience in operations to become also eligible. This arrangement would widen the field of recruitment and provide a career path for those serving officers.

### Recommendation 3

- 2.14 We recommend that the scheme of service of the grade of Operations Officer be amended such that Operations Clerks reckoning eight years' service in the grade be eligible to compete in the selection process.**

### Senior Operations Officer (New Grade)

- 2.15 The activities of the AMB at Moka and in the other outstations, namely the Airport, Trou Fanfaron and Dairy (Quatre Bornes) have increased considerably. At present, Operations Officers reckoning more than 15 years' service at the AMB and having a long experience in operational duties have been entrusted additional responsibilities and are also called upon to monitor the activities of the outstations. We are, therefore, making provisions for a new grade to assume responsibility of the outstations.

### Recommendation 4

- 2.16 We recommend the creation of a grade of Senior Operations Officer to be in charge of operations at the outstations of the AMB. Promotion thereto should be, on the basis of experience and merit, of officers in the grade of Operations Officer reckoning at least 15 years' service in a substantive capacity.**
- 2.17 The Senior Operations Officer would be responsible to the Head Operations Officer to, *inter alia*, receive and deliver controlled products and other commodities handled by outstations; organise and arrange for the safe keeping of all products; ensure that proper records of movement of stock are kept and accordingly fed into the management information system on a daily basis; ensure weighing and/or counting of products purchased, imported, processed, stored and sold by the AMB and to keep records thereof; and supervise and deploy personnel assigned in an efficient manner.

### **Computer Support Officer (New Grade)**

- 2.18 At the AMB, there is an Information Technology Officer who is responsible for Information Technology (IT) within the organisation. Being given that the whole system at the AMB is fully computerised, there is, therefore, need to have an officer to assist the IT Officer in the day-to-day running of the IT Department.

### **Recommendation 5**

- 2.19 **We recommend the creation of a grade of Computer Support Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts, a Cambridge Higher School Certificate with passes at Principal Level in Mathematics and a Certificate in Information Technology.**
- 2.20 Incumbent would be responsible to the Information Technology Officer to, *inter alia*, work on the console and for booting and shutting down of computers and other related equipment; load and unload peripherals and supervise their proper functioning; and for trouble-shooting on hardware installation in the event of a system failure.

### **Assistant Procurement and Supply Officer (New Grade)**

- 2.21 At present, procurement and supplies of the AMB are undertaken by three Heads of Sections, i.e., the Engineer who is responsible for the procurement and supplies of spare parts (motor and non-motor), refrigeration, building and electrical materials; the Administrative Secretary who is responsible for the procurement and supplies of stationery, books and periodicals; and the Human Resource Officer who is responsible for the procurement and supplies of uniforms and protective equipment.
- 2.22 In view of the above, it is imperative that all the procurement and supplies of the organisation be undertaken by a single dedicated officer.

### **Recommendation 6**

- 2.23 **We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment thereto should be made by selection from among serving officers of the organisation, on the basis of experience and merit, in the grades of Clerical Officer/Higher Clerical Officer, Clerk/Word Processing Operator and Clerk (Accounts) who possess either the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and reckon four years' experience in clerical duties OR a Cambridge Higher School Certificate with passes at Principal Level in at least two subjects and reckon at least two years' experience in clerical duties.**

- 2.24 Incumbent would be required, among others, to perform purchasing, storekeeping and stock control duties in accordance with the provisions laid down in the Financial Management Manual; assist in any assignment related to purchasing, supply and stores operations; update stock records; and liaise with the Head of Finance Section for the preparation of budgets for different departments.

#### **Forklift Driver (New Grade)**

- 2.25 At present, at the AMB and its outstations, all operations in respect of receipt and delivery, storing, stacking and weighing of controlled products are undertaken by officers in the grade of Driver. In the performance of these duties, the drivers are required to operate a forklift. We are, therefore, creating a grade of Forklift Driver.

#### **Recommendation 7**

- 2.26 **We recommend the creation of a grade of Forklift Driver. Appointment thereto should be made by selection from among Drivers of the organisation who possess a valid Driver's Licence and a Forklift Driving Licence for the type of vehicle/s they would be required to drive, have a good eye sight and the ability to read along with at least 10 years' experience in the grade of Driver.**
- 2.27 The Forklift Driver would be responsible to the Officer-in-Charge of the Section where he is posted to, *inter alia*, drive vehicles proficiently; transport safely and stack loose/palletised items of stores; effect minor repairs of the vehicle; and carry out simple maintenance tasks.

#### **Operation and Maintenance Attendant Cadre**

- 2.28 The nature of duties performed by officers of the Operation and Maintenance Attendant cadre is more of a technical nature and requires the incumbents as per the scheme of service to have both academic and technical qualifications. At present, recruitment to the grade is made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language and Mathematics and either a Brevet d'Aptitude Professionnel (BAP) or a Brevet Technique (BT) or an equivalent certificate from the City and Guilds of the London Institute in any one of the following fields – Mechanical and Engineering Workshop, Motor Vehicle Technician's work, Electronics or Electrotechnics.
- 2.29 Under the supervision of the Head, Operation and Maintenance Attendant, the Operation and Maintenance Attendants perform, *inter alia*, the following duties: maintain and service all handling equipment in general; maintain all plant and equipment in good running conditions at all times; overhaul engines, vehicles, refrigeration compressors and cold store, dismantle and

re-assemble refrigeration, electrical and mechanical equipment; and read refrigeration and electrical circuit diagrams.

- 2.30 Given the nature and complexity of the duties performed by officers of the Operations and Maintenance Attendant cadre, we are restyling the grades therein, to more appropriate job appellations to reflect the nature of duties actually performed by the incumbents.

#### **Recommendation 8**

- 2.31 We recommend that the grades of Operations and Maintenance Attendant and Head, Operations and Maintenance Attendant be restyled Technical Operator and Head Technical Operator respectively.**

#### **Clerk (Accounts)**

- 2.32 In the 2003 PRB Report, a grade of Accounts Clerk was created on the establishment of the AMB and recruitment thereto was to be made 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* and reckoning at least four years' relevant experience.
- 2.33 The only Clerk (Accounts) at the AMB was made to act as Accounts Clerk against payment of an appropriate allowance. However, in the process of harmonising the qualifications for the grade of Accounts Clerk in the public sector for the sake of consistency, in the Errors, Omissions and Clarifications of the 2003 PRB Report, we changed the basic academic qualification to a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts. This recommendation has debarred the Clerk (Accounts) from being eligible for appointment to the grade of Accounts Clerk in spite of the fact that he is still being given actingship in that position for administrative convenience.
- 2.34 Given the particular circumstances of the case, we are, in this Report, addressing the issue.

#### **Recommendation 9**

- 2.35 We recommend that the Clerk (Accounts) in post as at 30.06.2008 may be considered for appointment to the grade of Accounts Clerk.**

#### **Assistant Handy Worker (Skilled) *formerly Assistant Tradesman***

- 2.36 Assistant Tradesmen perform their duties only in the respective fields in which they have been trade-tested.

- 2.37 For the sake of efficiency, greater flexibility in the posting of workers and reduction in the multiplicity of grades involved in minor works, we are restyling the grade of Assistant Tradesman to a more appropriate job appellation.

**Recommendation 10**

- 2.38 **We recommend that the grade of Assistant Tradesman be restyled Assistant Handy Worker (Skilled).**

**Office and Weighbridge Attendant**

- 2.39 With a view to better utilisation of human resources and facilitating rotation and movement of attendants within the AMB, the grades of Office Attendant and Weighbridge Attendant need to be merged and the schemes of service be amended to include the duties of both grades.

**Recommendation 11**

- 2.40 **We recommend that the grades of Office Attendant and Weighbridge Attendant be restyled Office and Weighbridge Attendant and a new scheme of service for the grade be redefined to include the duties of the former grades.**

- 2.41 **We also recommend that the grade of Senior/Head Office Attendant be restyled Senior/Head Office and Weighbridge Attendant.**

**Abolition of Posts**

- 2.42 The grades of Clerk and Sampling Clerk have remained vacant and have been listed for abolition.

**Recommendation 12**

- 2.43 **We recommend that the grades of Clerk and Sampling Clerk be abolished.**

**2. AGRICULTURAL MARKETING BOARD**

**SALARY SCHEDULE**

**AMB 1 : Rs 6425 x 175 – 6600 x 200 – 10200**

General Worker

**AMB 2 : Rs 7600 x 200 – 10200 x 250 – 11700 x 300 – 12000**

Assistant Handy Worker (Skilled)  
*formerly Assistant Tradesman*  
Handy Worker (Special Class)

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

- AMB 3 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Office and Weighbridge Attendant  
*formerly Office Attendant*  
*Weighbridge Attendant*
- AMB 4 : Rs 7600 x 200 – 10200 x 250 – 11700 x 300 – 13200**  
Gatekeeper
- AMB 5 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver
- AMB 6 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Handy Worker (Skilled)
- AMB 7 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office and Weighbridge Attendant  
*formerly Senior/Head Office Attendant*
- AMB 8 : Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500**  
Forklift Driver (New Grade)
- AMB 9 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephone Operator
- AMB 10 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Head, Lay Services
- AMB 11 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Weighbridge Operator
- AMB 12 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk (Accounts)  
Clerk (Accounts) (Personal to Accounts Clerk in post as at 30.6.87)  
Clerical Officer/Higher Clerical Officer  
Clerk/Word Processing Operator

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

- AMB 13 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Technical Operator  
*formerly Operation and Maintenance Attendant*
- AMB 14 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Computer Support Officer (New Grade)
- AMB 15 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Procurement and Supply Officer (New Grade)  
Cashier  
Clerk (Personal to Clerk (stock) in post as at 30.6.87)  
Head, Registry  
Operations Clerk
- AMB 16 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Operations Officer
- AMB 17 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- AMB 18 : Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Head Technical Operator  
*formerly Head, Operation and Maintenance Attendant*
- AMB 19 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Senior Cashier
- AMB 20 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Senior Operations Officer (New Grade)
- AMB 21 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Safety and Health Officer/Senior Safety and Health Officer



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

- AMB 22 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer  
*formerly Personnel Officer*
- AMB 23 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250**  
Accounting Technician
- AMB 24 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
IT Officer
- AMB 25 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Human Resource Management Officer  
*formerly Human Resource Officer*
- AMB 26 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant  
Internal Auditor (Qualified)
- AMB 27 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Engineer
- AMB 28 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Administrative Secretary  
Head Operations Officer  
Marketing Manager  
Seeds Officer  
*formerly Officer - Seeds Unit*  
Trade and Marketing Officer
- AMB 29 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Assistant General Manager (New Grade)
- AMB 30 : Rs 80000**  
General Manager

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### **3. BEACH AUTHORITY**

- 3.1 The Beach Authority (BA), established under the Beach Authority Act No. 7 of 2002, is a body corporate operating under the aegis of the Ministry of Local Government. Its main objective is to ensure an integrated approach for the proper control and management of public beaches both in Mauritius and Rodrigues through the provision of appropriate infrastructure and facilities for the benefit of the public. It also aims at a better democratisation of access to public beaches and ensures that the general public takes maximum advantage of the facilities offered.
- 3.2 The functions of the Authority are to, *inter alia*, implement projects relating to the conservation and protection of the environment of public beaches; their upliftment and landscaping; infrastructural development, including the provision of amenities and leisure facilities; the enhancement of the quality of sea water; and the day-to-day cleaning of public beaches.
- 3.3 The Beach Authority is managed by a Board of Directors and is headed by a General Manager who 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.
- 3.4 Since its coming into operation, the Authority has been undertaking certain activities in collaboration with the parent Ministry. It has, over the years, recruited its own staff and is now fully operational and has been entrusted with new responsibilities such as:-
- Enforcement and monitoring of all activities in terms of the Beach Authority (use of Public Beaches) Regulations
  - Control of all trading activities, including issue/renewal of Beach Traders Licences (ex-Beach Hawkers Licence) in accordance with Beach Authority (Beach Traders' Licence) Regulations
  - Management of new public beaches, as and when proclaimed (such as St. Felix and Bel Ombre)
  - Management of landscaping projects undertaken by other Ministries/Departments (e.g. Grand Gaube public beaches)
  - Demarcation of swimming zones and installation of floats and buoys
  - Safety and security for public on public beaches
  - Sensitisation campaign to protect and preserve the public beaches
- 3.5 With a view to fully achieving its goals and objectives and considering the expansion of activities resulting from the added responsibilities, the Authority has, in the course of time, created a number of grades, namely Deputy

General Manager, Technical Officer (Civil), Purchasing and Supply Officer, Clerical Officer/Higher Clerical Officer, Word Processing Operator and General Worker to be adequately staffed to shoulder the additional responsibilities and cater in general for the smooth running of the organisation. The grade of Deputy General Manager has been created to deputise the General Manager and to share certain responsibilities so that the latter gets ample time to look into policy matters, priority and strategic issues reflecting the vision and mission of the Authority.

- 3.6 In this Report, we are making provision for the creation of a grade at the supporting level and reviewing the working pattern of the Beach Enforcement Officers to enable flexibility and, thereby, allowing the organisation to provide its services more efficiently and effectively.

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

- 3.7 The Licensing Unit set up at the Authority is responsible for the control of all trading activities including day-to-day processing, issue and renewal of Beach Traders' Licences (ex-Beach Hawkers Licence) in accordance with the Beach Authority (Beach Traders' Licence) Regulations. The Unit is also responsible for giving authorisation to use public beaches for all activities such as leisure, sports, commercial, religious and other related purposes and dealing with all matters regarding monitoring and enforcement of regulations pertaining to Beach Traders' Licence.
- 3.8 The Unit is presently under the administrative responsibility of an Executive Officer. In view of the volume and complexity of work presently befalling upon the Licensing Unit, there is an imperative need for the unit to be headed by an officer of a fairly senior level.

#### **Recommendation 1**

- 3.9 **We recommend the creation of a grade of Higher Executive Officer against abolition of one post of Executive Officer on the establishment of the Authority. Promotion thereto should be, on the basis of experience and merit, of officers in the grade of Executive Officer.**

#### **Hours of work of Beach Enforcement Officers**

- 3.10 At present, Beach Enforcement Officers work on a five-day week basis from 0845 hours to 1600 hours.
- 3.11 By virtue of the nature of duties performed on public beaches, and with a view to enabling a proper enforcement of the Regulations (trading activities, use of public beaches, and other beach related activities), it has become imperative that these officers operate at staggered and irregular hours (especially during week-ends) on public beaches.

## Recommendation 2

- 3.12 We recommend that Beach Enforcement Officers should be required to work at staggered and irregular hours (especially during week-ends) on public beaches. The scheme of service for the grade of Beach Enforcement Officer should be amended to cater for staggered hours of work which should include Saturdays and Sundays. This element has been taken into account in determining the salary recommended for the grade. Officers in post as at 30.6.2008 should be granted two additional increments on conversion in the recommended salary scale of the grade of Beach Enforcement Officer.

### 3. BEACH AUTHORITY

#### SALARY SCHEDULE

<b>BA 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General worker
<b>BA 2</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>BA 3</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>BA 4</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephonist
<b>BA 5</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Word Processing Operator
<b>BA 6</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer Clerk/Word Processing Operator (Personal to Officers in post as at 30.06.08)
<b>BA 7</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Assistant Procurement and Supply Officer (New Grade) Executive Officer Purchasing and Supply Officer (Personal)

**3. BEACH AUTHORITY (Contd.)**

- BA 8 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Draughtsman
- BA 9 : Rs 16000 x 600 – 23200 x 800 – 24800**  
Beach Works Inspector
- BA 10 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 25600**  
Beach Enforcement Officer
- BA 11 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- BA 12 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer  
Higher Executive Officer (New Grade)
- BA 13 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Technical Officer (Civil)
- BA 14 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Administrative Secretary
- BA 15 : Rs 30000 x 1250 – 45000**  
Technical Manager
- BA 16 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Deputy General Manager
- BA 17 : Rs 75000**  
General Manager

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#### **4. BUS INDUSTRY EMPLOYEES WELFARE FUND**

- 4.1 The Bus Industry Employees Welfare Fund, which operates under the aegis of the Deputy Prime Minister's Office, Ministry of Public Infrastructure, Land Transport and Shipping (Land Transport Division), is a body corporate established by Act No. 36 of 2002 for the social and economic welfare of employees of the bus industry and their families. Its mission is to work for the advancement of the social and economic welfare of employees of the bus industry and their families and to provide a quality service and human oriented programme through welfare schemes.
- 4.2 The main objectives of the Fund are to do all such things as appear requisite and advantageous for or in connection with the advancement and promotion of the welfare of the employees and their families and in particular; to manage and optimise the financial and other resources of the Fund to further their social and economic welfare; develop schemes, including loan schemes and other forms of financial assistance, and projects; and do all such things as appear to be necessary and conducive for the promotion of the welfare of the employees of the bus industry in general.
- 4.3 The Bus Industry Employees Welfare Fund is managed by a Board of Directors and headed by a Secretary who is responsible for the execution of the policy of the Board and for the day-to-day administration and management of the Fund.
- 4.4 Every employer and every employee of the bus industry have to make a monthly contribution to the Fund according to the rates prescribed. Since its inception, the Fund has managed to almost triple its bank balance, which is expected to attain around Rs 24 million for the financial year 2007-2008.
- 4.5 The Fund has launched several soft loan schemes such as loan for purchase of motorcycle; domestic appliances; wedding; payment of examination fees; medical purpose; tertiary education; and purchase of books and spectacles for the benefit of the employees of the bus industry.
- 4.6 The Fund has so far functioned with a core staff comprising, besides the Secretary, officers in the grades of Accounts Clerk, Clerk/Word Processing Operator and Office Attendant.
- 4.7 However, in view of the continuous expansion of the activities of the Fund, we are reinforcing its organisation structure through the creation of a few new grades and the restyling of the grade of Secretary to reflect the nature of the duties performed by the incumbent.

**Administrative Manager *formerly Secretary***

- 4.8 Presently, the Secretary who is also the Chief Executive of the Fund, is called upon to attend to duties normally vested upon a Manager and a Programme Coordinator. In addition to performing the duties of Secretary to the Board, incumbent also has to attend to higher duties at managerial level which include, among others, devising appropriate policies for the proper running of the Fund; organising and operating an internal audit control; preparation of the annual Recurrent and Capital Estimates, final accounts, annual reports and such financial/accounting data as may be required by the Board; dealing with personnel matters; devising, implementing and coordinating schemes and welfare programmes for the workers of the bus industry.
- 4.9 Given the volume and complexity of the duties and responsibilities devolving upon the Secretary, we are restyling the grade to a more appropriate appellation to reflect the level at which the incumbent is operating.

**Recommendation 1**

- 4.10 We recommend that the grade of Secretary be restyled Administrative Manager.**

**Programme Welfare Officer (New Grade)**

- 4.11 The Bus Industry Employees Welfare Fund is a welfare-based organisation which is intending to promote welfare-based programmes through sports, games and health-based activities, workshops and cultural activities for the welfare of the employees of the bus industry and their families. The Fund is also planning for the construction of a multi-purpose centre, which will include a polyvalent hall for use by workers of the bus industry.
- 4.12 Presently, the duties pertaining to the general welfare of the employees of the Bus Industry are carried out by the existing staff of the Fund. There is, therefore, an imperative need that such duties be entrusted to an appropriate officer who possesses the required qualifications and skills.

**Recommendation 2**

- 4.13 We recommend the creation of a grade of Programme Welfare Officer on the establishment of the Fund. Appointment thereto should be made by selection from among candidates possessing a post 'A' level degree in Social Science and reckoning five years' experience in social work, project design and project management.**
- 4.14 Incumbent would be required, among others, to assist the Secretary in planning, developing and implementing programmes; be responsible for the organisation of seminars, symposium and forums, talks and welfare activities;

conceptualise, design and formulate innovative projects relating to the welfare of workers; be responsible for the production of radio and TV programmes on the activities of the Fund; coordinate, monitor, evaluate and write report on project activities; assist in the preparation of the Fund's three or five year plan, the yearly Estimates and the Annual Reports and be responsible for the operation of the sports and leisure scheme of the Fund.

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

- 4.15 The Bus Industry Employees Welfare Fund receives many visitors who attend the Fund daily for various purposes, namely queries for loan, payment of contribution and loans.
- 4.16 With a view to providing support to the existing staff in the day-to-day running of the Fund and to receive visitors attending the Fund, we are providing for a new grade to service the reception desk.

**Recommendation 3**

- 4.17 **We recommend the creation of a grade of Receptionist/Word Processing Operator on the establishment of the Fund. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in English Language and French, a typing speed of at least 30 words a minute, and ability to operate a computer and use various word processing packages for typing and related work.**
- 4.18 Incumbent would be required to operate the reception counter and provide frontline information service to customers; operate the telephone switchboard; direct and guide visitors; perform simple clerical duties including routine registry work; perform typing and word processing duties, simple computer work and operate fax machine; and send and receive e-mail.

**4. BUS INDUSTRY EMPLOYEES WELFARE FUND**

**SALARY SCHEDULE**

**BIWF 1 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Office Attendant

**BIWF 2 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19000**  
Receptionist/Word Processing Operator (New Grade)



**4. BUS INDUSTRY EMPLOYEES WELFARE FUND (Contd.)**

**BIEWF 3 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600**

Clerk/Word Processing Operator

**BIEWF 4 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 22000**

Accounts Clerk

**BIEWF 5 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 -  
28000 x 1000 – 30000 x 1250 – 31250**

Accounting Technician

**BIEWF 6 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**

Programme Welfare Officer (New Grade)

**BIEWF 7 : Rs 30000 x 1250 – 45000**

Administrative Manager  
*formerly Secretary*

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## 5. CENTRAL WATER AUTHORITY

- 5.1 The Central Water Authority (CWA), established under the Central Water Authority Act No. 20 of 1971, operates under the *aegis* of the Ministry of Public Utilities. Its mission is to secure and provide an excellent sustainable water supply service of appropriate quality at a reasonable price to meet the growing needs of the population and to support the economic development of the country. It is responsible for the control, development and conservation of water resources, and for the treatment and distribution of water to domestic, industrial and commercial consumers throughout Mauritius.
- 5.2 The General Manager, supported by two Deputy General Managers, one responsible for the Administration Division and the other for the Technical Division, is responsible for the execution of the water policy and the effective management of the day-to-day business and activities of the Authority.
- 5.3 In the 2003 PRB Report, we reviewed the organisation structure and reinforced it by the creation of grades; redefined the job profiles of a few and abolished others which were no longer required.
- 5.4 Today, the CWA is faced with a number of challenges which include managing the ever increasing demand of water resources, increasing the network efficiency, improving the quality of water whenever pollution risk is rising and providing a high quality customer service.
- 5.5 With the increase in the activities of the organisation and with the setting up of centres across the island, there is need to revisit the present structure to improve the delivery of services; better respond to growing customer exigencies; and motivate the staff to meet the new challenges. We are, therefore, in this Report, strengthening the structure of the administration and the technical divisions, earmarking certain grades for abolition and restyling others to reflect the nature of duties and responsibilities actually being performed.

### **Deputy General Manager (Administration)**

- 5.6 The Administrative Division is headed by a Deputy General Manager (Administration) and the activities are organised under four specific sections, viz., Information Technology, Human Resources, and Commercial Services, which are each under the responsibility of a Manager, and Finance, which is under the responsibility of a Chief Financial Manager.
- 5.7 At present, appointment to the grade of Deputy General Manager (Administration) is made by selection from among candidates possessing a Degree in either Engineering, Science or Accountancy and having at least

eight years' experience at senior management level together with wide experience in a water supply undertaking.

- 5.8 The Deputy General Manager (Administration), in addition to his overall responsibility for the four sections, has to determine future developments and orientations; propose appropriate plans; monitor quality support services; develop new processes and procedures for continuous improvement; and promote Total Quality Management and Customer Care.
- 5.9 In consonance with these responsibilities, we are reviewing the qualification requirements of the grade of Deputy General Manager (Administration).

### **Recommendation 1**

- 5.10 **We recommend that, in future, appointment to the grade of Deputy General Manager (Administration) should be made by selection from among candidates possessing at least a Master's Degree in Business Management/Administration or in a related field together with a minimum of eight years' proven experience at senior management level.**

### **Deputy General Manager (Technical)**

- 5.11 The Technical Division is presently under the responsibility of a Deputy General Manager (Technical), and its activities are organised under five sections, viz., Planning and Development, Operations Water Supply, and Water Resources and Operational Support Services which are each under the responsibility of a Chief Engineer; a Management Information Unit which is coordinated by a Planning Coordinator, and a Non Revenue Water Unit which is under the responsibility of a Project Manager.
- 5.12 At present, appointment to the grade of Deputy General Manager (Technical) is made by selection from among candidates possessing a Degree in either Engineering, Science or Accountancy and having at least eight years' experience at senior management level together with wide experience in a water supply undertaking.
- 5.13 The Deputy General Manager (Technical) is also required to determine future developments and orientations; propose appropriate plans; monitor quality support services and develop new processes and procedures for continuous improvement, and promote Total Quality Management and Customer Care.
- 5.14 In line with what has been recommended for the grade of Deputy General Manager (Administration), we are reviewing the scheme of service of the grade of Deputy General Manager (Technical) to redefine the job profile.

## **Recommendation 2**

- 5.15 **We recommend that, in future, appointment to the grade of Deputy General Manager (Technical) should be made by selection from among candidates possessing a Master's Degree in Science or in a related field together with a minimum of eight years' proven experience at senior management level.**

### **Administrative Secretary *formerly Secretary***

- 5.16 Appointment to the grade of Secretary is made by selection from among candidates who are either Associates of the Chartered Institute of Secretaries or holders of a Diploma in Public Administration or holders of a Degree in Economics or other Arts subjects with at least five years' experience in Administration in either public or private sector. With an increase in the activities of the organisation and with the setting up of centres across the island, the duties and responsibilities of the Secretary have increased both in volume and complexity. We are, therefore, restyling the grade of Secretary to a more appropriate job appellation and also reviewing the qualification requirement so as to reflect the nature of duties devolving on the grade.

## **Recommendation 3**

- 5.17 **We recommend that the grade of Secretary be restyled Administrative Secretary and, in future, appointment thereto should be made by selection from among candidates possessing a Degree in Administration/Management/Law/Science or the Associateship/Membership of the Chartered Institute of Secretaries together with a minimum of five years' proven experience in a responsible administrative or executive position.**

### **Information Technology (IT) Section**

- 5.18 The IT Section of the CWA, today, supports a wide area network of about 400 end-users located at the Head Office and in over 30 remote offices spread across the island, involving substantial day-to-day back-office operations. The IT Section is manned by an IT Manager, IT Analysts, Computer Programmers and Data Control Supervisors.
- 5.19 Despite the gradual growth of systems end-users and the implementation of combined water/waste water billing as well as the technological changes that have taken place over the past years, the human resource structure of the IT Section has remained unchanged. As a result, today, the IT Section is unable to service all end-users' requests in a timely manner and embark on new projects within the targeted time frame.

- 5.20 We are, therefore, revisiting the structure of the IT Section by creating a grade of Senior IT Analyst and restyling the grades of Systems Analyst and IT Support Technician to be in line with the corporate strategy of the CWA.

#### **Senior IT Analyst (New Grade)**

- 5.21 So as to achieve higher efficiency in its daily operations, cater for timely implementation of new projects, be up-to-date with current technological trends, ensure continuity of IT training programmes and offer an excellent level of customer service to both its internal and external customers, we are creating a grade of Senior IT Analyst to assist the Manager and supervise IT Analysts.

#### **Recommendation 4**

- 5.22 **We recommend the creation of a grade of Senior IT Analyst to be filled in, on the basis of experience and merit, from officers in the grade of IT Analyst formerly Systems Analyst possessing a post 'A' level Degree in Computer Science or related fields and reckoning at least five years' post qualification experience in data communication networks, Oracle Database environment and Windows Client/Server environment.**

- 5.23 Incumbent would be required to, among other activities, assist the IT Manager; lead projects that require directing the work of others with some flexibility on actions or decisions; manage timelines resources and personnel and lead implementation efforts to completion; implement highly complex information technology solutions to enhance enterprise success, establish software and data security procedures to protect confidentiality of information; identify emerging trends and issues and make suggestions for technical modifications to solve current and future problems; and consult clients, peers and/or managers to develop requirements, solve problems and/or proactively establish technical directions.

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

- 5.24 At present, the Data Processing Unit is manned exclusively by Clerical Officers. In view of the complexity and specialised nature of the duties devolving upon these officers, there is need to create an appropriate position to cater for these duties.

#### **Recommendation 5**

- 5.25 **We recommend the creation of a grade of Data Processing Controller. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate with passes at Principal Level in at least two subjects or the General Certificate of Education with passes in two subjects at Advanced level together with a one-year Certificate or Diploma in Computer Science or related field.**

- 5.26 We also recommend that, pending the appointment of Data Processing Controllers, Clerical Officers who are presently working in the IT Division should be paid a non-pensionable monthly allowance of Rs 500 for performing data processing duties.

#### **HUMAN RESOURCE SECTION**

##### **HR Manager formerly Manager (Human Resources/Personnel)**

- 5.27 At present, appointment to the grade of Manager (Human Resources/Personnel) is made by selection from among candidates possessing a Degree in Business Administration or a Post Graduate Diploma in Human Resources together with at least five years' experience in a responsible position in Personnel Management. With the existing scheme of service of the grade of Manager (Human Resources/Personnel), the organisation has encountered difficulties in recruiting a candidate with the right profile and calibre and has had recourse to contract employment with a more attractive package to secure the services of prospective candidates. In this Report, to address the problems of recruitment and retention, we are amending the qualification requirements of the grade of Manager (Human Resources/Personnel) and restyling it to a more appropriate appellation to reflect the nature of duties.

#### **Recommendation 6**

- 5.28 We recommend that the grade of Manager (Human Resources/Personnel) be restyled HR Manager and, in future, appointment thereto should be made by selection from among candidates possessing a Master's Degree in Human Resources with five years' post qualification experience in a senior position in the field of Human Resources.

##### **Human Resource Officer (New Grade)**

- 5.29 With the expanded role of the CWA, the staff needs expertise in formulating strategies and deciding business plans so that each Section/Division operates in a more efficient and effective way. To achieve the objective and to ensure the smooth functioning of the Personnel Division, policies, rules, regulations and procedures should be properly and consistently applied. We are, therefore, creating a grade of Human Resource Officer.

#### **Recommendation 7**

- 5.30 We recommend the creation of a grade of Human Resource Officer. Appointment thereto should be made by selection through a competitive examination from among officers in the grades of Executive Officer and Higher Executive Officer.

- 5.31 The Human Resource Officer would be responsible for providing advice and assistance on all personnel policies and related matters; correctly interpreting and consistently applying rules, regulations and procedures; supervising and providing proper guidance; assisting in the determination of the human resource needs of the organisation; drafting of schemes of service; and promoting good industrial relations, staff welfare and a healthy and safe working environment.

**Office Supervisor (New Grade)**

- 5.32 With the increase in the activities of the organisation and the setting up of various units at the Head Office, the work in the Registry has increased significantly both in volume and complexity. It has been submitted that there is need to further strengthen the section with an additional layer at the supportive level.

**Recommendation 8**

- 5.33 **We recommend the creation of a grade of Office Supervisor. Appointment thereto should be made by selection from among Clerical Officer/Higher Clerical Officers reckoning 15 years' service.**

- 5.34 The Office Supervisor would be responsible for the proper running of small Divisions/Sections/Units and would be required to, among other duties, monitor the use of vehicles and organise transport for official purposes; attend to queries from members of the public and provide them with relevant information; ensure that the workplace is kept clean and tidy and health and safety norms are observed; supervise, advise and guide junior staff; assist in organising official functions and welfare activities; and make provision for proper office accommodation, furniture and equipment and their proper maintenance.

**FINANCE AND STORES**

**Superintendent, Purchasing and Supply**

- 5.35 The Stores Section is headed by a Superintendent, Purchasing and Supply who is responsible for the six sub-stores and the main store. He is supported by Higher Purchasing and Supply Officers and Purchasing and Supply Officers. Appointment to the grade of Superintendent, Purchasing and Supply is, at present, made by selection from among Higher Purchasing and Supply Officers reckoning at least three years' experience in a substantive capacity.
- 5.36 Considering the high volume of transactions, funds and assets as well as the responsibilities involved, there is need to review the mode of recruitment of the grade of Superintendent, Purchasing and Supply.

### Recommendation 9

- 5.37 We recommend that, in future, appointment to the grade of Superintendent, Purchasing and Supply should be made by selection from among officers in the grade of Procurement and Supply Officer *formerly Higher Purchasing and Supply Officer* who reckon at least three years' service in a substantive capacity in the grade. In the absence of suitably qualified serving officers, appointment should be made from among candidates possessing a Cambridge Higher School Certificate with Mathematics or Accounts at Principal Level and a Diploma in Purchasing and Supply Management from the University of Mauritius/University of Technology, Mauritius or any recognised institution together with at least three years' post qualification experience.

### Senior Accounts Officer

- 5.38 At present, the qualification requirements for the grades of Senior Accounts Officer are four subjects at ACCA Level II and those of Senior Internal Controller are ACCA Level II, though both grades carry the same salary. We are revisiting the qualification requirements for the grade of Senior Accounts Officer for the sake of harmonisation.

### Recommendation 10

- 5.39 We recommend that, with effect from 01 July 2010, appointment to the grade of Senior Accounts Officer should be made by selection from among candidates who have successfully completed all the six papers at the Level of Fundamentals (Skills) (*formerly ACCA level II*).

### TECHNICAL DIVISION

#### Engineering Cadre

#### Chief Engineer

- 5.40 At present, the Chief Engineer is recruited from among Principal Engineers having a minimum of 10 years' post graduate experience, of which at least seven years should have been in civil engineering works directed towards water supply. However, on the establishment of the CWA, there exists also a grade of Principal Engineer (Mechanical and Electrical). We are amending the scheme of service of the grade of Chief Engineer to enable also the Principal Engineer (Mechanical and Electrical) to compete for this grade.

### Recommendation 11

- 5.41 We recommend that, in future, appointment to the grade of Chief Engineer should be made by selection from among officers in the grades of Principal Engineer and Principal Engineer (Mechanical and Electrical) having a minimum of 10 years' post-graduate experience of which at least seven years should have been in Civil Engineering Works or Mechanical and/or Electrical Works directed towards water supply.



### **Draughtsman**

5.42 A survey conducted by the Bureau at the CWA has revealed that, with the abolition of the grade of Oza Printer and Plan Recorder, Draughtsmen are called upon to perform some of the duties of Oza Printer and Plan Recorder such as operation of photocopy and Oza printing machines.

### **Recommendation 12**

**5.43 We recommend that the scheme of service of the grade of Draughtsman be amended to include operation of Oza printing machines.**

5.44 This element has been taken into consideration in arriving at the salary recommended for the grade.

### **Senior Technical Officer (New Grade)**

5.45 At present, there are 25 Technical Officers on the establishment of the CWA. There is need for a supervisory grade where the incumbent would be in charge and responsible for one or more sections and would control and coordinate the works of Technical Officers and their subordinate staff.

### **Recommendation 13**

**5.46 We recommend the creation of a grade of Senior Technical Officer. Promotion to the grade should be on the basis of experience and merit of officers in the grade of Technical Officer reckoning at least five years' service in a substantive capacity.**

5.47 Incumbent would be in charge of one or two sections and would be required, among others, to control and coordinate the work of Technical Officers.

### **Senior Operative (New Grade)**

5.48 The CWA, has on its establishment, the grade of Operative which is a polyvalent one and these Operatives are being supervised by Chief Tradesman, Foreman and Gangman. We are creating a grade of Senior Operative as the grades of Chief Tradesman, Foreman and Gangman are evanescent.

### **Recommendation 14**

**5.49 We recommend the creation of a grade of Senior Operative. Appointment thereto should be made by selection from among Operatives having at least five years' experience in the grade.**

**5.50 We further recommend that the grades of Foreman, Chief Tradesman and Gangman should be abolished on vacancy. We have provided personal salaries for employees in the respective posts.**

### Survey Field Worker

5.51 At present, the survey team, which assists the Surveyors consists of officers in a three-level hierarchy i.e. Chainman, Poler and Head Poler. Chainmen are appointed by selection from among General Workers on the permanent and pensionable establishment who possess, among others, as a minimum qualification, the Certificate of Primary Education. An examination of the job descriptions has revealed that the Chainmen and the Polers are performing similar duties. In keeping with the philosophy favouring delayering and flatter structures, we are merging the grades of Chainman and Poler. We are also restyling the grades in the cadre more appropriately and reviewing the qualification requirements for entry to the cadre.

### Recommendation 15

5.52 **We recommend that the grades of Chainman and Poler be merged and restyled Survey Field Worker/Senior Survey Field Worker and the grade of Head Poler be restyled Head Survey Field Worker. In future, appointment to the grade of Survey Field Worker/Senior Survey Field Worker should be made by selection from among General Workers on the permanent and pensionable establishment showing proof of having sat for the Cambridge School Certificate or the General Certificate of Education “Ordinary Level” examination in at least five subjects or an alternative qualification.**

### Abolition of Posts

5.53 The grades of Laboratory Technician, Foreman, Oza Printer and Plan Recorder, Assistant Stores Officer, Fountain Keeper and Reservoir Keeper are vacant and the need to fill these posts is no longer felt.

### Recommendation 16

5.54 **We recommend that the grades of Laboratory Technician, Foreman, Oza Printer and Plan Recorder, Assistant Stores Officer, Fountain Keeper and Reservoir Keeper be abolished.**

### Evanescent Posts

5.55 The grades of Gangman, Gauge Reader, Pump Operator, Assistant Tradesman, Pneumatic Hammer Operator, Chief Tradesman, Treatment Plant Operator and Assistant Treatment Plant Operator exist on the establishment of the CWA. The need for these grades is no longer felt and we are providing personal salaries for officers presently in post.

**Recommendation 17**

**5.56 We recommend that the grades of Gangman, Gauge Reader, Pump Operator, Assistant Tradesman, Pneumatic Hammer Operator, Chief Tradesman, Treatment Plant Operator and Assistant Treatment Plant Operator should be abolished on vacancy. We are providing personal salaries for officers presently in post.**

**5. CENTRAL WATER AUTHORITY**

**SALARY SCHEDULE**

<b>CWA 1</b>	<b>:</b>	<b>Rs 8800 x 200 – 9200</b> Trainee Meter Reader
<b>CWA 2</b>	<b>:</b>	<b>Rs 9600 x 200 – 10000</b> Trainee Draughtsman
<b>CWA 3</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>CWA 4</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Assistant Tradesman (Personal) Stores Attendant
<b>CWA 5</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>CWA 6</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Assistant Treatment Plant Operator (Shift) (Personal) Office Attendant Pneumatic Hammer Operator (Personal)
<b>CWA 7</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200</b> Gauge Reader (Personal) Pump Operator (Personal)
<b>CWA 8</b>	<b>:</b>	<b>Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800</b> Gauge Reader (Personal to officers appointed prior to 1.7.87) Pump Operator (Personal to officers appointed prior to 1.7.87)

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

- CWA 9 : Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
 Survey Field Worker/Senior Survey Field Worker  
*formerly Chainman*  
*Poler*
- CWA 10 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
 Driver
- CWA 11 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
 Gangman (Personal)
- CWA 12 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
 Tradesman (Blacksmith, Mechanic, Mason, Plumber and  
 Pipe Fitter, Carpenter, Electrician, Painter, Water Meter  
 Repairer)
- CWA 13 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
 Senior/Head Office Attendant
- CWA 14 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15500**  
 Treatment Plant Operator (Shift) (Personal)
- CWA 15 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
 Receptionist/Telephone Operator
- CWA 16 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
 Heavy Vehicle Driver
- CWA 17 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
 Laboratory Attendant
- CWA 18 : Rs 12600 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
 Operative

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

- CWA 19 : Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400**  
 Head Survey Field Worker  
*formerly Head Poler*
- CWA 20 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
 Word Processing Operator
- CWA 21 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
 Call Centre Operator  
 Clerical Officer/Higher Clerical Officer  
*formerly Clerk*
- CWA 22 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
 Chief Tradesman (Personal)  
 Foreman (Personal)  
 Senior Operative (New Grade)
- CWA 23 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200**  
 Meter Reader
- CWA 24 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800**  
 Technical Assistant (Electrical) (on shift)  
 Technical Assistant (Electronic) (on shift)  
 Technical Assistant (Mechanical) (on shift)
- CWA 25 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800**  
 Cashier  
*formerly Cashier (Officers appointed prior to 01.07.87)*  
 Cashier (Officers appointed after 30.06.87)
- CWA 26 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800**  
 Surveying Assistant

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

- CWA 27 : Rs 10000 x 200 - 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Assistant Inspector  
Data Processing Controller (New Grade)
- CWA 28 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Assistant Documentation Officer
- CWA 29 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Fraud Detection Officer  
Assistant Procurement and Supply Officer (New Grade)  
Call Centre Assistant Supervisor  
Executive Officer  
*formerly Senior Clerk*  
Purchasing and Supply Officer (Personal)
- CWA 30 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200**  
Data Control Supervisor
- CWA 31 : Rs 15000 x 500 – 16000 x 600 – 23200**  
Office Supervisor (New Grade)
- CWA 32 : Rs 16000 x 600 – 23200**  
Senior Meter Reader
- CWA 33 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Draughtsman
- CWA 34 : Rs 16000 x 600 – 23200 x 800 – 24800**  
Documentation Officer  
Inspector
- CWA 35 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary

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

- CWA 36 : Rs 17200 x 600 – 23200 x 800 – 26400**  
 Accounts Officer  
 Call Centre Supervisor  
 Fraud Detection Officer  
 Higher Executive Officer  
*formerly Principal Clerk*  
 Human Resource Officer (New Grade)  
 Internal Control Officer  
*formerly Internal Controller*  
 Procurement and Supply Officer  
*formerly Higher Purchasing and Supply Officer*  
 Senior Cashier
- CWA 37 : Rs 18400 x 600 – 23200 x 800 – 26400**  
 Meter Reading Supervisor
- CWA 38 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Computer Programmer  
 Safety and Health Officer/Senior Safety and Health Officer  
 Technical Officer  
 Technical Officer (Laboratory)
- CWA 39 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Senior Inspector
- CWA 40 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
 Senior Accounts Officer  
 Senior Human Resource Officer  
*formerly Personnel Officer*  
 Senior Internal Control Officer  
*formerly Senior Internal Controller*  
 Superintendent, Anti Fraud Unit
- CWA 41 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 - 31250**  
 Senior Draughtsman (Cartography Survey)
- CWA 42 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
 Treatment Plant Superintendent

5. CENTRAL WATER AUTHORITY (Contd.)

- CWA 43 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Chief Works Officer  
Senior Technical Officer (New Grade)
- CWA 44 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
Superintendent, Purchasing and Supply
- CWA 45 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
Senior Draughtsman (Cartography Survey) (Personal)
- CWA 46 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Surveyor
- CWA 47 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
IT Analyst  
*formerly Systems Analyst*
- CWA 48 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant  
Administrative Secretary  
*formerly Secretary*  
Human Resource Management Officer  
*formerly Human Resource Officer*
- CWA 49 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Executive Engineer  
Executive Engineer (Electrical)  
Mechanical Engineer  
Scientific Officer (Biochemistry)
- CWA 50 : Rs 28000 x 1000 – 30000 x 1250 – 40000**  
Chief Draughtsman
- CWA 51 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Planning Co-ordinator



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

- CWA 52 : Rs 30000 x 1250 – 45000**  
Chief Internal Auditor  
Deputy Manager Commercial Services  
Senior IT Analyst (New Grade)  
Senior Scientific Officer (Biochemistry)  
Senior Surveyor
- CWA 53 : Rs 31250 x 1250 – 45000**  
HR Manager  
*formerly Manager (Human Resources/Personnel)*
- CWA 54 : Rs 37500 x 1250 – 50000**  
IT Manager  
Manager, Commercial Services  
Principal Engineer  
Principal Engineer (Mechanical and Electrical)
- CWA 55 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Chief Financial Officer
- CWA 56 : Rs 48750 x 1500 – 56000 x 2000 –60000**  
Chief Engineer
- CWA 57 : Rs 66000**  
Deputy General Manager (Administration)  
Deputy General Manager (Technical)
- CWA 58 : Rs 80000**  
General Manager

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## 6. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

- 6.1 The Civil Service Family Protection Scheme Board (CSFPSB) provides protection by way of monthly provisions to dependants of deceased civil servants. 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. The Board operates under the aegis of the Ministry of Finance and Economic Development and the scheme today has more than 57200 contributors and sustains around 13800 dependants.
- 6.2 The Board is also responsible, under the Act, to administer and control the Widows' and Orphans' Pension Fund, which applies to associates who had ceased to be in the civil service on or 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.
- 6.3 In the 2003 PRB Report, the grades of Manager and that of Assistant Manager were restyled General Manager and Assistant General Manager respectively to reflect the professional nature of the duties and responsibilities. In view of the expanding activities of the organisation, the structures of the three sections viz., Control, Contributions and Disbursement were enhanced to avoid fraud and irregularities. In that connection, a grade of Principal Finance Officer was created to coordinate the activities of the Disbursement Section, Contributions Section and the Finance and Stores Section; and a grade of Principal Controller was created to reinforce the Control Section in view of the ever-increasing expenditure and control required. A grade of Officer-in-Charge, Contributions Section was also created to be responsible, *inter alia*, for ensuring that expenditure is incurred in accordance with the approved estimates, ensuring prompt collection of contributions, computation of pensions and preparation of monthly bank reconciliation statement and statement of monthly revenue and expenditure.
- 6.4 At present, the activities of the CSFPSB are organised under three sections, viz., Control, Contributions and Disbursement. The Control Section is manned by a Principal Controller, a Senior Controller and two Controllers. A Principal Finance Officer has overall control of the Disbursement Section and the Contributions Section which is under the responsibility of a Head and an Officer-in-Charge respectively. The supporting personnel comprises Accounts Clerks/Senior Accounts Clerks and Clerical Officers/Higher Clerical Officers.

- 6.5 Job appellations specific to sections prevent mobility and polyvalency and can affect the smooth running of the organisation. It is, therefore, urgent to streamline the different structures into a unified one with appropriate job appellations for optimum utilisation of available human resources.
- 6.6 The new structure would be flexible enough to allow for lateral movement of staff from one section to another and to render them multifunctional and polyvalent, which would enhance job enlargement and job satisfaction. Moreover, the structure would provide an improved career path to concerned incumbents.

**Recommendation 1**

- 6.7 **We recommend that the grades of Head, Disbursement Section and Officer-in-charge, Contributions Section be restyled Senior Financial Operations Officer.**
- 6.8 **We further recommend that the scheme of service of the grade of Principal Financial Operations Officer be amended so that promotion thereto be made, on the basis of experience and merit, of officers in the grade of Senior Financial Operations Officer.**
- 6.9 **We recommend that the grade of Accounting Technician, which is currently vacant, be abolished. We further recommend that the duties of the Accounting Technician be taken over by the Senior Financial Operations Officer *formerly Officer-in-Charge, Contributions Section*.**

**Recommendation 2**

- 6.10 **We recommend that the grades of Principal Controller, Senior Controller and Controller be restyled Principal Financial Operations Officer, Senior Financial Operations Officer and Financial Operations Officer respectively.**
- 6.11 However, in order to ensure that the streamlined structure does not cause prejudice to any incumbents in post with regard to their career prospects, we are making appropriate recommendation to that effect.

**Recommendation 3**

- 6.12 **We recommend that for the first intake to the grade of Principal Financial Operations Officer *formerly Principal Controller*, consideration should be given to the Senior Financial Operations Officer *formerly Senior Controller*. Thereafter, promotion to the grade of Principal Financial Operations Officer should be made, on the basis of experience and merit, of officers in the grade of Senior Financial Operations Officer.**

- 6.13 Management has requested for one additional post of Financial Operations Officer against the abolition of one post of Accounts Clerk/Senior Accounts Clerk and one post of Clerical Officer/Higher Clerical Officer.
- 6.14 With the restyling of the grade of Controller into that of Financial Operations Officer (para 6.10 above), there will be only two posts of Financial Operations Officer to service the three sections. Taking into account the increase in workload in these sections and the level of responsibilities involved, there is need for an additional post of Financial Operations Officer.

**Recommendation 4**

- 6.15 We recommend that one additional post of Financial Operations Officer be created on the establishment of the Board against abolition of one post of Accounts Clerk/Senior Accounts Clerk and one post of Clerical Officer/Higher Clerical Officer.**

**6. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD**

**SALARY SCHEDULE**

<b>CFP 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b>
		Office Attendant
<b>CFP 2</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b>
		Senior/Head Office Attendant
<b>CFP 3</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b>
		Clerical Officer/Higher Clerical Officer Clerk ( Rodrigues)
<b>CFP 4</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b>
		Executive Officer
<b>CFP 5</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22600</b>
		Accounts Clerk/Senior Accounts Clerk Accounts Clerk/Senior Accounts Clerk (Rodrigues)

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

- CFP 6 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Systems Supervisor
- CFP 7 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- CFP 8 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer  
*formerly Controller*
- CFP 9 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Systems Administrator
- CFP 10 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Financial Operations Officer  
*formerly Head, Disbursement Section*  
*Officer-in-Charge, Contributions Section*  
*Senior Controller*
- CFP 11 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Principal Financial Operations Officer  
*formerly Principal Controller*  
*Principal Finance Officer*
- CFP 12 : Rs 31250 x 1250 – 50000 x 1500 - 60000**  
Assistant General Manager
- CFP 13 : Rs 75000**  
General Manager

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## **7. CONSERVATOIRE DE MUSIQUE FRANÇOIS MITTERAND TRUST FUND**

- 7.1 The Conservatoire de Musique François Mitterand Trust Fund (Conservatoire) envisions to establish itself as a centre for quality training in music performance, teaching and research. Its mission is to teach people, especially the young to play musical instruments, so as to develop their talent and create opportunities for them.
- 7.2 The Conservatoire, thus, organises and runs music courses and promotes music. It also advises the Minister on short and long term plans for teaching of music and the need for appropriate research in the field.
- 7.3 At present, the staffing complement comprises a Director, an Assistant Director, two Music Tutors and 25 part-time Music Teachers as well as supporting staff in the Technical, Executive, Clerical and Manual grades.
- 7.4 With a view to expanding its activities and reaching a wider spectrum of people the Conservatoire has opened new branches at Grand Baie, Curepipe, Bambous and Beau Bassin. Moreover, it plans to set up additional branches and is also working on various projects in collaboration with different Ministries and Institutions. We are, therefore, in this Report, providing for new grades to enable the organisation to cope with its increasing activities and meet its functional requirements.

### **Senior Music Tutor (New Grade)**

- 7.5 With the expansion in the activities and opening of new branches, there is need for a grade at senior level to perform both pedagogical and administrative functions.

### **Recommendation 1**

- 7.6 **We recommend the creation of a grade of Senior Music Tutor. Appointment thereto should be made by selection from among Music Tutors possessing the qualification required to cross the QB and reckoning at least three years' experience in a substantive capacity.**
- 7.7 The Senior Music Tutor would be responsible to the Director for, among other functions, supervising the work of Music Tutors, plan and run music classes and contribute to research.

### **Piano Accompanist (New Grade)**

- 7.8 Soloists for recitals, singers in choirs and musicians in small ensembles regularly perform at the Conservatoire. In view of the rising number of such activities, management has submitted that there is an urgent need for a grade to provide these musicians with piano accompaniment.

### Recommendation 2

- 7.9 **We recommend the creation of a grade of Piano Accompanist. Recruitment thereto should be made by selection from among candidates possessing a post 'A' Level Diploma in Piano Accompaniment or Piano Performance or an equivalent qualification.**
- 7.10 The Piano Accompanist would have to, among other activities, accompany solo music performers, act as 'repetiteur' coach performer and teach piano accompaniment.

### Events Officer (New Grade)

- 7.11 The Conservatoire is currently involved in the preparation of concerts, shows, exhibitions and workshops in order to promote music among the public. It has been represented that such activities are, at present, hardly receiving the publicity and diffusion they deserve.
- 7.12 To address this issue, we are providing for a grade of Events Officer to be, *inter alia*, responsible for activities pertaining to communication, promotion and organisation of musical events.

### Recommendation 3

- 7.13 **We recommend the creation of a grade of Events Officer to be recruited by selection from among candidates possessing a post 'A' Level Certificate in Western Music or an equivalent qualification acceptable to the Board.**
- 7.14 Selected candidates would be required to work at staggered hours. This element has been taken into account in arriving at the salary recommended for the grade.

### Confidential Secretary (New Grade)

- 7.15 The Director of the Conservatoire is, at present, not provided with the services of a Confidential Secretary to perform general secretarial duties, arrange appointments and deal with enquiries, among others.
- 7.16 We are, therefore, providing for the grade to reinforce the support function.

### Recommendation 4

- 7.17 **We recommend the creation of a grade of Confidential Secretary. Appointment thereto should be made by selection from among Clerk/Word Processing Operators reckoning at least four years' experience and showing qualities of trustworthiness, discretion, maturity, tact and initiative and who are capable of dealing with members of the public. In the absence of suitably qualified candidates, appointment thereto should be made by selection from among public officers in the grades of (i) Senior Word Processing Operator; and**

**(ii) Word Processing Operator reckoning at least four years service in a substantive capacity.**

7.18 Incumbent would be required, *inter alia*, to perform general secretarial duties, arrange appointments, receive visitors and deal with enquiries.

**Library Clerk (New Grade)**

7.19 The Conservatoire has a music library which holds thousands of titles including reference books, manuals for instruments, CDs, DVDs, music videos and specialised music magazines.

7.20 Further to representations received and on the basis of functional consideration, there is need for a grade to man the Library.

**Recommendation 5**

**7.21 We recommend the creation of a grade of Library Clerk. Appointment 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 and a Certificate in Library and Information Science or an equivalent qualification acceptable to the Board.**

7.22 The Library Clerk would be required, among others, to assist in the day-to-day running of the library; arrange and keep all library materials; record and process library materials manually and on the computer and compile library statistics.

**Part-Time Music Teachers**

7.23 Part-time Music Teachers employed by the Conservatoire are, at present, being paid an allowance based on their qualifications and the number of hours put in as hereunder:

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

7.24 These employees are also entitled to refund of travelling by bus and an End of Year Bonus which is computed at the rate of 1/12 of their annual earnings.

7.25 The present mode of refund of travelling and computation of End of Year Bonus are being maintained. However, the quantum of allowance payable to part-time Music Teachers is being revised.



**Recommendation 6**

**7.26 We recommend that the quantum of allowance paid to part-time Music Teachers be revised as follows:**

**Teachers holding a Diploma in Music or a higher qualification: Rs 275/hr**

**Teachers holding a qualification lower than a Diploma in Music: Rs 225/hr**

**7. CONSERVATOIRE DE MUSIQUE FRANÇOIS MITTERRAND TRUST FUND**

**SALARY SCHEDULE**

<b>CMTF 1 :</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>CMTF 2 :</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> School Caretaker
<b>CMTF 3 :</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>CMTF 4 :</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Handy Worker/Tradesman
<b>CMTF 5 :</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer Clerk/Word Processing Operator Library Clerk (New Grade)
<b>CMTF 6 :</b>	<b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</b> Technician
<b>CMTF 7 :</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Executive Officer

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

- CMTF 8 : Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500  
– 16000 x 600 – 23200**  
Events Officer (New Grade)
- CMTF 9 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 23200 x 800 – 24000**  
Piano Accompanist (New Grade)
- CMTF 10 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 23200 x 800 – 26400**  
Assistant Financial Operations Officer/Financial Operations  
Officer  
*formerly Assistant Finance Officer/Finance Officer*
- CMTF 11 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 26400**  
Confidential Secretary (New Grade)
- CMTF 12 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Higher Executive Officer
- CMTF 13 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 28000 x 1000 – 30000 x 1250 – 31250 QB 32500 x 1250 -  
40000**  
Music Tutor
- CMTF 14 : Rs 30000 x 1250 – 45000**  
Assistant Director  
Senior Music Tutor (New Grade)
- CMTF 15 : Rs 66000**  
Director

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## 8. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

- 8.1 The Construction Industry Development Board (CIDB) was established under the Construction Industry Development Board Act 1997 and functions under the aegis of the Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division). It promotes and stimulates the development, improvement and expansion of the construction industry, advises and makes recommendations on matters affecting or connected with the construction industry; provides consultancy and advisory services; and initiates and maintains a construction industry information system.
- 8.2 The CIDB plans to implement a number of projects in the field of Construction and Architecture. It has been represented that the present structure comprising a Secretary and a few minor grades is not adequate for the advancement of the activities of the CIDB.
- 8.3 In order to facilitate the CIDB to pursue its activities efficiently and effectively, we are, therefore, providing appropriate levels to enable the organisation to cope with the core functions.

### **TECHNICAL SECTION**

- 8.4 The Technical Section, *inter alia*, formulates, implements and monitors construction projects. It also liaises with contractors and consultants in the construction industry. We are reinforcing this Section with the creation of appropriate levels.

### **Technical Manager (New Grade)**

#### **Recommendation 1**

- 8.5 **We recommend the creation of a grade of Technical Manager. Appointment thereto should be made by selection from among Architects or Civil/Structural Engineers or Quantity Surveyors who are registered with the Statutory Council of their respective profession. Candidates should reckon at least five years' post registration experience.**
- 8.6 Incumbent would be required, *inter alia*, to assist the Director to manage the Technical Section; participate and contribute in the formulation of strategic planning; and supervise and coordinate the work of the technical staff.

**Technical Assistant (New Grade)**

**Recommendation 2**

- 8.7 We recommend the creation of a grade of Technical Assistant. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics and a “Brevet de Technicien” in Civil Engineering or an equivalent qualification and reckoning at least one year’s work experience in the field of construction.
- 8.8 Incumbent would be required, among others, to assist the Technical Coordinators in the processing of applications for the registration of Consultants and Contractors of the Construction Industry and effect site visits, inspections and investigations, whenever required.

**8. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD**

**SALARY SCHEDULE**

<b>CIDB 1</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b>
		Handy Worker/Driver
<b>CIDB 2</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b>
		Word Processing Operator/Receptionist
<b>CIDB 3</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b>
		Clerical Officer/Higher Clerical Officer
<b>CIDB 4</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</b>
		Technical Assistant (New Grade)
<b>CIDB 5</b>	<b>:</b>	<b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b>
		Technical Coordinator
<b>CIDB 6</b>	<b>:</b>	<b>Rs 30000 x 1250 – 45000</b>
		Secretary
<b>CIDB 7</b>	<b>:</b>	<b>Rs 48750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000</b>
		Technical Manager (New Grade)

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## 9. EMPLOYEES' WELFARE FUND

- 9.1 The Employees' Welfare Fund established under the EWF Act No. 13 of 1995 operates under the *aegis* of the Ministry of Finance and Economic Development. It caters for the welfare, leisure and recreational needs of employees and their families by granting loans or financial assistance for such purposes as may be determined by the Board and organising such activities necessary and conducive for the promotion of the welfare of employees and their families in general.
- 9.2 Initially, the Fund started its operation with officers on secondment. In the 2003 PRB Report, the grades of Office Attendant, Clerical Officer/Higher Clerical Officer, Accounts Clerk, Executive Officer and Higher Executive Officer were created on its establishment.
- 9.3 The Manager/Accountant is the executive head of the Fund and he is assisted in the day-to-day administration by officers in the Administrative/Finance cadres and staff of the General Services. In view of the increase in the level of activities of the Fund, we are, in this Report, reinforcing the present structure with the creation of additional levels to enable the organisation to discharge its functions more efficiently and effectively.

### Senior Accounting Technician (New Grade)

- 9.4 In order to enhance effective processing and monitoring of loans as well as for proper management of investment, there is need for a level to deal with financial management, investment policy and financial reporting. We are providing for an appropriate grade to shoulder these responsibilities.

### Recommendation 1

- 9.5 **We recommend the creation of a grade of Senior Accounting Technician to be filled, on the basis of experience and merit, of incumbent in the grade of Accounting Technician having completed the Fundamentals (Knowledge) (formerly Part I of the ACCA) and Fundamentals (Skills) (formerly Part II of the ACCA).**
- 9.6 The Senior Accounting Technician would be required to, among others, assist the Chief Executive in administering the financial, accounting and reporting procedures, compile and submit data for the preparation of draft estimates; control the prompt and safe collection of revenue and the daily loan disbursements; ensure timely repayment of loans; and monitor bad debtors by ensuring that appropriate remedial actions are taken.

**Technical Officer (Legal) (New Grade)**

9.7 Considering the primary objectives of the Fund are to provide financial assistance to employees and their children undertaking post secondary studies, there is need to have a resource person to be responsible for all legal documents and activities in respect of loans and investment management. We are providing for an appropriate grade to this effect.

**Recommendation 2**

9.8 **We recommend the creation of a grade of Technical Officer (Legal). Appointment thereto should be made from among candidates possessing a post 'A' Level Diploma in Legal Studies.**

9.9 Incumbent would be required to assist in the drafting of standard documents in respect of loans; prepare documents for erasure of charges; liaise with Legal Advisor and attend court; ensure safe custody of all documents; and follow-up cases which may require recovery through the Attorney-at-Law.

**9. EMPLOYEES' WELFARE FUND**

**SALARY SCHEDULE**

<b>EWF 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>EWF 2</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephone Operator
<b>EWF 3</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer
<b>EWF 4</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk Executive Officer
<b>EWF 5</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary
<b>EWF 6</b>	<b>:</b>	<b>Rs 17200 x 600 – 23200 x 800 – 26400</b> Higher Executive Officer

**9. EMPLOYEES' WELFARE FUND (Contd.)**

- EWF 7 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Technical Officer (Legal) (New Grade)
- EWF 8 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Administrative Assistant
- EWF 9 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250**  
Accounting Technician
- EWF 10 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Senior Accounting Technician (New Grade)
- EWF 11 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Secretary
- EWF 12 : Rs 45000 x 1250 – 50000 x 1500 – 54500**  
Manager/Accountant

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## 10. EXPORT PROCESSING ZONE LABOUR WELFARE FUND

- 10.1 The Export Processing Zone Labour Welfare Fund (EPZLWF) which has been set up following the promulgation of the EPZLWF Act No. 5 in November 1987, provides for the promotion and boosting up of the welfare of EPZ workers and their families.
- 10.2 The Fund operates under the *aegis* of the Ministry of Labour and Industrial Relations and Employment. Its mission is to do all such things as appear requisite and advantageous for or in connection with the advancement and the promotion of the welfare of workers and their children. It has been, on the social front, a major support to the industrialisation process in Mauritius and its welfare action programmes have reached several thousands of workers and their families with a view to ensuring them a good physical and mental health and social well-being.
- 10.3 Since its inception in 1988, the Fund has been implementing broad-based and diversified welfare programmes for workers of the EPZ sector. A number of schemes ranging from interest free loans for a multiplicity of purposes to scholarships for the educational uplift of children, day care facilities for under age children and leisure activities have been introduced to enhance the image of EPZ workers and their families.
- 10.4 In its strategic plan (2006-2010), the EPZLWF further aims at consolidating and extending coverage of the existing schemes and the introduction of new ones which would bring additional improvement in the life of EPZ workers.
- 10.5 In our 2003 Report, we reinforced the organisational structure by the creation of a grade of Programme Coordinator. We are, again, in the context of this review, making provision for some new grades, merging and restyling others in order to better equip the EPZLWF to fulfil its mandate more efficiently and effectively.

### **Accounts Officer**

- 10.6 The Finance Section is manned by officers in the grades of Accountant, Finance Officer, Revenue Officer and Accounts Clerk. To render the accounting and financial functions of the organisation more effective, we are merging the grades of Finance Officer and Revenue Officer and restyling the merged grades Accounts Officer so that, in future, the structure of the Finance Section would comprise the grades of Accountant, Accounts Officer and Accounts Clerk together with an additional level above the Accounts Officer.



### **Recommendation 1**

- 10.7 **We recommend that the grades of Finance Officer and Revenue Officer be merged and restyled Accounts Officer.**

#### **Senior Accounts Officer (New Grade)**

- 10.8 The Finance Section collects contributions and arrears from some 400 employers in the EPZ sector and more than 65,000 workers. These contributions and arrears are paid on a monthly basis with deadline, the 20<sup>th</sup> of each month. To that end and in a bid to further strengthening the structure of the Finance Section, we are providing for a new level.

### **Recommendation 2**

- 10.9 **We recommend the creation of a grade of Senior Accounts Officer. The grade should be filled by promotion from Accounts Officers possessing one of the following qualifications:**

- (i) **a Diploma in Accountancy from a recognised institution;**
  - (ii) **a pass in all papers of the Fundamentals (Knowledge) (formerly Part 1 of the ACCA examinations);**
  - (iii) **a pass in Accounting at 'Principal Level' at the Cambridge Higher School Certificate;**
  - (iv) **the certificate of the London Chamber of Commerce and Industry in Accounting (Level 3); or an equivalent acceptable qualification.**
- 10.10 Incumbent would be required to, *inter alia*, assist the Accountant in the execution of his duties; supervise the works of Accounts Officers and Accounts Clerks; and be responsible for the keeping of contractual documents, tender bonds and computerised back ups in safe custody inside the Fund and at the bank.

#### **Computer Support Officer (New Grade)**

- 10.11 The computerisation system of the EPZLWF has recently been upgraded by the State Informatics Limited. There are about twenty terminals in the different sections of the Fund and the need is felt for a grade to sustain the routine functioning of the system and for trouble shooting.

### **Recommendation 3**

- 10.12 **We recommend the creation of a grade of Computer Support Officer. Appointment thereto should be made by selection from among candidates possessing the Cambridge Higher School Certificate with Mathematics at Principal level together with a Certificate in Information Technology issued by a recognised institution.**

- 10.13 Incumbent would, *inter-alia*, be required to sustain routine functioning of the system; supervise their functioning and trouble shooting on hardware installation; establish and maintain standards; and promote computer literacy for all categories of users.

**10. EXPORT PROCESSING ZONE LABOUR WELFARE FUND**

**SALARY SCHEDULE**

<b>EPZLWF 1</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>EPZLWF 2</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>EPZLWF 3</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Telephone Operator
<b>EPZLWF 4</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Driver/Handy Worker (Skilled)
<b>EPZLWF 5</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator Documentation Clerk
<b>EPZLWF 6</b>	<b>:</b>	<b>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Computer Support Officer (New Grade) Programme/Welfare Assistant
<b>EPZLWF 7</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk
<b>EPZLWF 8</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary

10. EXPORT PROCESSING ZONE LABOUR WELFARE FUND (Contd.)

- EPZLWF 9 : Rs 17200 x 600 – 23200 x 800 – 26400  
Accounts Officer  
formerly Finance Officer  
Revenue Officer
- EPZLWF 10 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000  
Senior Accounts Officer (New Grade)
- EPZLWF 11 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x  
800 – 28000 x 1000 – 30000 x 1250 – 33750  
Secretary's Assistant
- EPZLWF 12 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000  
x 1250 – 40000  
Programme Welfare Officer  
Secretary
- EPZLWF 13 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000  
x 1250 – 40000  
Accountant  
Internal Auditor
- EPZLWF 14 : Rs 30000 x 1250 – 45000  
Programme Coordinator
- EPZLWF 15 : Rs 66000  
General Manager

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## **11. FARMERS' SERVICE CORPORATION**

- 11.1 The Farmers' Service Corporation (FSC) which operates under the aegis of the Ministry of Agro Industry, was established under the FSC Act., 1991, with a view to modernising the small planters sector to improve productivity and reduce cost of production of sugar. It provides quality and cost effective services to small sugarcane growers. The main services comprise, among others, technical assistance to cane growers, production of cane planting materials on small planters' land, training of cane growers and assistance for implementing credit schemes and generally monitoring of sugar cane harvest. To be close to its customers, the FSC operates through 10 centres and three sub-centres.
- 11.2 With the reforms of the European Union Sugar Regime, Government has come up with the Multi-Annual Adaptation Strategy (MAAS) – Action Plan for the period 2006-2015 which will enable the sugar industry to be competitive, viable and sustainable. The Action Plan provides for the regrouping, rehabilitation of environmentally sensitive areas, application of best management practices and the reduction of losses at field level.
- 11.3 The present staffing structure comprises a Director as Head of the organisation, who is assisted by officers in the technical cadre as well as officers in support grades. We are maintaining the present set up and making appropriate provision to facilitate the smooth running of the FSC centres and sub-centres.

### **Allowance**

- 11.4 In each of the 10 centres and three sub-centres of the FSC, cleaning and maintenance of the office devolve on the grade of Office Attendant whereas cleaning and maintenance of the yard devolve on the grade of General Worker/Gardener. In view of the volume and scope of duties in each centre, it is considered that it would not be appropriate to have people in both grades posted in all the centres. In the circumstances, the Bureau is providing an allowance to employees posted in the centres for performing duties outside their schemes of service.

### **Recommendation 1**

- 11.5 **We recommend that in centres where either an Office Attendant or a General Worker/Gardener is posted, incumbent should be paid an allowance of Rs 330 a month to perform cleaning/gardening duties and office attendant duties respectively.**

**11. FARMERS' SERVICE CORPORATION**

**SALARY SCHEDULE**

<b>FSC 1</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>FSC 2</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> General Worker/Gardener Office Attendant
<b>FSC 3</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver Driver/Handy Worker
<b>FSC 4</b>	<b>:</b>	<b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Senior/Head Office Attendant
<b>FSC 5</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephonist
<b>FSC 6</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Audio Visual Technician Word Processing Operator
<b>FSC 7</b>	<b>:</b>	<b>Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b> Technical Assistant
<b>FSC 8</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Clerk/Senior Clerk
<b>FSC 9</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk Accounts Officer (Personal to officer in post as at 30.06.98) Assistant Procurement and Supply Officer (New Grade) Executive Assistant Purchasing and Supply Officer (Personal)

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

<b>FSC 10</b>	<b>:</b>	<b>Rs 17200 x 600 – 23200 x 800 – 24000</b> Senior Technical Assistant
<b>FSC 11</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary
<b>FSC 12</b>	<b>:</b>	<b>Rs 17200 x 600 – 23200 x 800 – 26400</b> Accounts Officer Chief Examiner
<b>FSC 13</b>	<b>:</b>	<b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b> Technical Officer
<b>FSC 14</b>	<b>:</b>	<b>Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b> LAMU/Nursery Co-ordinator
<b>FSC 15</b>	<b>:</b>	<b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000</b> Senior Accounts Officer
<b>FSC 16</b>	<b>:</b>	<b>Rs 16600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250</b> Internal Auditor
<b>FSC 17</b>	<b>:</b>	<b>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b> Land Surveyor
<b>FSC 18</b>	<b>:</b>	<b>Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b> IT Officer
<b>FSC 19</b>	<b>:</b>	<b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b> Accountant Economist/Statistician Secretary

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

- FSC 20 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Agricultural Engineer  
Assistant Manager, Farmers' Service Centre  
Crop Technologist
- FSC 21 : Rs 30000 x 1250 – 45000**  
Manager, Farmers' Service Centre
- FSC 22 : Rs 37500 x 1250 – 50000**  
Technical Manager  
Training Manager
- FSC 23 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Assistant Director
- FSC 24 : Rs 80000**  
Director

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## **12. FISHERMEN INVESTMENT TRUST**

- 12.1 The Fishermen Investment Trust (FIT), a body corporate established under Act No. 29 of 2006, came into operation on 21 January 2007. It operates under the *aegis* of the Ministry of Agro Industry and Fisheries.
- 12.2 The main objective of the Trust is to invest directly or through a body, controlled by it, in fishing activities, fish processing activities, fish marketing and such other activities related to the fishing industry as may be approved by its Board. The Trust carries out its objectives having due regard to the interests of fishermen in general and operates on a commercial basis ensuring a reasonable return on its investment.
- 12.3 The Fishermen Investment Trust is headed by a Chief Executive Officer on a contractual basis and is assisted by an Executive Officer. The latter acts as the Secretary to the Board and is presently on loan from the Fisheries Division of the Ministry of Agro Industry & Fisheries.
- 12.4 Pending further development, we are maintaining the present arrangements.

### **12. THE FISHERMEN INVESTMENT TRUST**

#### **SALARY SCHEDULE**

**FIT 1 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Chief Executive Officer

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### 13. FISHERMEN WELFARE FUND

- 13.1 The Fishermen Welfare Fund (FWF), set up under the Fishermen Welfare Fund Act No. 28 of 2000, operates under the *aegis* of the Ministry of Agro-Industry and Fisheries. Its main objectives are, *inter alia*, to develop schemes and projects for the welfare of fishermen and their families and set up loan schemes and other financial assistance to fishermen registered under the Fishermen Welfare Fund Act.
- 13.2 The mission of the FWF is to promote the betterment of registered fishermen and their families by providing a high quality and cost-effective service to the fishermen community.
- 13.3 The FWF provides services to both Mauritian and Rodriguan fishermen. The schemes and projects already implemented include, among others, scholarships to the children of the fishermen community for post primary and post secondary education as well as vocational training courses; financial assistance to fishermen/their families for bad weather, hospitalisation, perishing at sea and for repairs of damaged fishing boats and outboard motors. The FWF works in close collaboration with other Ministries to implement its projects.
- 13.4 The Fishing Sector has witnessed a rapid growth over the recent years with the Seafood Hub becoming an additional pillar of the economy. Furthermore, with Government's policy to promote Mauritius as a Seafood Hub on the international scene, the FWF has initiated several new fishing projects, namely a Fish Auction Market at Trou Fanfaron Fisheries Post, the Culture of Sen Bream in floating Cage and the setting up of the Fishermen Investment Trust. The Fishermen Welfare Fund will be involved in regrouping all fishermen and guiding them to take advantage of these projects.
- 13.5 As the present organisational structure meets the needs of the organisation in terms of its human resources, we are maintaining the existing arrangements.

#### **Allowance to General Worker**

- 13.6 The General Worker at the Fishermen Welfare Fund, besides performing the regular manual duties at the seat of the organisation is also called upon to perform Office Attendant duties, including opening and closing offices, running official errands and operating simple office equipment. We are providing for an allowance to the incumbent.

**Recommendation 1**

**13.7** We recommend that the General Worker who is called upon to perform certain additional duties such as opening and closing of offices, running official errands and operating simple office equipment be paid a monthly allowance of Rs 330.

**13. FISHERMEN WELFARE FUND**

**SALARY SCHEDULE**

<b>FWF 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>FWF 2</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>FWF 3</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator
<b>FWF 4</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Executive Officer
<b>FWF 5</b>	<b>:</b>	<b>Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</b> Welfare Development Officer
<b>FWF 6</b>	<b>:</b>	<b>Rs 17200 x 600 – 23200 x 800 – 26400</b> Financial Operations Officer <i>formerly Finance Officer</i>
<b>FWF 7</b>	<b>:</b>	<b>Rs 30000 x 1250 – 45000</b> Secretary

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## 14. FOOD AND AGRICULTURAL RESEARCH COUNCIL

- 14.1 The mission of the Food and Agricultural Research Council (FARC) is authorised by FARC Act No.49 of 1985, as amended by Act No.20 of 1997. FARC derives most of its goals, objectives and initiatives from a consideration of the goals – explicit and implicit of the Ministry of Agro Industry and Fisheries and the Government, and from statutory provisions specifically “the Objects and Functions of the Council” set forth in sections 4 and 5 of the FARC Act No.20 of 1997.
- 14.2 The objects of the Council are to coordinate, promote and harmonise research activities in agriculture, fisheries and food production; conduct, through such units as it may set up, research in agriculture and food production; maximise the benefits of such research; promote hydroponics, tissue culture; and to carry out such other activities relating to research in agriculture, forestry, fisheries and food production.
- 14.3 In view of the strategic role of FARC, we reviewed its organisational structure in the 2003 PRB Report through the creation, *inter alia*, of a permanent grade of Director-General as well as the grades of Assistant Research Scientist, Research Scientist/Senior Research Scientist, and Accountant; and the restyling of the grade of Research Coordinator to Programme Manager and that of Administrative Officer/Senior Administrative Officer to Administrative Manager.
- 14.4 We are, in this Report, strengthening the organisation structure to enable FARC to fulfil its mandate more efficiently and effectively by the creation of grades of Assistant Director-General, Assistant Programme Manager and Internal Control Officer.

### **Assistant Director-General (FARC) (New Grade)**

- 14.5 The Director-General (FARC) is responsible for the execution of the policy of the Board and for the control and the management of the day-to-day business of the Council. Given that FARC is now embarking on development projects and in view of the increasing responsibilities devolving on the Director-General, the need is felt for a new grade at the directorate level on the establishment of FARC to give technical and administrative support to the Director-General.

### **Recommendation 1**

- 14.6 **We recommend the creation of a grade of Assistant Director-General on the establishment of FARC. Appointment thereto should be made by selection from among officers in the grades of Programme Manager and Laboratory and Nursery Manager reckoning at least four years’ service in their respective grades and having managerial and leadership capabilities.**

- 14.7 The Assistant Director-General (FARC) would be required, *inter alia*, to develop, monitor and evaluate research and development projects; be responsible for management, organisation and publication of proceedings of the Annual Meeting of Agricultural Scientists; co-ordinate the preparation of scientific publications; and ensure effective networking with research managers of other institutions and partner organisations.

**Assistant Programme Manager (FARC) (New Grade)**

- 14.8 The position of Programme Manager entails higher responsibilities and a proactive leadership role in the thematic/scientific area assigned. In view of the ever increasing role of FARC in research and development projects, the nature of work and complexities of the duties of Programme Managers have significantly increased. There is, therefore, need to provide for a new level to assist Programme Managers in the research planning, programming and evaluation of particular scientific areas.

**Recommendation 2**

- 14.9 **We recommend the creation of a grade of Assistant Programme Manager on the establishment of FARC. Appointment thereto should be made by selection from among officers in the grade of Assistant Research Scientist possessing a post 'A' Level Degree in Agriculture or in a related field and having at least five years' post qualification experience.**

- 14.10 Incumbent would be required, among others, to assist the Programme Manager in research planning, programming and evaluation of particular scientific activity areas; assist in the preparation, scrutiny and processing of documents and records for different research grant schemes; assist in the monitoring of research and development and related activities; plan, collect and disseminate research data and technological information to the research community; and compile, maintain and upgrade a networked database of research and technical information.

**Internal Control Officer (New Grade)**

- 14.11 Internal Audit is an independent appraisal function established by management to examine and evaluate its activities as a service to the organisation and report on the effectiveness of the system of internal control. It is also the primary responsibility of management to secure the installation of a soundly based system of internal control and to ensure its efficiency, effectiveness and adequacy in the light of changing circumstances.

- 14.12 There is, therefore, need to create a position to carry out internal audit on the financial affairs of FARC.

### Recommendation 3

- 14.13 **We recommend the creation of a grade of Internal Control Officer on the establishment of FARC. Appointment thereto should be made by selection from among serving officers holding a substantive appointment and have successfully completed all papers of Fundamentals (Knowledge) (formerly Part I of the ACCA) and paper F4 of Fundamentals (Skills) (formerly Part II of the ACCA) or have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (New Syllabus) or equivalent qualification.**
- 14.14 Incumbent would be required, among others, 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.

### **AGRICULTURAL RESEARCH AND EXTENSION UNIT (AREU)**

- 14.15 The Agricultural Research and Extension Unit (AREU) operates under the aegis of the Food and Agricultural Research Council (FARC) with mission to serve the non-sugar agricultural sector (crop and livestock) through excellence in cost-effective high-quality research and extension for better agricultural production, and to meet the policy requirements of the government in terms of agricultural diversification and food production generally.
- 14.16 The mandate of AREU includes planning and implementation of research and extension projects and transfer of technology through individual or group visit and training. Dissemination of technology is also effected through media and publications. Over the recent years, the mandate has been extended to include promotion of entrepreneurship and small & medium enterprises (SMEs) in the agricultural sector. AREU has also been entrusted with the responsibility of setting up a market information system for the benefit of all its stakeholders.
- 14.17 The AREU's management team comprises the Director supported by the Deputy Director and the Assistant Directors who are in the departments of Crops, Livestock, and Extension and Training.
- 14.18 In the 2003 PRB Report, a number of professional and technical grades were created and a few grades in the Administrative and Human Resource cadres were restyled for better effectiveness and efficiency of the AREU.
- 14.19 In this Report, we are strengthening the present structure to enable the institution fulfil its mandate more efficiently and effectively. We are, therefore, reviewing the scheme of service of the grade of Scientific Liaison Officer and restyling it to a more appropriate job appellation to reflect the nature of duties being performed, creating grades of HR Manager, Senior

Human Resource Officer, Procurement and Supply Officer, IT Officer/Systems Administrator and Principal Research Assistant, and abolishing the vacant grades of Technical Officer/Senior Technical Officer (Computer Services) and Crop Assistant.

**Business Development Manager formerly Scientific Liaison Officer**

- 14.20 One of the duties of the Scientific Liaison Officer is to promote the activities and achievements of AREU among the public. In the 2003 PRB Report, the grade was recommended to be abolished on vacancy and the duties of the grade were to be included in the schemes of service of the grades of Senior Extension Officer and Principal Extension Officer.
- 14.21 However, it has been reported that there is need for further promotion of the activities of AREU not only at national level, but also to external international agencies such as IFAD and FAO to attract funding. In view of this development, we are reviewing our recommendation made in the 2003 PRB Report with regard to the grade of Scientific Liaison Officer. We are restyling it to a more appropriate job appellation and amending the scheme of service of the grade to include these new duties.
- 14.22 In view of the evolving context to which AREU has to respond, there is need to have a position for presenting a holistic view of the research and extension activities as well as activities geared towards the promotion of entrepreneurship to external agencies and also to be proactive in promoting AREU's image on the international front.

**Recommendation 4**

- 14.23 **We recommend that the grade of Scientific Liaison Officer be restyled Business Development Manager and the scheme of service of the grade be amended to include marketing duties. In future, appointment to the grade of Business Development Manager should be made by selection from among serving officers of AREU holding a substantive appointment in the grade of Senior Extension Officer reckoning two years' service in the grade and Research Scientist/Senior Research Scientist (Crop), (Entomology) or (Plant Pathology) reckoning four years' service in the grade.**
- 14.24 Incumbent would be required, *inter alia*, to gather and compile general information from divisions for dissemination among customers; advise on innovative approaches to market the organisation; maintain ongoing relationship with sponsors, local and international bodies; keep abreast of work of relevance to AREU at regional and international levels; and participate and contribute in the preparation of business programmes in line with the policy of the organisation.

### HR Manager (New Grade)

- 14.25 Presently, a Human Resources Officer heads the Personnel Section which provides advice, functional guidance and assistance in human resource strategies, policies and practices. Officers of the general services cadre provide administrative support in the day-to-day activities of the section.
- 14.26 Today, AREU has an establishment size of over 500 employees and the present context requires organisational excellence which can be achieved through HR issues such as quality, teamwork and re-engineering. The vision of AREU is, therefore, to have an organisational design with the “best fit” whereby strategic human resource management is called upon to play a vital role in strategic decision-making. It has, therefore, become imperative to have the services of an officer of high calibre and expertise to take over the responsibility of the ever evolving and complex HR issues of the organisation.

### Recommendation 5

- 14.27 **We recommend the creation of a grade of HR Manager on the establishment of AREU. Appointment thereto should be made by selection from among candidates possessing a post ‘A’ Level Degree in Human Resources Management or a Degree in Management, with specialisation in Human Resources Management from a recognised institution together with at least four years’ post qualification experience in a responsible capacity in Human Resources Management or an equivalent qualification acceptable to the Council.**
- 14.28 Incumbent would be responsible for, *inter alia*, providing advice, functional guidance and assistance in human resource strategies, policies and practices; providing support to the divisions and sections to make the most effective use of human resources so as to achieve the objective of AREU; developing effective policies and procedures to be used in recruitment, promotion, transfer, performance appraisal and to implement these policies and procedures at AREU; advising on the formulation and review of schemes of service to meet organisational needs; advising on the structural efficiency of AREU and making recommendations for improving organisational design; and ensuring careful monitoring of discipline and grievance issues, providing advice as required and proposing changes to existing policies of procedures where appropriate.
- 14.29 With the creation of the grade of HR Manager, the post of Human Resources Officer would no longer be required.

### Recommendation 6

- 14.30 **We recommend that the grade of Human Resources Officer at AREU be abolished on vacancy. We have provided a personal salary for the incumbent.**

### Senior Human Resource Officer (New Grade)

- 14.31 The present structure of the Personnel Section is not adequate to enable it to deliver results to enhance the performance of the organisation. There is, therefore, need for the creation of an additional supervisory layer at the sub professional level in order to provide assistance and support to the HR Manager. We are making appropriate provision in this Report to strengthen the structure of the Personnel Section.

### Recommendation 7

- 14.32 **We recommend the creation of a grade of Senior Human Resource Officer on the establishment of AREU. Appointment thereto should be made by selection from among officers in the grades of Executive Officer and Higher Executive Officer possessing a diploma in Human Resource Management or an alternative qualification acceptable to the Board.**
- 14.33 Incumbent would be responsible, *inter alia*, for ensuring the smooth functioning of the Human Resources section; providing proper advice and guidance on personnel policies; ensuring that personnel policies, rules, regulations and procedures are properly and consistently applied; keeping up-to-date personnel records of all employees; and drafting schemes of service and revising existing ones to meet new organisational needs.

### Procurement and Supply Officer (New Grade)

- 14.34 Presently, the Stores Section is manned by one Stores Superintendent who is supported by eight Stores Officers and two Clerk/Word Processing Operators.
- 14.35 In view of the expansion in the activities of the organisation and the volume of stores transactions, there is need to create an intermediate level between the grades of Stores Officer at the base and that of the Stores Superintendent at the apex of the Stores cadre to assist the latter and to supervise the work of the Stores Officers for better efficiency and effectiveness of the Section.

### Recommendation 8

- 14.36 **We recommend the creation of a grade of Procurement and Supply Officer on the establishment of AREU. Promotion thereto should be on the basis of experience and merit of serving Stores Officers in post as at 30 June 2008 and reckoning at least two years' service in a substantive capacity and who have successfully completed an approved course in Purchasing and Supply Management.**



- 14.37 Incumbent would be required, *inter alia*, to organise and manage purchasing and supply activities; perform purchasing, storekeeping and stock control duties; and assist in the appraisal and review exercises related to purchasing, supply and warehouse operations.

#### **IT Officer/Systems Administrator (New Grade)**

- 14.38 The post of Technical Officer/Senior Technical Officer (Computer Services) on the establishment of the organisation has remained vacant. It has been reported that the duties of the grade is limited as it provides only for handling and analysis of data and that the production of maps and derived products as well as updating of geographic information are no longer relevant.
- 14.39 On the other hand, the use of information technology is to provide up to date data and information to external stakeholders, including the farming community. There is, therefore, need to create a responsible position to maintain the Management Information System and to deal with issues such as security of systems/applications, network management, preventive maintenance of hardware and software, training, designing and updating of AREU's website.

#### **Recommendation 9**

- 14.40 **We recommend the creation of a grade of IT Officer/Systems Administrator on the establishment of AREU. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Computer Science or an equivalent qualification acceptable to the Council together with at least three years' post qualification experience in deploying applications with hands-on experience.**
- 14.41 Incumbent would be required to, *inter alia*, maintain the Management Information System; ensure high availability, performance and security and systems/applications at AREU; advise management on the IT strategy for the organisation; carry out assessments of applicants and registered firms under the National System Certification Scheme/ISMS; and promote IT standards and activities implemented by AREU.
- 14.42 **We further recommend that the vacant grade of Technical Officer/Senior Technical Officer (Computer Services) be abolished.**

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

- 14.43 Research Assistants and Senior Research Assistants work on outstations. With the expansion of the activities of AREU, outstations have much more to do to meet the specific requirements of research in terms of activities in the laboratories, tunnels for hydroponic and farm trials. There is need to strengthen the cadre by the creation of a supervisory level to coordinate the work of Research Assistants and Senior Research Assistants.

### **Recommendation 10**

- 14.44 We recommend the creation of a grade of Principal Research Assistant on the establishment of AREU. Promotion thereto should be on the basis of experience and merit of officers in the grade of Senior Research Assistant reckoning at least four years' experience in a substantive capacity.**
- 14.45 Incumbents would be required, *inter alia*, to supervise the work of Research Assistants and Senior Research Assistants; be responsible for all laboratories and hydroponics tunnels on all stations; prepare work plan daily in collaboration with the Station Manager and the Agricultural Coordinator; and support, participate and coordinate on farm research activities.

### **Extension Assistant**

#### **Senior Extension Assistant**

- 14.46 Extension Assistants, who have drawn their top salary for a year, are allowed to proceed in the scale of Senior Extension Assistant, provided they have been efficient and effective and have not been adversely reported upon. This provision does not, however, preclude Extension Assistants from being promoted to Senior Extension Assistants before they have reached the top point of their salary scale. We are maintaining these provisions.

### **Recommendation 11**

- 14.47 We recommend that Extension Assistants, who have drawn their top salary for a year, should continue to proceed in the scale of Senior Extension Assistant, provided they have been efficient and effective and have not been adversely reported upon. This recommendation should not preclude Extension Assistants from being promoted to Senior Extension Assistant before they have reached the top point of their salary scale.**

### **Crop Assistant**

- 14.48 The grade of Crop Assistant on the establishment of AREU has remained vacant. It has been reported that the grade is no longer required as officers in the grade of Senior Gardener/Nurseryman cater for the duties mentioned in the scheme of service of the grade of Crop Assistant. We are, therefore, recommending for the abolition of the grade of Crop Assistant.

### **Recommendation 12**

- 14.49 We recommend that the vacant grade of Crop Assistant on the establishment of AREU be abolished.**

## **Allowances**

### **Lead Allowance**

14.50 Some officers in the grade of Research Scientist/Senior Research Scientist lead a programme which normally consists of several projects on a common theme in the course of their work. The programme should consist of an integrated set of projects in several disciplines with a common theme and other major criteria which should be in line with government priorities, multidisciplinary, attracting fund, particularly from external agencies, and where there is immediate transfer of technology in the farming community. At present, a monthly Lead Allowance of Rs 2000 is paid to each officer in the grade of Research Scientist/Senior Research Scientist who leads such a programme. We are revising the quantum of the Lead Allowance.

### **Recommendation 13**

**14.51 We recommend the payment of a monthly Lead Allowance of Rs 2500 to incumbent in the grade of Research Scientist/Senior Research Scientist who leads a programme consisting of an integrated set of projects in several disciplines with a common theme.**

### **Allowance for Performing Transport Organiser's duties**

14.52 Officers in the grade of Research Assistant are paid an allowance of Rs 75 per day, whenever they perform duties of the Transport Organiser. We are revising the quantum of this allowance.

### **Recommendation 14**

**14.53 We recommend that officers in the grade of Research Assistant should be paid an allowance of Rs 90 per day, whenever they perform duties of the Transport Organiser.**

### **Allowance to Research Assistants and Senior Research Assistants**

14.54 Officers in the grades of Research Assistant and Senior Research Assistant in the Livestock Section, working on roster in outstations are presently being paid an allowance of Rs 325 and Rs 400 a month respectively. We are revising the quantum of these allowances.

### **Recommendation 15**

**14.55 We recommend that the allowance payable to officers in the grades of Research Assistant and Senior Research Assistant in the Livestock Section, working on roster in outstations should be revised to Rs 390 and Rs 480 a month respectively.**

**Allowance to General Workers Posted at the Mushroom Unit**

14.56 At present, General Workers posted at the Mushroom Unit are paid an allowance equivalent to one increment at the initial of the salary scale for performing extraneous duties.

**Recommendation 16**

14.57 **We recommend that General Workers posted at the Mushroom Unit should be paid an allowance equivalent to one and a half increments at the initial of the salary scale.**

**Handy Worker (Skilled)**

14.58 Handy Workers (Skilled) are presently entitled to an allowance of Rs 390 monthly when the experience acquired in other trades are gainfully utilised by the organisation. We are revising the quantum of this allowance.

**Recommendation 17**

14.59 **We recommend that the monthly allowance payable to Handy Workers (Skilled) for experience acquired in other trades which are gainfully utilised by the organisation, should be revised to Rs 470.**

**14. FOOD AND AGRICULTURAL RESEARCH COUNCIL**

**SALARY SCHEDULE**

<b>FARC 1 :</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker (AREU/FARC)
<b>FARC 2 :</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Handy Worker (AREU)
<b>FARC 3 :</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Stores Attendant (AREU)
<b>FARC 4 :</b>	<b>Rs 11700</b> Safety and Health Officer (Part-Time) (AREU)
<b>FARC 5 :</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Gardener/Nurseryman (AREU/FARC) Insecticide Sprayerman (AREU) Office Attendant/Caretaker (AREU/FARC) Stockman (Roster) (AREU)

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

- FARC 6 : Rs 8200 x 200 – 10200 x 250 – 11700 x 300 – 12900**  
Irrigation/Pump Operator (Roster) (AREU)
- FARC 7 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200**  
Senior Gardener/Nurseryman (AREU/FARC)
- FARC 8 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver (AREU)  
Office Attendant/Driver (FARC)
- FARC 9 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Gangman (AREU)  
Senior Stockman (AREU)
- FARC 10 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Handy Worker (Skilled) (AREU)
- FARC 11 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant (AREU)
- FARC 12 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500**  
Implement Operator (AREU)
- FARC 13 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Telephonist/Receptionist (AREU)
- FARC 14 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Driver (Heavy Vehicle > 5 tons) (AREU)
- FARC 15 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Laboratory Attendant (AREU/FARC)

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

- FARC 16 :** Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 18400  
Receptionist/Assistant Clerk (FARC)
- FARC 17 :** Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19000  
Audiovisual Assistant (AREU)
- FARC 18 :** Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600  
Clerk/Word Processing Operator (AREU/FARC)  
Library Clerk (AREU)
- FARC 19 :** Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 22000  
Accounts Clerk (AREU/FARC)  
Assistant Procurement and Supply Officer ((AREU/FARC)  
(New Grade)  
Data Processing Assistant (AREU)  
Executive Officer (AREU)  
Senior Clerk (FARC)  
Stores Officer (AREU/FARC) (Personal)
- FARC 20 :** Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500  
– 16000 x 600 – 22600  
Extension Assistant (AREU)  
Research Assistant (AREU)
- FARC 21 :** Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 23200 x 800 – 24000  
Laboratory Technician (FARC)  
Transport Organiser (AREU)
- FARC 22 :** Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 23200 x 800 – 26400  
Internal Control Officer (FARC) (New Grade)
- FARC 23 :** Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 23200 x 800 – 26400  
Assistant Biometrician (AREU) (Personal)  
Cartographer (AREU)  
Visual Artist (Graphics) (AREU)

14. FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd.)

- FARC 24 :** Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400  
Confidential Secretary (AREU)  
Confidential Secretary (FARC) (Personal)
- FARC 25 :** Rs 17200 x 600 – 23200 x 800 – 26400  
Higher Executive Officer (AREU)  
Procurement and Supply Officer (AREU) (New Grade)  
Senior Extension Assistant (AREU)  
Senior Research Assistant (AREU)
- FARC 26 :** Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000  
Technical Officer (FARC) (Personal)
- FARC 27 :** Rs 16600 x 600 – 23200 x 800 – 28000 x 1000 – 29000  
Accounting Technician (FARC) (Personal)  
Internal Controller (AREU) (Personal))
- FARC 28 :** Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000  
Principal Research Assistant (AREU) (New Grade)
- FARC 29 :** Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 30000  
Accounts/Senior Accounts Officer (AREU)
- FARC 30 :** Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000  
Senior Human Resource Officer (AREU) (New Grade)
- FARC 31 :** Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 - 32500  
Office Superintendent (AREU)
- FARC 32 :** Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750  
Assistant Research Scientist (AREU/FARC)
- FARC 33 :** Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750  
Technical Officer/Senior Technical Officer (Equipment Maintenance) (AREU)

14. FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd.)

- FARC 34 :** Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000  
Stores Superintendent (AREU)
- FARC 35 :** Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000  
Maintenance Officer (AREU)
- FARC 36 :** Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000  
Librarian (AREU)
- FARC 37 :** Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000  
Accountant (FARC )  
Internal Auditor (AREU)  
Human Resource Officer (AREU) (Personal)
- FARC 38 :** Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000  
Extension Officer (AREU)
- FARC 39 :** Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000  
Administrative Manager (AREU/FARC)  
HR Manager (AREU) (New Grade)
- FARC 40 :** Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000  
IT Officer/Systems Administrator (AREU) (New Grade)
- FARC 41 :** Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000  
Agricultural Engineer/Senior Agricultural Engineer (AREU)  
Assistant Programme Manager (FARC) (New Grade)  
Biometrician/Senior Biometrician (AREU)  
Economist/Senior Economist (AREU)  
Research Scientist/Senior Research Scientist (AREU/FARC)  
Station/Laboratory Manager (AREU)
- FARC 42 :** Rs 30000 x 1250 – 45000  
Manager, Accounts Section (AREU)  
Senior Extension Officer (AREU)



14. FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd.)

- FARC 43 : Rs 37500 x 1250 – 50000 x 1500 – 53000**  
Agricultural Coordinator (AREU)  
Business Development Manager  
*formerly Scientific Liaison Officer*  
Information, Liaison and Documentation Officer (FARC)  
Principal Agricultural Engineer (AREU)  
Principal Biometrician (AREU)  
Principal Economist (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)
- FARC 44 : Rs 42500 x 1250 – 50000 x 1500 – 54500**  
Laboratory and Nursery Manager (FARC)  
Programme Manager (FARC)
- FARC 45 : Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Assistant Director (Crops) (AREU)  
Assistant Director (Extension and Training) (AREU)  
Assistant Director- General (FARC) (New Grade)  
Assistant Director (Livestock) (AREU)
- FARC 46 : Rs 66000**  
Deputy Director (AREU)
- FARC 47 : Rs 80000**  
Director (AREU)  
Director General (FARC)

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## 15. HINDI SPEAKING UNION

- 15.1 The Hindi Speaking Union was established by Act No. 33 of 1994 with, among others, the following objectives- to promote Hindi Language in its spoken and written forms as well as friendship and understanding between the Hindi speaking people of the world; encourage the publication, exhibition, distribution and sale of Hindi books, magazines, newspapers debating competitions in Hindi, Geet and Ghazal concerts, Bhajans and Qawali programmes, Kavi and Mushaira meetings and other cultural activities. The Union also provides facilities for the interchange of views affecting the interests, well-being, development, relationships and common problems of the Hindi speaking people of the world and exchange programmes, scholarships and social intercourse between the Union and other organisations.
- 15.2 The Union is managed by an Executive Council. At present, the Union is serviced by employees at the levels of Clerical Officer, Library Clerk, Clerk/Word Processing Operator and Office Attendant/Driver.
- 15.3 We are, in this Report, making provision for a grade of Secretary/Treasurer to assume responsibility for the day-to-day administration of the Union as well as setting the appropriate qualifications and competencies for grades of the support services.

### Secretary/Treasurer (New Grade)

#### Recommendation 1

- 15.4 **We recommend the creation of a grade of Secretary/Treasurer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Diploma in Management and reckoning at least three years' experience in Accounting duties or equivalent qualifications acceptable to the Union.**
- 15.5 Incumbent would be required to, *inter alia*, assist in the day-to-day running of the organisation; deal with administrative and personnel matters; monitor expenditure and maintain accounting records; and prepare the budget of the Union.

#### Recommendation 2

- 15.6 **We recommend that appointment to the grade of:**
- (i) **Clerk/Word Processing Operator should henceforth be made by selection from among candidates possessing a Cambridge Higher School Certificate, a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics, a Certificate in Typewriting at a speed of at least 30 words per minute, and a Certificate in Word/Data Processing from a recognised institution;**

- (ii) **Library Clerk should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects, a Cambridge Higher School Certificate together with a Certificate in Library and Information Studies, and a pass in Madhyama, or equivalent qualifications;**
- (iii) **Office Care Attendant/Driver should be made by selection from among holders of a Cambridge School Certificate who possess a valid licence, and have a basic knowledge of mechanics and simple vehicle maintenance and good eyesight;**
- (iv) **General Worker should be made by selection from among holders of the Certificate of Primary Education and at least a Pass in Prathama.**

15.7 Incumbents in the grades of:

- (i) Clerk/Word Processing Operator would be required to, *inter alia*, type and collate official documents; perform clerical duties; perform word processing and computer/data processing work; and operate telefax and e-mail services;
- (ii) Library Clerk would be required to, *inter alia*, assist in the day-to-day running of the Library/Documentation Unit; record and process charge and discharge of library materials; and assist in shelf reading, stock-taking, stock editing, classification and cataloguing.
- (iii) Office Care Attendant/Driver would be required to, *inter alia*, drive the vehicles of the organisations; carry out simple maintenance tasks on the vehicle; open and close offices; run errands; and operate a telephone switchboard/PABX console; and
- (iv) General Worker would be required to, *inter alia*, clean the premises of the organisation; run errands; and answer telephone calls.

## 15. HINDI SPEAKING UNION

### SALARY SCHEDULE

**HSU 1 : Rs 6425 x 175 – 6600 x 200 – 10200**  
General Worker

**HSU 2 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Office Care Attendant/Driver

**15. HINDI SPEAKING UNION (Contd.)**

**HSU 3 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600**

Clerk/Word Processing Operator  
Library Clerk

**HSU 4 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 28000 x 1000 – 29000**

Secretary/Treasurer (New Grade)

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## 16. ILOIS WELFARE FUND

- 16.1 The Ilois Welfare Fund is a corporate body established under the Ilois Welfare Fund Act No. 21 of 1999, in replacement of the Ilois Trust Fund Act of 1982, and operates under the purview of the Ministry of Social Security, National Solidarity and Senior Citizens Welfare and Reforms Institutions. The Fund provides, *inter alia*, for the enhancement of the social and economic welfare of the members of the Ilois Community in Mauritius.
- 16.2 The main objectives of the Fund are: to advance and promote the welfare of the members of the Ilois Community and their descendants in Mauritius; develop programmes and projects for the total integration of the members of the Ilois Community and their descendants into the island of Mauritius; take over and manage the assets and discharge the liabilities of the Ilois Trust Fund, and manage and apply the immovable property and funds vested in it to further the social and economic welfare of members of the Ilois Community and their descendants in Mauritius; and maintain and manage the Ilois Community Centres of Pointes aux Sables and Tombeau Bay and other community facilities vested in it for the benefit of the members of the Ilois Community and their descendants.
- 16.3 The Ilois Welfare Fund is administered by a Board which also manages the affairs and assets of the Welfare Fund. The Act also makes provision for the appointment of a Secretary.
- 16.4 However, given the scope of work at the Fund, the Secretary is presently an officer of the parent Ministry and is responsible for the administrative duties of the Fund including control of staff of the Fund, the execution of documents on behalf of the Fund, representing the Fund in court matters, monitoring the implementation of projects of the Fund and organising welfare activities for the Ilois Community.

### **Allowance to Act as Secretary**

- 16.5 The officer designated to act as Secretary to the Board and to assume the administrative responsibilities of the Ilois Welfare Fund is paid an all-inclusive monthly allowance of Rs 1,500. We are reviewing the allowance.

### **Recommendation 1**

- 16.6 **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 1800.**

**16. ILOIS WELFARE FUND**

**SALARY SCHEDULE**

**IWF 1 : Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300**

Watchman

**IWF 2 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**

Caretaker/Gardener

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## 17. INDUSTRIAL AND VOCATIONAL TRAINING BOARD

- 17.1 The Industrial and Vocational Training Board (IVTB), which was set up by Act No. 8 of 1988 currently operates under the *aegis* of the Ministry of Education and Human Resources. It dispenses full-time and part-time training courses in its Training Centres for the development of a flexible and skilled workforce in the Vocational and Technical field, namely: Agriculture, Information Technology, Manufacturing, Financial Services and Tourism.
- 17.2 The Industrial and Vocational Training Board focuses its training courses in the following areas: -
- youth training for initial employment (pre-employment)
  - further training of workers who are already in employment (continuous training) as well as to cater for redeployment.
- 17.3 Besides offering training courses, the IVTB also provides Total Training Solutions through consultancy services to enterprises by assisting in the formulation of the Human Resource Development Plans and/or in conducting Training Needs Analysis.
- 17.4 The organisation structure of the IVTB consists of seven divisions: Business Development/Consultancy; Research, Project and Curriculum Development; Training Delivery; Finance; Information Technology; Human Resource; Maintenance; Corporate Affairs and an Internal Audit Section.
- 17.5 In our 2003 Report, we reviewed the organisation structure of the IVTB and recommended the creation of appropriate levels in its respective divisions/section to allow it to deliver its services more efficiently and effectively. The present revised structure meets the requirements of the organisation and is, therefore, being maintained.

### 17. INDUSTRIAL AND VOCATIONAL TRAINING BOARD

#### SALARY SCHEDULE

<b>IVTB 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>IVTB 2</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>IVTB 3</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14200</b> General Assistant

17. INDUSTRIAL AND VOCATIONAL TRAINING BOARD (Contd.)

- IVTB 4 : **Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver/Messenger
- IVTB 5 : **Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500**  
Senior General Assistant
- IVTB 6 : **Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephonist
- IVTB 7 : **Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Printing Assistant  
Technical Attendant (Maintenance)
- IVTB 8 : **Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk  
Clerk/Word Processing Operator
- IVTB 9 : **Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200**  
Technical Assistant (Computer)  
Technical Assistant (Maintenance)
- IVTB 10 : **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Executive Clerk  
Assistant Procurement and Supply Officer  
*formerly Purchasing and Supply Officer*
- IVTB 11 : **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200**  
Instructor Scale 'B'
- IVTB 12 : **Rs 15000 x 500 – 16000 x 600 – 23200**  
Office Supervisor



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

- IVTB 13 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- IVTB 14 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer (Personal)  
Executive Clerk
- IVTB 15 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Human Resource Assistant  
Library Officer  
Marketing Officer  
Safety and Health Officer/Senior Safety and Health Officer
- IVTB 16 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Procurement and Supply Officer  
*formerly Senior Purchasing and Supply Officer*
- IVTB 17 : Rs 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 - 31250**  
Recruitment Officer
- IVTB 18 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250**  
Accounting Technician
- IVTB 19 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Senior Accounting Technician
- IVTB 20 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 QB 32500 x 1250 - 40000**  
Curriculum Officer
- IVTB 21 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Psychologist  
Sports/Welfare Officer  
Training Officer

17. INDUSTRIAL AND VOCATIONAL TRAINING BOARD (Contd.)

- IVTB 22 : **Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Systems Administrator
- IVTB 23 : **Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Internal Auditor (Accounts)  
Internal Auditor (Technical)
- IVTB 24 : **Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Accountant/Senior Accountant  
Coordinator  
*formerly Coordinator Apprenticeship*  
*Coordinator Hotel Studies*  
Head Librarian  
Public Relations Officer
- IVTB 25 : **Rs 30000 x 1250 – 45000**  
Marketing Manager
- IVTB 26 : **Rs 30000 x 1250 – 47500**  
Assistant Manager
- IVTB 27 : **Rs 37500 x 1250 – 50000 x 1500 – 54500**  
Training Centre Manager
- IVTB 28 : **Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Divisional Manager
- IVTB 29 : **Rs 66000**  
Deputy Director
- IVTB 30 : **Rs 80000**  
Director

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## 18. IRRIGATION AUTHORITY

- 18.1 The Irrigation Authority (IA) established under Section 3 of the Irrigation Authority Act No. 39 of 1978 operates under the *aegis* of the Ministry of Agro Industry and Fisheries. The overall objectives of the Authority are to study the development of irrigation and implement and manage irrigation projects in every irrigation area. With the diversification of the Agro Industry, the Irrigation Authority is empowering small planters through the setting up of Water Users Association/Water Users Co-operative Societies.
- 18.2 The Irrigation Authority is, at present, involved in the management and operation of 19 irrigation schemes located in various regions of the island which extend up to 21417 hectares of land belonging to small and medium planters. The Authority has scheduled to increase the irrigated areas to 28000 hectares by 2010 and to 33000 hectares by 2015.
- 18.3 The Irrigation Authority also offers its services for the drilling of boreholes to small planters who are ready to bear the cost of drilling and to individuals who intend to go for high tech projects for the production of agricultural goods or in the field of cattle rearing, poultry and Agro Industry.
- 18.4 The activities of the Authority are carried out by five Units/Departments namely, the Irrigation Planning Unit, Construction and Supervision, Operation and Maintenance, Administrative, and Accounts Department.
- 18.5 In our 2003 PRB Report, we reinforced the organisation structure with the creation of a number of levels in the respective departments. We are, again in this Report, recommending for the creation of a few grades in the various Units/Departments to enable the organisation to operate with optimal efficiency.

### **GENERAL ADMINISTRATION**

#### **Internal Control Unit and the Internal Audit**

- 18.6 The Internal Control Unit and the Internal Audit fall under the General Administration. At present, there are two auditing units which are working independently. The Senior Internal Control Officer *formerly Senior Internal Controller* is responsible for the internal control whereas the Internal Auditor for the internal audit. Incumbents in both grades report to the General Manager.
- 18.7 According to established auditing principles, internal control and internal auditing form part of the scope of work of Internal audit. As such, the Internal Auditor should also be responsible for the internal control system.

- 18.8 Representations have been received from both the Management and Staff Associations to merge the Internal Control Unit and the Internal Audit into a single Internal Audit Unit with a view to eliminating duplication of work and ensuring better utilisation of human resources.

**Recommendation 1**

- 18.9 We recommend that the Internal Control Unit and Internal Audit be merged into a single Unit to be known as the Internal Audit Unit and be headed by the Internal Auditor. The Senior Internal Control Officer formerly Senior Internal Controller should report to the latter.**

**Internal Auditor**

- 18.10 There are a number of major on-going projects which involves heavy expenditure on construction works and the present scheme of service of the Internal Auditor does not cater for auditing of construction works in projects. For the effective use of resources and close monitoring of the cost of projects through proper auditing schemes, there is need to amend the scheme of service of the Internal Auditor to include auditing of construction works in respect of projects. We are, in this Report, addressing the issue.

**Recommendation 2**

- 18.11 We recommend that the scheme of service of the grade of Internal Auditor be amended to include auditing of construction works in relation to projects of the Authority. This element has been taken into consideration in the recommended salary of the grade.**

**ADMINISTRATIVE DEPARTMENT**

**Administrative Assistant**

- 18.12 The Administrative Assistant is appointed from among candidates possessing a post 'A' Level Degree in Administration or Management or an alternative qualification acceptable to the Board.
- 18.13 Representations have been received that the qualification requirements of the grade of Administrative Assistant should be enlarged to allow candidates possessing a degree from a recognised institution and reckoning at least three years' experience in a higher executive capacity or administrative position to compete for the post. We have examined the request and hold the view that such amendment would help for better career prospects in the organisation.

### **Recommendation 3**

**18.14 We recommend that the scheme of service of the grade of Administrative Assistant be amended to allow recruitment to be made also from among candidates possessing a degree from a recognised institution and reckoning at least three years' experience in a higher executive capacity or administrative position.**

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

18.15 With the increase in irrigation projects and activities of the organisation, the need is felt for a level to be responsible for taking stock of all problems relating to infrastructure, office equipment and furniture, make arrangement for repairs and maintenance and organisation of official functions. We are providing for an appropriate level to this effect.

### **Recommendation 4**

**18.16 We recommend the creation of a grade of Office Superintendent. Appointment thereto should be made by selection from among incumbents in the grade of Higher Executive Officer reckoning at least four years' service in a substantive capacity and who:**

- (i) have sound judgement and initiative as well as interpersonal and communication skills;**
- (ii) are prompt in problem solving, highly committed, proactive and resourceful; and**
- (iii) possess leadership qualities.**

18.17 Incumbent in the grade of Office Superintendent would be required, among others, to organise official functions; provide proper office furniture and equipment; ensure effective use of office equipment and make arrangements for their proper repairs and maintenance; monitor use of vehicles; and organise transport for official purposes.

### **Vehicle Controller**

18.18 The Vehicle Controller, in addition to his normal duties, has also to ensure that all vehicles are in conformity with National Transport Authority's regulations. He submits reports on accidents to the Management and Insurance Companies and deals with agents for repair and servicing of vehicles. He is paid an allowance equivalent to two increments for performing the additional duties.

**Recommendation 5**

- 18.19 **We recommend that Vehicle Controller should continue to draw an allowance equivalent to two increments at the point he has reached in the salary scale of the grade to be read from the master salary scale for performance of the additional duties.**

***IRRIGATION PLANNING UNIT***

- 18.20 The Irrigation Planning Unit is responsible for the identification, planning and design of irrigation projects as well as for the preparation of feasibility study and project dossiers for funding purposes either from local source or foreign lending agencies. At present, the Irrigation Planning Unit is manned by the Head of Irrigation Planning Unit who is assisted by the Professional and Technical Cadres.
- 18.21 With the diversification of the Agro Industry and the increase in the irrigated areas, there is need to have officers responsible for the identification, planning and design of the irrigation projects. We are providing additional levels to reinforce the structure of the Unit.

**Senior Technical Officer (Civil) (New Grade)**

**Recommendation 6**

- 18.22 **We recommend the creation of a grade of Senior Technical Officer (Civil) to be filled, on the basis of experience and merit, from incumbents in the grade of Technical Officer (Civil) reckoning at least four years' experience in matters relating to civil engineering.**
- 18.23 Incumbent would be required to, among others, supervise and control the works of Technical Officers and other subordinates; ensure that surveys and levelling are carried out in connection with engineering works including survey of existing structures; check and approve the preparation of drawings and plans including survey works; prepare bills of quantities; measurement of works and verify claims from contractors.

**Senior Draughtsman (Irrigation Planning Unit) (New Grade)**

**Recommendation 7**

- 18.24 **We also recommend the creation of a grade of Senior Draughtsman (Irrigation Planning Unit) to be filled, on the basis of experience and merit, from incumbents in the grade of Draughtsman reckoning at least five years' service in a substantive capacity.**
- 18.25 The Senior Draughtsman (Irrigation Planning Unit) would be required to, among others, be responsible for the Drawing Office as regards distribution of work; management and discipline; classification and storage of archive drawings; prepare working drawings from sketches in connection with

architectural, structural and cartographic requirements of building/civil engineering, irrigation and drainage projects; and performing outdoor work associated with levelling and surveying for the preparation of plans.

### **Investigation and Research Cell**

- 18.26 In the 1990's, the Irrigation Authority went through a major restructuring with the creation of three technical departments with specific objectives namely, the Irrigation Planning Unit, Construction and Supervision Department and the Operation and Maintenance Department.
- 18.27 The Irrigation Planning Unit was further subdivided into two units namely, the Engineering Unit to cater for the design and planning of Irrigation schemes and the Investigation/Research Cell to look after the monitoring and evaluation of irrigation projects.
- 18.28 It has been represented that the vocation of the Irrigation Authority is not to undertake research works in the field of irrigation but to implement irrigation projects. Hence, there is need for a Project Monitoring and Evaluation Unit. We are, therefore, creating a unit to look after the monitoring and evaluation of irrigation projects.

### ***PROJECT MONITORING AND EVALUATION UNIT***

#### **Recommendation 8**

- 18.29 We recommend the setting up of a Project Monitoring and Evaluation Unit to be responsible for the monitoring and evaluation of irrigation projects and to take over the core functions of the Investigation/Research Cell.**

#### **Agricultural Economist (New Grade)**

- 18.30 We also recommend the creation of a grade of Agricultural Economist. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Agriculture or Agricultural Economics and reckoning at least three years' experience in the monitoring and evaluation of irrigation projects.**
- 18.31 The Agricultural Economist would be, among other activities, required to conduct studies for the diagnosis, monitoring and evaluation of irrigation projects; be responsible for the setting up of Water Users' Cooperative Societies; prepare feasibility studies for irrigation projects; be responsible for the organisation of sensitisation, awareness and motivation campaigns; and contribute to policy formulation in relation to national development in the agricultural sector.

**ACCOUNTS DEPARTMENT****Assistant Procurement and Supply Officer**

***formerly Purchasing and Supply Officer (Re-deployed from the former Development Works Corporation)***

18.32 Following the closure of the Development Works Corporation, an Assistant Procurement and Supply Officer *formerly Purchasing and Supply Officer* was re-deployed to the Irrigation Authority. In his former organisation, the Assistant Procurement and Supply Officer *formerly Purchasing and Supply Officer* was responsible for the timely procurement and supply of goods and services in accordance with established norms and prescribed procedures. As the activities at the Authority are different from the former Development Works Corporation, there is need to redefine the duties and responsibilities of the incumbent.

**Recommendation 9**

18.33 **We recommend that the Assistant Procurement and Supply Officer *formerly Purchasing and Supply Officer* re-deployed from the former Development Works Corporation should be required to, among others, perform purchasing, store keeping and stock control duties in accordance with the established norms and prescribed procedures; assist in any assignment related to purchasing, supply and warehouse operations; and use the appropriate computer software relating to procurement in the performance of his duties. These duties have been taken into account in arriving at the salary recommended for the grade.**

18.34 **We are providing personal salary to incumbents in the grades of Stores Officer and Higher Stores Officer and making provision for new grades of Assistant Procurement and Supply Officer and Procurement and Supply Officer.**

**OPERATION AND MAINTENANCE DEPARTMENT**

18.35 The Operation and Maintenance Department comprises the Head of Operation and Maintenance, Divisional Irrigation Operation and Maintenance Officer, Irrigation Operation and Maintenance Officer, Principal Engineer, Engineer and supporting staff at technical and supervisory levels.

**Engineer (Operation and Maintenance)**

18.36 The Engineer (Operation and Maintenance) is responsible to supervise, among others, work related to maintenance of plant and equipment, upgrading and/or rehabilitation of irrigation projects. It has been represented that for the smooth running of the workshop and for better monitoring of the maintenance activities, the Engineer (Operation and Maintenance) be also responsible for the proper administration of the workshop as regards the maintenance of the plant and equipment and supervises the work of the Workshop and Plant Supervisor.



### **Recommendation 10**

- 18.37 We recommend that the scheme of service of the grade of Engineer (Operation and Maintenance) be amended so that incumbent should also be responsible for the maintenance of plant and equipment at the workshop. The Workshop and Plant Supervisor, should, in future report to the latter. This element has been taken into consideration in the recommended salary.
- 18.38 We also recommend that the grades of Irrigation Operation and Maintenance Officer and Divisional Irrigation Operation and Maintenance Officer be restyled Irrigation Operation Officer and Divisional Irrigation Operation Officer respectively.

### **Assistant Supervisor (Irrigation) (Roster) (New Grade)**

- 18.39 With the setting up of Water Users Association/Water Users Co-operative Societies and the increase in irrigated areas, there is need for liaison and communication duties to be carried out with the planters and to provide assistance to the Supervisor (Irrigation) (Roster) in monitoring the activities of the projects. We are making provision for a new grade.

### **Recommendation 11**

- 18.40 We recommend the creation of a grade of Assistant Supervisor (Irrigation) (Roster) to be filled, on the basis of experience and merit, from incumbents in the grade of Gangman (Roster) reckoning at least five years' experience in a substantive capacity.
- 18.41 The Assistant Supervisor (Irrigation) (Roster) would be required to answer calls of planters outside office hours; transmit requests of planters to supervisors on sites; arrange for injured workers to be sent to hospital; fill accident and injury report forms; inform Safety and Health Officer/Senior Safety and Health Officer if any employee is admitted in hospital; and liaise with workshop personnel for repairs of vehicles and hydrants.

### **Gangman (Roster)**

- 18.42 Following the conversion of the overhead irrigation system to Pivot/Solid set system of irrigation, the irrigation activities are carried out by teams consisting of one Gangman (Roster), one Driver (Roster) and one Irrigueur (Roster).
- 18.43 Representation has been received from the Management that with a view to reducing irrigation costs and for better utilisation of human resources, Gangman (Roster) should assist Irrigueur (Roster) in mounting and dismantling the sprinkler gun from riser of the solid set.

**Recommendation 12**

- 18.44 We recommend the scheme of service of the grade of Gangman (Roster) be amended so that incumbent should also be required to assist Irrigueur (Roster) in mounting and dismantling the sprinkler gun from the riser of the solid set. This element has been taken into account in arriving at the recommended salary for the Gangman.

**Pattern of Work (Irrigation Operation Round The Clock)**

- 18.45 At present, employees in the grades of Supervisor (Roster), Gangman (Roster), Driver (Roster) and Irrigueur (Roster) work on a roster basis as from 0600 hours to 1400 hours and 1400 hours to 2200 hours. With the introduction of the Pivot/Solid set system of irrigation at the Northern Plains Irrigation Project, these employees are providing services round the clock against payment for extra hours at overtime rates.
- 18.46 Management has made representations that for improved efficiency of the irrigation operations, there is need to alter the hours of operations of the employees to provide 24 hour coverage in two shifts, each of 12 hours duration, that is, from 0600 hours to 1800 hours and 1800 hours to 0600 hours against payment of appropriate allowances. We have examined the issue carefully and are making appropriate recommendations.

**Recommendation 13**

- 18.47 We recommend that:-

- (i) employees in the grades of Supervisor (Roster), Gangman (Roster), Driver (Roster) and Irrigueur (Roster) who are required to work on the two shifts from 0600 hours to 1800 hours and 1800 hours to 0600 hours should be paid an allowance equivalent to three increments at the point they have reached in their respective salaries scales; and
- (ii) a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the period ranging from 2300 hours to 0500 hours including two hours resting time, should also be paid subject to the condition that they have worked all scheduled night shifts in a month.

**Work in Cyclonic Conditions**

- 18.48 Representations have been received from the Staff Associations that an allowance be paid to employees involved in anchoring pivots to the workshop in cyclonic conditions.

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**Recommendation 14**

**18.49 We recommend the payment of an allowance of Rs 625 exclusively to employees involved in anchoring of pivots in cyclonic conditions.**

**18. IRRIGATION AUTHORITY**

**SALARY SCHEDULE**

<b>IA 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>IA 2</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 10950</b> Irrigueur (Roster)
<b>IA 3</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Stores Attendant Tradesman's Assistant
<b>IA 4</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>IA 5</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant Pump Operator
<b>IA 6</b>	<b>:</b>	<b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13500</b> Senior Office Attendant
<b>IA 7</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver Gangman
<b>IA 8</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Driver (Roster) Electrician Gangman (Roster) Mechanic Painter Pipe Fitter Vulcaniser Welder

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**18. IRRIGATION AUTHORITY (Contd.)**

<b>IA 9</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephonist
<b>IA 10</b>	<b>:</b>	<b>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Vehicle Controller
<b>IA 11</b>	<b>:</b>	<b>Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800</b> Assistant Supervisor (Irrigation) (Roster) (New Grade)
<b>IA 12</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400</b> Assistant Stores Officer (Personal)
<b>IA 13</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Technical Assistant (Electromechanical)
<b>IA 14</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Word Processing Operator
<b>IA 15</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer
<b>IA 16</b>	<b>:</b>	<b>Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Assistant Workshop and Plant Supervisor
<b>IA 17</b>	<b>:</b>	<b>Rs 18400 x 600 – 19600</b> Trainee Engineer
<b>IA 18</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</b> Technical Assistant

**18. IRRIGATION AUTHORITY (Contd.)**

<b>IA 19</b>	<b>:</b>	<b>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800</b> Supervisor (Civil Works)
<b>IA 20</b>	<b>:</b>	<b>Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b> Field Officer Supervisor (Irrigation) (Roster)
<b>IA 21</b>	<b>:</b>	<b>Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b> Senior Word Processing Operator
<b>IA 22</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk Assistant Procurement and Supply Officer (New Grade) Executive Officer Purchasing and Supply Officer (from former Development Works Corporation) Stores Officer (Personal)
<b>IA 23</b>	<b>:</b>	<b>Rs 16600 x 600 – 22000</b> Workshop and Plant Supervisor
<b>IA 24</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000</b> Draughtsman
<b>IA 25</b>	<b>:</b>	<b>Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800</b> Social Facilitator
<b>IA 26</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Internal Control Officer <i>formerly Internal Controller</i>
<b>IA 27</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary

## 18. IRRIGATION AUTHORITY (Contd.)

- IA 28 : Rs 17200 x 600 – 23200 x 800 – 26400**  
 Financial Operations Officer  
*formerly Finance Officer*  
 Higher Executive Officer  
 Higher Stores Officer (Personal)  
 Procurement and Supply Officer (New Grade)  
 Senior Accounts Clerk
- IA 29 : Rs 17800 x 600 – 23200 x 800 – 26400**  
 Higher Executive Assistant (Personal)
- IA 30 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Safety and Health Officer/Senior Safety and Health Officer  
 Technical Officer (Civil)
- IA 31 : Rs 16600 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Senior Technical Assistant
- IA 32 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Senior Draughtsman (Irrigation Planning Unit) (New Grade)
- IA 33 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
 Senior Human Resource Officer  
*formerly Personnel Officer*
- IA 34 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
 Senior Financial Operations Officer  
*formerly Senior Finance Officer*  
 Senior Internal Control Officer  
*formerly Senior Internal Controller*
- IA 35 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500**  
 Office Superintendent (New Grade)
- IA 36 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
 Senior Technical Officer (Civil) (New Grade)

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**18. IRRIGATION AUTHORITY (Contd.)**

- IA 37 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Administrative Assistant  
 Agricultural Economist (New Grade)  
 Irrigation Operation Officer  
*formerly Irrigation Operation and Maintenance Officer*
- IA 38 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Information Technology Officer
- IA 39 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Accountant  
 Internal Auditor
- IA 40 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Engineer (Irrigation Planning Unit)  
 Engineer (Mechanical)
- IA 41 : Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 41250**  
 Engineer (Construction and Supervision) (Staggered)  
 Engineer (Operation and Maintenance) (Staggered)
- IA 42 : Rs 30000 x 1250 – 45000**  
 Divisional Irrigation Operation Officer  
*formerly Divisional Irrigation Operation and Maintenance Officer*
- IA 43 : Rs 30000 x 1250 – 50000**  
 Financial Manager  
 Principal Engineer (Civil/Mechanical)  
 Principal Engineer (Construction and Supervision)  
 Principal Engineer (Irrigation Planning Unit)
- IA 44 : Rs 36250 x 1250 – 50000**  
 Head of Administration

**18. IRRIGATION AUTHORITY (Contd.)**

- IA 45 : Rs 36250 x 1250 – 53000**  
Head of Construction and Supervision  
Head of Operation and Maintenance  
Investigation/Research Specialist
- IA 46 : Rs 50000 x 1500 – 56000 x 2000 –62000**  
Head of Irrigation Planning Unit
- IA 47 : Rs 80000**  
General Manager

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## 19. ISLAMIC CULTURAL CENTRE

- 19.1 The Islamic Cultural Centre (ICC) was established under the Islamic Cultural Centre Trust Fund Act 46 of 1989. The primary objective of the ICC is to preserve and promote the authentic and perennial values of Islam and hence, promoting Islamic Arts and Culture. In line with its objectives, the ICC provides training in relevant fields of study, establishes links with major Islamic socio-cultural organisations both locally and internationally and facilitates the Hadj Pilgrimage.
- 19.2 The ICC is housed in a new complex which provides facilities such as library, classrooms for teaching, a Resource Centre and a multi-purpose Hall. It is headed by the Executive Director and has such supporting staff as Research Officer, Hadj/Programme Officer and general services grades.
- 19.3 The present staffing complement is appropriate to meet the current needs and we are, therefore, bringing no change in the organisation structure except for the creation of a grade of Library Clerk.

### **Library Clerk (New Grade)**

- 19.4 At the library of the ICC, there is a wide range of books and other library materials related to Islamic Culture and values. These materials are consulted by students, visitors and researchers. At present, it is manned by a Clerk/Word Processing Operator. The post of Library Officer being vacant, management has submitted for the creation of a grade of Library Clerk against abolition of the grade of Library Officer. We are providing for same.

### **Recommendation 1**

- 19.5 **We recommend the creation of a grade of Library Clerk against the abolition of the grade of Library 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 together with a Certificate in Library and Information Science.**
- 19.6 The incumbent would be required to, among others, carry out inventory of books, periodicals, catalogues and magazines; filing of catalogues, cards, etc; assisting readers in their consultation, reference and research work and preparing bibliographies and reading aid.

**19. ISLAMIC CULTURAL CENTRE**

**SALARY SCHEDULE**

- ICC 1 : Rs 6425 x 175 – 6600 x 200 – 10200**  
General Worker
- ICC 2 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Attendant/Cleaner  
Gardener  
Office Attendant
- ICC 3 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver  
Office Attendant/Driver
- ICC 4 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Receptionist/Word Processing Operator
- ICC 5 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator  
Library Clerk (New Grade)
- ICC 6 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Executive Officer  
Hadj/Programme Officer
- ICC 7 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- ICC 8 : Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Secretary/Treasurer
- ICC 9 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Research Officer
- ICC 10 : Rs 48750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Executive Director

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## **20. LAW REFORM COMMISSION**

- 20.1 The Law Reform Commission (LRC) was established as a central advisory body for the review, reform and development of the law of Mauritius by Act No. 26 of 2005 in replacement of the Law Reform Commission Act No. 33 of 1992, and came into force on 10 January 2006. It operates as a body corporate under the aegis of the Attorney-General's Office, Ministry of Justice and Human Rights.
- 20.2 The functions of the Commission are to keep under review in a systematic way the law of Mauritius; make recommendations for the reform and development of the law of Mauritius; and advise the Attorney-General on ways in which the law of Mauritius can be made as understandable and accessible as is practicable.
- 20.3 The Chief Executive Officer is responsible for all research done by the Commission in the discharge of its functions; the drafting of all reports made by the Commission; and generally, for the day-to-day supervision of the staff and work of the Commission. The Secretary to the Commission is responsible, under the supervision of the Chief Executive Officer, for the administration of the Commission and taking the minutes of all the proceedings of the Commission. The Chief Executive Officer is employed on contract and the Secretary to the Commission holds a substantive appointment.
- 20.4 For the efficient discharge of its functions, the Commission also needs to employ research and administrative support staff. A number of posts have been established by the Commission; but so far, owing to lack of funds, the Commission has recruited only an Office Helper. The other support staff, namely a Word Processing Operator, a Clerical Officer/Higher Clerical Officer and a Confidential Secretary have been seconded to the Commission from the Public Service.
- 20.5 In this Report, we are providing the Commission with a three-level structure for its research function and a two-level structure with polyvalent grades at the administrative support level.

### **Legal Research Cadre**

- 20.6 In the discharge of its functions, the Commission is required to initiate proposals for the review, reform or development of any aspect of the Law of Mauritius; initiate, sponsor and carry out such studies and research as it thinks expedient; and prepare and submit to the Attorney General a

programme for the review of specified aspects of the Law of Mauritius. We are providing the Commission with a three-level structure for its core research function comprising the grades of Legal Research Assistant, Legal Research Officer and Legal Research Coordinator.

### Recommendation 1

#### 20.7 We recommend the creation of:

- (i) a grade of Legal Research Assistant. Appointment thereto should be made by selection from among candidates possessing a Degree in Law or Law and Management and having the ability to conduct legal research;
- (ii) a grade of Legal Research Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Law or a postgraduate research degree or a professional legal qualification and reckoning at least two years' relevant post qualification experience in legal research; and
- (iii) a grade of Legal Research Coordinator. Appointment thereto should be made by selection from among candidates possessing a postgraduate research degree or a professional legal qualification and reckoning at least four years' relevant post qualification experience in legal research, publications on legal issues and law reform projects.

20.8 Incumbents in the new grades would at varying degrees in accordance with their position in the hierarchy, be required to, *inter alia*, provide assistance to the Chief Executive Officer as regards the legal research work of the Commission; liaise, as and when required, with professional and other organisations; work closely with other research staff and consultants engaged by the Commission assist with certain projects; assist in the drafting of research papers, consultation or discussion papers and Reports; and assist in the formulation of policy and drafting of legislation.

20.9 Incumbent in the grade of Legal Research Coordinator would, in addition to the above duties, be required to be responsible for a team working on specific projects.

20.10 As indicated earlier, we are providing the Commission with a two-level structure consisting of polyvalent grades of Officer and Senior Officer for administrative support.

**Officer (New Grade)**

**Senior Officer (New Grade)**

**Recommendation 2**

- 20.11 **We recommend the creation of two polyvalent grades of Officer and Senior Officer on the establishment of the Law Reform Commission.**
- 20.12 **Appointment to the grade of Officer 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 an alternative qualification; the Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an alternative acceptable qualification; and the IC3 (Internet and Computing Core Certification) as a minimum or alternate equivalent IT related Certification. Candidates should also possess good communication skills, be customer oriented and have ability to work in teams.**
- 20.13 Incumbent would, *inter alia*, be required to perform duties presently pertaining to both the clerical and word processing cadres including the preparation, scrutiny and processing of documents and records; work related to registry, finance; operation of modern office equipment; and using Information and Communication Technologies (ICT) in the performance of the duties. Incumbent would also be required to type and collate official documents, perform word processing and computer/data processing work; and replace Confidential Secretaries, as and when required. Additionally, he would be called upon to perform duties related to human resource and procurement and supply.
- 20.14 **Appointment to the grade of Senior Officer should be made by selection from among incumbents in the grade of Officer reckoning at least four years’ service and possessing excellent analytical, technical and interpersonal skills together with ability to demonstrate initiatives in various situations.**
- 20.15 Incumbent would be required to, *inter alia*, organise, implement and direct office operations; provide administrative support to the Commission in general administration, human resource management, finance and stores, including the scrutiny and critical examination of correspondence/documents; drafting of letters; and the implementation of decisions. Incumbent would also be required to prioritise tasks to meet deadlines; coordinate and monitor the work of junior staff under his responsibility; and assist in the organisation of official functions and other activities.

**20. LAW REFORM COMMISSION**

**SALARY SCHEDULE**

- LRC 1 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Office Attendant/Driver  
*formerly Office Helper*
- LRC 2 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Officer (New Grade)
- LRC 3 : Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200**  
Senior Officer (New Grade)
- LRC 4 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- LRC 5 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Legal Research Assistant (New Grade)
- LRC 6 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 41250**  
Secretary to Commission (Future Holder)
- LRC 7 : Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 50000**  
Legal Research Officer (New Grade)
- LRC 8 : Rs 31250 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000**  
Secretary to Commission (Personal)
- LRC 9 : Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000**  
Legal Research Coordinator (New Grade)
- LRC 10 : Rs 80000**  
Chief Executive Officer

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## **21. LE MORNE HERITAGE TRUST FUND**

- 21.1 Le Morne Heritage Trust Fund has been set up by Act No. 10 of 2004 with the main objectives to establish and promote Le Morne as a national, regional and international memorial site; promote its historical and cultural environment, and preserve its ecological aspects; set up a museum and create public awareness about the history of Le Morne; encourage research and support projects and publications related to slavery and “marronage”; collect, publish and disseminate information pertaining to slavery and “marronage”; and establish link with appropriate international organisations.
- 21.2 The present staffing structure of the Fund comprises an Administrative Secretary who is required to assist the Head of the organisation in the execution of the policy and decisions of the Board and in the control and management of the day-to-day business of the organisation. Incumbents in the grades of Site Officer, Clerk/Word Processing Operator and Office Attendant/Driver provide support services.
- 21.3 To enable the Fund to meet its objectives, we are, in this Report, reinforcing the structure of the organisation with the creation of the grade of Director and of supporting staff in the technical section at appropriate levels as well as in the finance section.

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

#### **Recommendation 1**

- 21.4 **We recommend the creation of a grade of Director. Appointment thereto should be made by selection from among candidates possessing a post ‘A’ Level Degree in either Geography, Architecture, Civil Engineering, Humanities, Economics, History or Communication and Cultural Studies and a post graduate qualification in anyone of the relevant fields together with at least three years’ proven experience at senior management level.**
- 21.5 The Director would be responsible to the Board of the Le Morne Heritage Trust Fund for the execution of the policy and decisions of the Board; the control and management of the day-to-day business; the overall management of all assets and documentation; and the implementation and dissemination of educational and public programmes. He would also be required, among others, to advise on all matters relating to the Fund.

## Recommendation 2

### 21.6 We also recommend:

- (i) the creation of a grade of Research Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in any one of the following fields of study: History, Geography, Architecture, Archaeology, Humanities, Heritage and Museology;
- (ii) the creation of a grade of Site Manager. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Diploma in either Archaeology, History, Architecture or Anthropology;
- (iii) the creation of a grade of Conservation Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Cambridge Higher School Certificate;
- (iv) the creation of a grade of Heritage Guide. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Cambridge Higher School Certificate;
- (v) the creation of a grade of Accounts Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics/Principles of Accounts; and a pass in all papers of Fundamentals (Knowledge) (*formerly Part I of the ACCA*) and reckoning at least two years' experience in financial duties or an equivalent qualification; and
- (vi) the creation of a grade of Security Guard. Recruitment thereto should be made from among candidates possessing the Certificate of Primary Education and who have the ability to speak and write simple English and French.

### 21.7 Incumbents in the grades of:

- (i) Research Officer would be required to, *inter alia*, carry out field work and gather information on issues pertaining to slavery and "marronage"; order, organise and process materials relative to slavery and "marronage", catalogue and classify heritage materials; undertake historical, or archaeological and anthropological research; and plan, organise and coordinate heritage projects;



- (ii) Site Manager would be responsible for, *inter alia*, the day-to-day management and maintenance of the Le Morne Cultural Landscape, as well as to ensure the maintenance of facilities to visitors;
- (iii) Conservation Officer would be required to, *inter alia*, carry out regular inspections on Le Morne Cultural Landscape; prepare reports on inspections; and assist the Site Manager in the preservation and protection of the site and in the maintenance of site as a cultural and eco-tourist destination;
- (iv) Heritage Guide would be required to, *inter alia*, accompany visitors and act as guide; provide historical commentaries on the landscape and history of slavery and “marronage”; service the information counters; and keep abreast of information regarding historical and heritage sites;
- (v) Accounts Officer would be required to, *inter alia*, compile schedules and information required for preparation of statutory reports, annual estimates and final accounts; maintain accounting records; prepare payrolls and examine vouchers before payment; and verify all accounting statements and ensure proper safeguard and banking of revenue collected; and
- (vi) Security Guard would be required to, *inter alia*, open and close the gates of the Le Morne Cultural Landscape; control and record the entry and exit of visitors and vehicles to and from the site as well as what is being brought and removed from the site; and provide information to visitors on the Le Morne Cultural Landscape.

### Staggered Hours

21.8 Officers joining the grades of Conservation Officer, Research Officer, Heritage Guide, Site Manager and employees in the grade of Security Guard would be required to work at staggered hours. This element has been taken into consideration in arriving at the recommended salary for the grades.

## 21. LE MORNE HERITAGE TRUST FUND

### SALARY SCHEDULE

**MHTF 1 : Rs 7200 x 200 – 10200 x 250 – 10950**  
Security Guard (New Grade)

**MHTF 2 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Office Attendant/Driver

21. LE MORNE HERITAGE TRUST FUND (Contd.)

- MHTF 3 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator  
Conservation Officer (New Grade)  
Heritage Guide (New Grade)
- MHTF 4 : Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 22000**  
Site Officer
- MHTF 5 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer (New Grade)
- MHTF 6 : Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 28000 x 1000 – 29000**  
Site Manager (New Grade)
- MHTF 7 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**  
Administrative Secretary  
Research Officer (New Grade)
- MHTF 8 : Rs 60000**  
Director (New Grade)

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## **22. MAHATMA GANDHI INSTITUTE**

- 22.1 As an educational and cultural institution, the Mahatma Gandhi Institute (MGI) promotes Indian Studies, Performing Arts, Fine Arts, Mauritian Studies, Chinese Studies and African Studies. It also works towards the advancement of both education and culture at national, regional and international levels.
- 22.2 The Institute dispenses both secondary and tertiary education. It has a network of five secondary schools, a vocational college and the Gandhian Basic School for the provision of secondary education. Tertiary level education and research activity respectively are dispensed and carried out under four schools. The MGI is aiming at offering full range education with special emphasis on Indian and Cultural Studies while envisioning to become a full-fledged degree awarding institution.
- 22.3 The Director-General who is the principal academic and administrative officer of the Institute is generally responsible to the MGI's Council for the finance of the Institute and for maintaining and promoting good order and efficiency of the Institute.
- 22.4 In the context of the present review exercise, a large number of representations have been made by Management, staff side and individuals through their respective memoranda. These included the creation of grades, upgrading of qualifications and salary scales, payment of allowances and proposals for new and enhanced conditions of service.
- 22.5 All the representations made were carefully examined. Views of the Ministry of Education and Human Resources and of the Ministry of Civil Service and Administrative Reforms as well as those of the Tertiary Education Commission were obtained. In making its recommendations, the Bureau additionally considered the need to maintain an acceptable ratio of academics to non academics.

### **Associate Professor**

### **Senior Lecturer**

### **Assistant Lecturer/Lecturer**

- 22.6 Academics at the MGI are organised in a cadre comprising three levels namely Assistant Lecturer/Lecturer, Senior Lecturer and Associate Professor.
- 22.7 The essential qualification for an Assistant Lecturer/Lecturer and a Senior Lecturer is a degree whereas a post-graduate degree is a core qualification requirement for the grade of Associate Professor.

- 22.8 As academic attainments, among others, are a sine qua non to progress up the cadre in comparable hierarchies of leading Tertiary Education Institutions, it has become imperative that academics at the MGI be encouraged to improve their qualifications.

#### **Recommendation 1**

- 22.9 **We recommend that Assistant Lecturer/Lecturers, Senior Lecturers and Associate Professors possessing a PhD in the relevant field should, on having drawn their top salary for a year, proceed incrementally up to a maximum of two increments to be read from the master salary scale.**

#### **Bursar**

- 22.10 Management has represented that the responsibilities of the present incumbent have increased considerably. Besides being responsible for the finance, stores and maintenance functions, the job holder is additionally required to deal with matters pertaining to the infrastructure of the institute. **We are, on this basis, recommending a personal salary scale for the incumbent as well as making provisions for future holders.**

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

- 22.11 In the 2003 PRB Report, we recommended that 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. **We are maintaining this recommendation.**

#### **Rector**

#### **Deputy Rector**

#### **Education Officer**

- 22.12 To be in line with the recommendations made for the State Secondary Schools, we are hereunder making appropriate provisions for the grades of Education Officer, Deputy Rector and Rector at the MGI.

#### **Recommendation 2**

- 22.13 **We recommend that:**
- (i) **the grade of Education Officer be restyled Educator (Secondary) and as from 1 July 2010, the possession of an Educator's Licence, awarded by the Mauritius Institute of Education, shall also be a requirement for appointment to the grade. As from a date after 2010 to be decided by the Ministry of Education and Human Resources, the Post Graduate Certificate in Education or equivalent shall be a requirement for the grade;**

- (ii) the Educator (Secondary) would be required to teach during 30 periods in a week, one or more subjects relating to his academic qualifications and work up to 1500 hours. This provision has been taken into consideration in arriving at the remuneration package and would take effect as from 1 August 2008.
- (iii) appointment to the grade of Deputy Rector should be made by selection from among Education Officers now restyled Educator (Secondary) possessing a Post Graduate Certificate in Education and reckoning at least five years' teaching experience or Education Officers now restyled Educator (Secondary) reckoning eight years' teaching experience; and
- (iv) appointment to the grade of Rector should, in future, be made by selection from among Deputy Rectors possessing a Post Graduate Certificate in Education and reckoning at least five years' experience in a substantive capacity and from among candidates holding a Post 'A' Level Degree in Management or Education along with a Master's Degree in Educational Leadership and Management or an equivalent acceptable qualification with 10 years' proven experience at Senior Technical/Management Level. As from 1 July 2013, the Diploma in Management or Education Management shall be a requirement for Deputy Rectors to be appointed as Rector.

22.14 Incumbents in the grade of Educator (Secondary) would also be required to prepare scheme and weekly plan of work in respect of subjects taught; conduct examination and mark scripts; attend training courses during school vacation; carry out continuous assessment; conduct extension classes, take charge of laboratories, workshops or specialised rooms; organise and participate in extra curricular activities; assist the school administration in attending to problems of discipline (including students' absenteeism), parents' queries and qualms; ensure the overall development of students – intellectual, emotional and moral; and maintain discipline inside the classroom and within school premises.

### **Recommendation 3**

22.15 We further recommend that incumbents in the grade of Education Officer now restyled Educator (Secondary) satisfying the requirement to cross the Qualification Bar and on reaching the top salary point Rs 40000 should be allowed to move incrementally in the master salary scale up to salary point of Rs 43750 provided that (a) they have drawn their top salary for a year and (b) have been consistently efficient and effective in their performances during the preceding two years' and have not been adversely reported upon on grounds of either performance or misconduct. The grant of any increment under this

provision shall take effect as from 1 July 2009. As from that date, officers concerned drawing salary of Rs 41250 and above, by virtue of any provision, shall be eligible for all the benefits linked to that salary point, subject to provision at paragraph 18.2.26 (iii) of Volume I of this Report concerning renewal of car.

#### Recommendation 4

22.16 We also recommend that Education Officers now restyled Educator (Secondary) performing the duties of Head of Department should (a) be paid a revised allowance of Rs 1200 monthly and (b) continue to teach their subject of specialisation for a maximum of 25 periods weekly.

#### Educator (Secondary)

22.17 In the 2003 PRB Report, we recommended that Education Officers possessing a Post 'A' level degree, would join the salary point of Rs 14200 in the prescribed salary scale. We are maintaining this principle.

#### Recommendation 5

22.18 We recommend that candidates possessing a post 'A' level degree and appointed Educator (Secondary) *formerly Education Officer*, should join the recommended salary scale at salary point Rs 19000. Incumbents possessing a diploma or a post Cambridge School Certificate degree and drawing less than Rs 19000 should on obtention of the qualification required to cross the Qualification Bar (QB) be allowed to join the recommended salary scale at salary point Rs 19000.

#### Recommendation 6

22.19 We recommend that the monthly allowance of Rs 1200 payable to Education Officers now restyled Educator (Secondary) not possessing the qualification 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 1800 monthly. On obtaining the qualification required to cross the QB, Educators (Secondary) would be eligible to salary point arrived at after adding the allowance to the basic salary or to draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary or Rs 19000 whichever is the higher.

#### Discipline

22.20 Discipline within the school compound should be the concern of all the staff including the academics. Every member should participate actively to continuously maintain the highest level of discipline at school. In situations of unruliness and disorderliness, they should act proactively and collectively to restore discipline immediately.

## **Specific Conditions of Service**

### **Vacation Leave**

22.21 Recommendations concerning earning rate and ceiling of vacation leave for teaching staff have been made at Chapter 18.4 of Volume 1.

22.22 These should equally apply to the teaching staff of the MGI.

### **Recommendation 7**

**22.23 We also recommend that officers in post as at 30 June 2008**

- (i) may be allowed to enjoy up to a maximum of 19 days vacation leave, during term time subject to the exigencies of the service; and**
- (ii) who have not taken advantage of the annual vacation leave during term time in a calendar year may be allowed to accumulate 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 their leave prior to retirement they will be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.**

**22.24 We further recommend that notwithstanding the provision of paragraph 22.23 (i) above, application for vacation leave in excess of the normal 19 days entitlement during term time, may, subject to the exigencies of the service, be considered favourably in the following circumstances:**

- (i) for medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment cannot be dispensed locally;**
- (ii) for convalescence purposes following depletion of officer's sick leave accumulated in "bank";**
- (iii) immediately after maternity leave entitlement;**
- (iv) attending to the graduation ceremony of an immediate member of the family abroad;**
- (v) for the wedding of the officer or the officer's children;**
- (vi) proceeding on pre-retirement leave; and**
- (vii) for any other case, once in the officer's career.**

- 22.25 We also recommend that:**
- (i) vacation leave should not be granted during the third term; and**
  - (ii) employees joining the teaching profession as from 1 July 2008 would be eligible for vacation leave during term time only in the circumstances under paragraph 22.24 (i) – (vii) above. This condition of service has been taken into account in working out the revised initial salary of the grade.**
- 22.26 The term “immediate member of the family”, for the purpose of paragraph 22.24 (i) and (iv), is deemed to mean the officer’s father, mother, spouse, or children.**
- 22.27 We also recommend that members of the teaching personnel should compulsorily attend to training courses/seminars, talks, workshops organised during school vacation.**

#### **Casual Leave**

- 22.28 Under the present provisions, officers are eligible for 11 working days of casual leave in a year. Such leave when not utilised, are neither refunded nor carried forward.**
- 22.29 In view of the specificities in the education sector and for the least disturbance in the proper running of the institution during term time, we are providing incentives to induce the teaching personnel to contain their casual leave usage.**

#### **Recommendation 8**

- 22.30 We recommend that members of the teaching profession should be refunded annually their unutilised casual leave up to a maximum of 10 days, at the rate of 1/88 of their last monthly salary in the corresponding year. This recommendation should take effect as from 1 January 2010.**

#### **Duty Free Facilities for Assistant Lecturer/Lecturers**

- 22.31 Assistant Lecturer/Lecturers drawing salary of Rs 19400 a month are eligible for loan facilities and 70% duty remission for the purchase of a car on certain terms and conditions. We are maintaining this recommendation but revising the salary point for eligibility to the Duty Free Facilities.**

#### **Recommendation 9**

- 22.32 We recommend that Assistant Lecturer/Lecturers drawing a monthly salary of Rs 29000 should be eligible for loan facilities and 70% duty remission for the purchase of a car on the terms and conditions as per relevant provisions at paragraphs 18.2.26 and 18.2.49 of the 2008 PRB Report (Volume I) notwithstanding the salary level required therein.**



**Political Activities**

22.33 We recommended in the 2003 PRB Report that full-time academic and non-academic staff of the MGI should not be allowed to participate in active politics as involvement therein would disrupt the proper functioning of the Institute. **This recommendation is being maintained.**

**22. MAHATMA GANDHI INSTITUTE**

**SALARY SCHEDULE**

<b>MGI 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b>	General Worker
<b>MGI 2</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 10950</b>	Sanitary Attendant
<b>MGI 3</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b>	Handy Worker
<b>MGI 4</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b>	Stores Attendant Tradesman's Assistant
<b>MGI 5</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b>	Watchman
<b>MGI 6</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b>	Caretaker Farm Attendant Gardener Guest House Attendant Handy Worker (Personal to officers in post as at 30.6.98) Museum Attendant Nurseryman Office Attendant Workshop Assistant
<b>MGI 7</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b>	Driver

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

- MGI 8 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
 Carpenter  
 Electrician  
 Mason  
 Painter  
 Plumber and Pipe Fitter
- MGI 9 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
 Senior/Head Office Attendant  
 Supervising Attendant
- MGI 10 : Rs 11700 x 300 – 13800 x 400 – 15000**  
 Head Gardener
- MGI 11 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
 Receptionist/Telephone Operator
- MGI 12 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
 Clerk Assistant
- MGI 13 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 QB 15500 x 500 – 16000 x 600 – 17200**  
 Assistant Technician (Printing)
- MGI 14 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
 Computer Laboratory Attendant  
 Laboratory Attendant
- MGI 15 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
 Overseer
- MGI 16 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
 Word Processing Operator  
 Word Processing Operator (Oriental Language)

22. MAHATMA GANDHI INSTITUTE (Contd.)

- MGI 17 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Archives Officer  
Clerical Officer/Higher Clerical Officer  
Library Clerk
- MGI 18 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Foreman
- MGI 19 : Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800**  
Senior Laboratory Attendant
- MGI 20 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Senior Word Processing Operator
- MGI 21 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600 QB 20200 x 600 – 21400**  
Senior Assistant Technician (Printing)
- MGI 22 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Procurement and Supply Officer (New Grade)  
Executive Officer  
Stores Officer (Personal)
- MGI 23 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Microfilm Operator  
Senior Library Clerk
- MGI 24 : Rs 15000 x 500 – 16000 x 600 – 23200**  
Office Supervisor
- MGI 25 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Assistant Instructor  
Performing Artiste  
Production/Curriculum Assistant (Personal)

22. MAHATMA GANDHI INSTITUTE (Contd.)

- MGI 26 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Assistant Editor
- MGI 27 : Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Technician
- MGI 28 : Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Usher/Senior Usher
- MGI 29 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- MGI 30 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer  
Higher Executive Officer  
Procurement and Supply Officer  
*formerly Higher Stores Officer*
- MGI 31 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Computer Technician  
Graphic Artist  
Library Officer  
Maintenance Officer  
Printing Officer  
Safety and Health Officer/Senior Safety and Health Officer
- MGI 32 : Rs 17800 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Performing Artiste
- MGI 33 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Accounts Officer  
Senior Assistant Editor  
Senior Executive Officer  
Senior Human Resource Officer  
*formerly Personnel Officer*  
Senior Procurement and Supply Officer  
*formerly Senior Stores Officer*

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

- MGI 34 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500**  
Office Superintendent
- MGI 35 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Principal Procurement and Supply Officer  
*formerly Principal Stores Officer*
- MGI 36 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 27200 QB 28000 x 1000 – 30000 x 1250 – 40000**  
Educator (Secondary)  
*formerly Education Officer*
- MGI 37 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 - 31250 QB 32500 x 1250 – 40000**  
Educator (Secondary) (Personal to holders of post as at 30.06.2003)  
*formerly Education Officer*
- MGI 38 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Officer  
*formerly Administrative Assistant*  
Curator (Folk Museum)
- MGI 39 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Librarian
- MGI 40 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant  
Internal Auditor
- MGI 41 : Rs 27200 x 800 – 28000 x 1000 – 30000 x 1250 – 41250**  
Documentation and Research Officer (Oriental Languages)  
(Personal)
- MGI 42 : Rs 30000 x 1250 – 42500**  
Curator (Folk Museum) (Personal to Officers in post as at 30.6.93)

22. MAHATMA GANDHI INSTITUTE (Contd.)

- MGI 43 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Assistant Lecturer/Lecturer
- MGI 44 : Rs 29000 x 1000 – 30000 x 1250 – 47500**  
Deputy Rector
- MGI 45 : Rs 30000 x 1250 – 50000**  
Assistant Registrar  
Head, Gandhian Basic School  
Head, Publishing and Printing Dept
- MGI 46 : Rs 37500 x 1250 – 50000 x 1500 – 54500**  
Bursar (Future Holder)  
Senior Lecturer
- MGI 47 : Rs 40000 x 1250 – 50000 x 1500 – 54500**  
Head, Library and Archives  
Rector
- MGI 48 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Programme Co-ordinator  
Registrar (Personal)
- MGI 49 : Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –62000**  
Associate Professor  
Bursar (Personal)
- MGI 50 : Rs 66000**  
Secretary (MGI/RTI)
- MGI 51 : Rs 75000**  
Director (Mahatma Gandhi Institute)  
Director (Schooling) (MGI/RTI)
- MGI 52 : Rs 85000**  
Director General (MGI/RTI)

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## 23. MALCOLM DE CHAZAL TRUST FUND

23.1 The Malcolm de Chazal Trust Fund was set up by Act No. 51 of 2002 and operates under the *aegis* of the Ministry of Arts and Culture. The objectives of the Trust are: to preserve the collection of the work of Malcolm de Chazal as part of the Mauritian cultural heritage; promote a greater understanding and dissemination of Malcolm de Chazal's works and ideas nationally and internationally; and encourage the expression of the Mauritian creative genius in the philosophical, literary, artistic and other related domains.

23.2 The Trust, which is managed by a Board, is not yet operational. However, we are making provision for a Coordinator and a Handy Worker on its establishment to allow it to start its activities.

### Coordinator (New Grade)

#### Recommendation 1

23.3 **We recommend the creation of a grade of Coordinator. Appointment thereto should be made by selection from among holders of the Cambridge School Certificate with credit in at least five subjects and the Cambridge Higher School Certificate and reckoning at least four years' experience.**

23.4 Incumbent would be responsible, among others, for the day-to-day management and general administration of the Malcolm de Chazal Fund Office and Gallery, to attend Board meetings and act as Secretary; attend to visitors; organise conferences and exhibitions and supervise the work of the Handy Worker.

### Handy Worker (New Grade)

#### Recommendation 2

23.5 **We recommend the creation of a grade of Handy Worker. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education.**

23.6 Incumbent would be required, among others, to open and close office; clean and maintain the physical environment of office and premises at a good standard; handle and operate simple equipment such as film equipment, duplicating machine; load and unload stores items; answer calls and run official errands and despatch documents.

**23. MALCOLM DE CHAZAL TRUST FUND**

**SALARY SCHEDULE**

**MCTF 1 : Rs 7200 x 200 – 10200 x 250 – 11200**  
Handy Worker (New Grade)

**MCTF 2 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400**  
**– 15000 x 500 – 16000 x 600 – 19600**  
Coordinator (New Grade)

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## 24. MAURITIAN CULTURAL CENTRE TRUST

- 24.1 The Mauritian Cultural Centre Trust was established under Act No. 6 of 2001 to be the key institution for the development of a plural Mauritian Cultural identity and the promotion of the Mauritian artistic and creative genius in its multiple expressions. It operates under the *aegis* of the Ministry of Arts and Culture and aims at establishing a unifying and overarching framework to encourage the development of a distinct Mauritian Culture born out of the dynamic intercultural interaction endemic in our environment.
- 24.2 The objectives of the Trust are, among others, to promote the Mauritian Culture; identify, develop and perpetuate Mauritian cultural heritage inclusive of oral traditions and folk arts; to be the showcase of Mauritian culture worldwide; encourage Mauritian artistic and cultural creativity; and set up a Mauritian Cultural Troupe.
- 24.3 In our 2003 PRB Report, we made provisions for grades at the technical, administrative and supportive levels to meet the operational requirements of the organisation. We understand that the Trust is still not fully operational. We are, therefore, maintaining the present set up.

### 24. MAURITIAN CULTURAL CENTRE TRUST

#### SALARY SCHEDULE

<b>MCCT 1</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b>
		Office Attendant/Driver
<b>MCCT 2</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b>
		Clerk/Word Processing Operator
<b>MCCT 3</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b>
		Accounts Clerk Executive Officer
<b>MCCT 4</b>	<b>:</b>	<b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b>
		Assistant Documentation Officer

24. MAURITIAN CULTURAL CENTRE TRUST (Contd.)

**MCCT 5 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 -  
28000 x 1000 – 30000 x 1250 – 31250**

Accounting Technician

**MCCT 6 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 27200 QB 28000 x 1000 – 30000 x 1250 – 40000**

Audio-Visual Producer (Audio-Visual and Multimedia  
Production)

Technical and Research Officer (Mauritian Culture)

Technical and Research Officer (Performing /Fine Arts)

**MCCT 7 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**

Administrative Secretary

**MCCT 8 : Rs 30000 x 1250 – 45000**

Cultural Events Coordinator

Documentation and Research Coordinator

**MCCT 9 : Rs 66000**

Director

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## 25. MAURITIUS BROADCASTING CORPORATION

- 25.1 The Mauritius Broadcasting Corporation (MBC) is a public service broadcaster and a principal medium for the dissemination of information, education and entertainment programmes in Mauritius and Rodrigues.
- 25.2 The main objectives of the MBC are, *inter alia*, to provide independent and impartial broadcasting services of information, education, culture and entertainment in the different languages spoken or taught in the country and ensure that its broadcasting services help towards the development of knowledge, sense of initiative, civic rights, duties and responsibilities of the population.
- 25.3 The mission of the MBC is to serve the whole population by bringing to every house innovative and quality programmes that will entertain, educate and objectively inform the population of all walks of life. It operates within a legal framework - the MBC Act, Independent Broadcasting Authority (IBA) Act and related legal provisions- to ensure that it achieves its mission while safeguarding the interests of all stakeholders. The MBC envisions to provide a service which goes beyond the expectation of its audience to be in line with world class broadcasting.
- 25.4 The MBC has expanded its services from three TV Channels to 12 TV Channels (Digital Video Broadcasting) which has marked a new era of broadcasting in Mauritius. With the collaboration of the Mauritius College of the Air, a microwave link and a control room have been set up, thus enabling five TV digital channels to be MBC branded. A new studio has been set up in Port Louis. The Corporation has acquired its own independent satellite uplink systems in Rodrigues and the Outer Islands to improve radio services. A new MBC Headquarters will shortly be erected at Reduit.
- 25.5 The operational functions of the MBC are grouped under five departments namely Radio, News, Production, Engineering and Programme. The other functions are grouped under the following divisions/units: Finance, Internal Audit, Administration, Human Resource, Marketing and Sales, Customer Care, Documentation, Archives and Research, and Information and Communication Technology.
- 25.6 In the wake of the liberalisation of the airwaves, we had in our 2003 Report provided the MBC with a new organisational structure to allow it to evolve in a new competitive environment and to cope with the increasing demands of external environment taking into account the political, economic, social and technological factors. The new structure was also meant to provide opportunities for multiskilling, more employability, job enlargement/enrichment and to help in strengthening the human, institutional and

- organisational capacity so as to facilitate a smooth transition to the new ICT environment.
- 25.7 The MBC has now to face new challenges of responding to demands from the general public and other stakeholders for high quality service delivery, modernising its broadcast service with the use of very sophisticated technologies, and improving staff retention and productivity.
- 25.8 In order to strengthen the MBC's position to face these challenges and following requests from Management and the Staff Associations, we are, in this Report, providing for a few new grades, restyling/merging some existing ones and abolishing others which are no longer needed. At the professional level, in line with our general policy, we are providing flexibility for the Professionals to proceed in the salary scale of the Senior Professionals on reaching the top salary. We are maintaining the senior professional level for fast track promotion. We are also making recommendations for lean/flat structures, where possible, to be in line with the present trend of modern and dynamic organisations.
- 25.9 The traditional core departments of the MBC remain the Radio, News, Production and Programme Departments. However, with the rapid evolutionary changes in the digital technology domain, the Engineering Department too, is poised to become a core department and has been restyled Engineering and Technology Department under the headship of a Director of Engineering and Technology on a par with the Directors of the other core services.
- 25.10 As for the other divisions/units, we have reinforced the Finance Division considering that the MBC which is now generating its own revenue has to control both its revenue and expenditure rigorously. We have also brought some changes to the Administration Division, Marketing and Sales Division, and Information and Communication Technology Division to render them more effective. We have grouped the last four manual grades of the hierarchy in the Administration Division into a single polyvalent grade of Radio and TV Attendant/Handy Worker. Finally, we have improved the structure of the Documentation, Archives and Research Division to respond to the major technological development it has undergone through the advent of digital archiving.
- 25.11 We have made recommendations for each department/division/unit separately but have grouped the grades under only one salary schedule so that management can have the flexibility to make postings according to the operational needs of the different departments/divisions/units.

## **RADIO DEPARTMENT**

- 25.12 The Radio Department provides 24-hour programmes on each of the five MBC Radio Channels with at least sixty programmes in the different languages to satisfy the needs of the Mauritian multi-cultural and linguistic society. It also transmits two other channels namely, RFI and BBC to enable listeners to appreciate to a larger extent events and programmes of international interest.
- 25.13 To make the Radio Department more effective and ensure optimum use of airtime, we are providing for new grades of Radio Production Manager (Oriental/General) and Radio Channel Coordinator. We are also opening avenues of promotion for the Broadcast Operator, restyling the grade of Programme Officer to reflect the true nature of the duties performed and maintaining the flexibility provided for the Producer and Senior Producer.

### **Radio Production Manager (Oriental/General) (New Grade)**

#### **Recommendation 1**

- 25.14 **We recommend the creation of a grade of Radio Production Manager (Oriental/General). Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Communication or a relevant field and reckoning at least five years' experience in the field of broadcasting at middle management level.**
- 25.15 Incumbent would, among others, be responsible to plan and execute projects, monitor programming grids, keep primary contact with socio-religious and linguistic partners for the design of special programmes, oversee the daily activities of the channels, and ensure proper management of the financial and human resources of the Department.

### **Radio Channel Coordinator (New Grade)**

#### **Recommendation 2**

- 25.16 **We recommend the creation of a grade of Radio Channel Coordinator. Appointment thereto should be made by selection from among candidates possessing Either a post 'A' Level Degree in Communication or a relevant field together with at least four years' post qualification experience in Radio productions and programmes Or a post 'A' Level Diploma in Communication or a relevant field together with at least seven years' post qualification experience in Radio productions and programmes.**
- 25.17 Incumbent would, among others, be responsible for the proper scheduling and airing of production programmes and announcements; coordinating and controlling the execution of productions and programmes; supervising and identifying the training needs of the staff of the section; and assisting in the preparation of the budgeting requirements and other administrative issues.

### **Technician/Producer (Radio)**

25.18 The Technician/Producer (Radio) operates the computerised Radio equipment in line with modern technological trends. Appointment to the grade is made by selection from among Senior Broadcast Operators having five years' experience in the grade. We are opening the mode of appointment to the grade of Technician/Producer (Radio) also for Broadcast Operators having eight years' experience in the grade.

### **Recommendation 3**

**25.19 We recommend that the scheme of service of the grade of Technician/Producer (Radio) be amended so that, in future, appointment to the grade be also opened to Broadcast Operators having at least eight years' experience in the grade and possessing passes in two subjects at GCE 'A' Level including Mathematics or Physics, and who are fully conversant with IT tools and have at least three years' proven work experience in operating sound mixers.**

### **Programme Officer**

25.20 The main duties of the Programme Officer in the Radio Department are to prepare rosters of staff, keep record for proper control and monitoring of freelances and artists' claim, arrange for booking of the studio and advise on the purchase of new releases. We are restyling the grade to better reflect the responsibilities shouldered.

### **Recommendation 4**

**25.21 We recommend that the grade of Programme Officer be restyled Administrative Assistant (Radio).**

### **Producer**

#### **Senior Producer**

25.22 There are two distinct grades of Producer and Senior Producer. While we are maintaining the grade of Senior Producer as a promotion for Producers, we are providing for officers in the latter grade who have drawn their top salary for a year to proceed in the salary scale of the former grade, provided they have been efficient and effective and have not been adversely reported upon.

### **Recommendation 5**

**25.23 We recommend that incumbents in the grade of Producer having drawn their top salary for a year should be allowed to proceed in the salary scale of Senior Producer, provided they have been efficient and effective and have not been adversely reported upon. This recommendation should not, however, preclude Producers from being promoted Senior Producer before they have reached the top point of their salary scale, based on needs.**

## **NEWS DEPARTMENT**

25.24 The News Department is responsible for collecting, editing and preparing news bulletins and programmes recorded and/or live for Radio and Television. For the past two years, the Department has undergone major development in terms of delivery and content of news programmes. The number of news coverage has increased and new programmes have been introduced. We are maintaining the flexibility provided for the News Editor and Senior News Editor and bringing some changes to the Cameraman Cadre to enable the Department to function more effectively.

### **News Editor**

#### **Senior News Editor**

25.25 There are two distinct grades of News Editor and Senior News Editor. While we are maintaining the grade of Senior News Editor as a promotion for News Editors, we are providing for officers in the latter grade who have drawn their top salary for a year to proceed in the salary scale of the former grade, provided they have been efficient and effective and have not been adversely reported upon.

### **Recommendation 6**

**25.26 We recommend that News Editors having drawn their top salary for a year should be allowed to proceed in the salary scale of Senior News Editor, provided they have been efficient and effective and have not been adversely reported upon. This recommendation should not, however, preclude News Editors from being promoted Senior News Editor before they have reached the top point of their salary scale, based on needs.**

### **Cameraman Cadre**

25.27 The Cameraman Cadre of the News Department comprises three levels, namely Cameraman/Senior Cameraman (Roster), Principal Cameraman (Roster) and Head Cameraman. Representations have been received that, in view of the change in the News Department, there is an urgent need to review the Cameraman Cadre. Both Management and Staff have represented that only two levels would be sufficient for this cadre. We are, therefore, making the grade of Head Cameraman evanescent.

### **Recommendation 7**

**25.28 We recommend that the grade of Head Cameraman should be abolished on vacancy. We are providing a personal salary for the officer in post.**

## **PRODUCTION DEPARTMENT**

25.29 The Production Department is responsible for the proper planning, coordination and optimal utilisation of production resources. This Department has been reorganised and rigorous planning is required to ensure that everything is carried out in the most cost effective way. To enable the Department to function more effectively, we are providing for a new grade of TV Channel Coordinator as in the Radio Department, and two additional levels of Principal Lighting Technician and Principal Sound Technician.

### **TV Channel Coordinator (New Grade)**

#### **Recommendation 8**

25.30 We recommend the creation of a grade of TV Channel Coordinator. Appointment thereto should be made by selection from among candidates possessing Either a post 'A' Level Degree in Communication or a relevant field together with at least four years' post qualification experience in TV productions and programmes Or a post 'A' Level Diploma in Communication or a relevant field together with at least seven years' post qualification experience in TV productions and programmes.

25.31 Incumbent would, among others, be responsible for the proper scheduling and airing of production programmes and announcements; coordinating and controlling the execution of productions and programmes; supervising and identifying the training needs of the staff of the section; and assisting in the preparation of the budgetary requirements and other administrative issues.

### **Principal Sound Technician (New Grade)**

#### **Recommendation 9**

25.32 We recommend the creation of the grade of Principal Sound Technician. Promotion to the grade should be made on the basis of experience and merit of officers holding a substantive appointment in the grade of Sound Technician/Senior Sound Technician and reckoning at least five years' service in the grade.

25.33 Incumbent would, *interalia*, be responsible for the efficient and effective recording and sound balancing for broadcasting purposes and programmes, ensuring that sound equipment are properly maintained and in good working order, coordinating with the Radio, News and Production Departments and providing training to junior staff.



## Principal Lighting Technician (New Grade)

### Recommendation 10

25.34 We recommend the creation of the grade of Principal Lighting Technician. Promotion to the grade should be made on the basis of experience and merit of officers holding a substantive appointment in the grade of Lighting Technician/Senior Lighting Technician and reckoning at least five years' service in the grade.

25.35 Incumbent would, *inter alia*, be responsible for proper lighting duties for broadcasting purposes and programmes, ensuring that lighting equipment are properly maintained and in good working order, coordinating with the Radio, News and Production Departments and providing training to junior staff.

### **ENGINEERING DEPARTMENT**

25.36 The Engineering Department is responsible for the installation, operation, maintenance and control of equipment and the provision of technical facilities to produce audiovisual programmes. It also provides consultancy services to public and private bodies related to broadcasting. With the digitalisation of Radio and TV, steps have already been taken regarding modification in working arrangements and establishing an environment conducive to develop a skilled, committed and flexible workforce to adapt to change. This Department has become a core department of the MBC with the rapid evolutionary changes in the digital technology domain. We are restyling the grades of Director of Engineering and Operations and Assistant Animation Graphics Artist/Senior Assistant Animation Graphics Artist.

### Recommendation 11

25.37 We recommend that:

- (i) the grade of Director of Engineering and Operations be restyled Director of Engineering and Technology;
- (ii) the grade of Assistant Animation Graphics Artist/Senior Assistant Animation Graphics Artist be restyled Assistant Animation Graphics Artist.

### **PROGRAMME DEPARTMENT**

25.38 The Programme Department effectively carries out three distinct functions namely, Acquisition and Programmes Scheduling, Quality Control, and Promotion. With the increase in the number of TV channels namely the TNT, the Department has undergone major developments in terms of acquisition, planning and scheduling of TV programmes. To reinforce the Department, we are providing for a new grade of Programme Officer/Senior Programme Officer.

**Programme Officer/Senior Programme Officer (New Grade)**

**Recommendation 12**

25.39 **We recommend the creation of a grade of Programme Officer/Senior Programme Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate together with a Certificate in Communication Studies or in a related field.**

25.40 The Programme Officer/Senior Programme Officer would be required, among others, to preview the contents of programmes to be included in the programme grids for TV channels; liaise with other units for the preview of programmes and assist in the selection of programmes for the weekly programme grids.

**FINANCE DIVISION**

25.41 The Finance Division is responsible for the preparation, implementation and monitoring of the budget of the MBC. As the Corporation is now generating its own revenue, it has become imperative that its revenue and expenditure be controlled in a rigorous manner. New operation and control systems have to be put in place to ensure that sound financial and business principles and practices are followed. We are, therefore, providing for a new grade of Director of Finance to head the Finance Division and achieve the target set by the organisation.

**Recommendation 13**

**Director of Finance (New Grade)**

25.42 **We recommend the creation of a grade of Director of Finance. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Finance or holding a pass at the final examination required for admission to membership of a recognised professional body and be registered with the Mauritius Institute of Professional Accountants (MIPA) together with a postgraduate qualification in Finance or Management and reckoning at least five years' experience at senior management level in the financial operations of an organisation.**

25.43 Incumbent would, among others, be responsible to manage and lead the Finance Division; direct and control the accounting functions and practices of the Corporation; monitor the budget control process and the internal control system; and process audit queries with replies and remedial actions.

### **INTERNAL AUDIT DIVISION**

25.44 The Internal Audit Division ensures that the policies and procedures in place provide adequate control for the effective use of resources and that the MBC operates according to established norms and principles in line with the concept of good governance. An Internal Auditor assisted by an Internal Audit Officer heads the Division. The two-level structure of this Division is ideal and is, therefore, maintained. On the basis of needs, Management may increase the number of posts of Internal Audit Officer to reinforce the Division.

### **ADMINISTRATION DIVISION**

25.45 The Administration Division is responsible to provide supporting services to the different Departments/Divisions/Units of the MBC. The structure of this Division was reviewed in our 2003 Report with the creation and restyling of a number of grades. We are bringing a few changes to render this Division more effective.

#### **Deputy Manager, Administrative Services (Personal)**

25.46 At present, the post of Administrative Manager is vacant and the Deputy Manager, Administrative Services has been assigned to perform the duties of the post. We have received representations that the vacant post should be filled, the more so that it has remained vacant for a long time. As the grade of Deputy Manager, Administrative Services is Personal, it should be abolished on vacancy.

#### **Confidential Assistant**

##### **Senior Confidential Assistant**

25.47 There are two grades performing general secretarial duties at the MBC. Both Management and the Staff Associations have made representations that this cadre be aligned with what obtains in the Civil Service. We are agreeable to their proposals.

#### **Recommendation 14**

**25.48 We recommend the creation of a grade of Confidential Secretary. Recruitment thereto should be made by selection from among officers in the grades of Confidential Assistant and Word Processing Operator reckoning at least 15 years' service in a substantive capacity in the grade.**

25.49 Incumbent would, inter-alia, be required to perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents; arranging appointments; receiving visitors; dealing with enquiries and performing word processing and simple computer/data processing duties.

### **Recommendation 15**

- 25.50 We recommend that incumbents in the grade of Senior Confidential Assistant be absorbed in the new grade of Confidential Secretary.**
- 25.51 We also recommend that the grade of Confidential Assistant be abolished on vacancy. We are providing personal salaries for officers in post.**

### **Radio and TV Attendant/Handy Worker (New Grade)**

- 25.52 At the lowest level of the hierarchical structure at the MBC, there are four grades namely, General Worker, General Worker (Personal), Radio and TV Attendant, and Handy Worker who are performing more or less similar duties. Both staff and Management are of the view that there should be only one polyvalent grade at this level and the Bureau is agreeable to it.

### **Recommendation 16**

- 25.53 We recommend the creation of a polyvalent grade of Radio and TV Attendant/Handy Worker. Recruitment thereto should be made from among candidates possessing the Certificate of Primary Education and showing proof of having sat for the Cambridge School Certificate or an examination of equivalent standard.**
- 25.54 The Radio and TV Attendant/Handy Worker would be responsible to, *inter-alia*, run official errands; operate the telephone switch board/PABX console and simple office equipment such as photocopying machines; usher in/guide visitors to schedule officers; perform cleaning duties; help with the handling and cleaning of technical equipment and other audio visual materials; and assist technical/production staff on Outside Broadcast sites.
- 25.55 With the creation of the grade of Radio and TV Attendant/Handy Worker, the grades of General Worker and General Worker (Personal) which are vacant would be abolished and those of Radio and TV Attendant and Handy Worker would be made evanescent.

### **Recommendation 17**

- 25.56 We recommend that the grades of General Worker and General Worker (Personal) be abolished.**
- 25.57 We also recommend that the grades of Radio and TV Attendant and Handy Worker be abolished on vacancy. We are providing personal salaries for those in post.**

### **HUMAN RESOURCE DIVISION**

25.58 The Human Resource Division which was created in the 2003 PRB Report, is responsible for the human resource functions of the MBC. The Division has a three-level hierarchy comprising the grades of Human Resource Assistant/Senior Human Resource Assistant, Human Resource Management Officer *formerly Human Resource Officer* and Human Resource Manager. We are maintaining this structure.

### **CUSTOMER CARE DIVISION**

25.59 The Customer Care Division was created in the 2003 PRB Report to promote the corporate image of the MBC and carry out audience surveys both for Radio and Television. This Division is also responsible to attend to queries of the public regarding Radio and TV Programmes. The three-level hierarchy of the Division comprising the grades of Customer Care Officer, Senior Customer Care Officer and Manager, Customer Care is functioning according to expectations and is, therefore, maintained.

### **MARKETING AND SALES DIVISION**

25.60 The Marketing and Sales Division is responsible to implement the Marketing and Sales strategy of the MBC in the new competitive environment of liberalisation of airwaves. Being in direct competition with the private radio stations, this Division has to develop strategies to retain sponsors/advertising agents and, at the same time, adopt innovative techniques to maintain competitiveness on the advertising market. We are reinforcing the Division by upgrading the Marketing and Sales Executive to an entry professional grade.

#### **Marketing and Sales Executive**

##### **Recommendation 18**

25.61 **We recommend that the scheme of service of the grade of Marketing and Sales Executive be amended so that, in future, appointment thereto be made by selection from among candidates possessing a post 'A' Level Degree in Sales and Marketing or in a related field.**

25.62 **Incumbents in the grade of Marketing and Sales Executive as at 30 June 2008 should possess a post 'A' Level Degree in Sales and Marketing or in a related field in order to cross the QB in the salary scale.**

25.63 The Marketing and Sales Executive would be required to, *inter alia*, be the sales representative for the marketing of programmes and broadcast advertisements; meet clients and provide them with information on Radio and TV programmes; maintain an up-to-date portfolio of clients; and prepare reports on sales revenue and sales statistics.

**DOCUMENTATION, ARCHIVES AND RESEARCH DIVISION**

25.64 The Documentation and Archives Division now restyled Documentation, Archives and Research Division was previously responsible for filing, storage and retrieval of audiovisual and reference materials. It has recently undergone major technological development through the advent of digital archiving. The archives of the MBC have been moved on the digital platform and a Radio Management System has been developed whereby all CD's and DVD's are transferred on server so that Producers and Presenters get access to their audio and visual materials directly from the system in the studio. In future, the staff will be more involved in carrying out research work on audio visual material through the internet. In this context, we have restyled the Division to Documentation, Archives and Research Division. We are also restyling the different grades, abolishing the grades of Archivist and Research Executive which are no longer required, providing for a new grade of Principal Documentation, Archives and Research Officer and merging the two grades of Documentation, Archives and Research Officer and Senior Documentation, Archives and Research Officer.

**Recommendation 19**

25.65 **We recommend that the grades in the Documentation, Archives and Research Division listed below be restyled as follows:**

<b>Documentation Clerk</b>	to	<b>Documentation, Archives and Research Clerk</b>
<b>Documentation Officer</b>	to	<b>Documentation, Archives and Research Officer</b>
<b>Senior Documentation Officer</b>	to	<b>Senior Documentation, Archives and Research Officer</b>
<b>Head of Documentation and Archives</b>	to	<b>Head of Documentation, Archives and Research</b>

25.66 With the review of the Documentation, Archives and Research Division and change in technology, Management has proposed to abolish the grade of Archivist which is vacant and no longer required. We have also been informed that there is no need for the grade of Research Executive.

**Recommendation 20**

25.67 **We recommend that the grade of Archivist be abolished.**

25.68 **We also recommend that the grade of Research Executive be abolished on vacancy. We are providing personal salary for officers in post.**

**Documentation, Archives and Research Officer (Roster)**

**Senior Documentation, Archives and Research Officer (Roster)**

25.69 The Documentation, Archives and Research Officer *formerly Documentation Officer* and Senior Documentation, Archives and Research Officer *formerly Senior Documentation Officer* both attend to the needs of Producers and News Editors and are responsible for the archiving of Radio and TV Programmes. As the incumbents have many common/overlapping duties, we are merging the two grades.

**Recommendation 21**

25.70 We recommend that the grades of Documentation, Archives and Research Officer and Senior Documentation, Archives and Research Officer be merged into a single grade of Documentation, Archives and Research Officer/Senior Documentation, Archives and Research Officer. Incumbents in the grade of Documentation, Archives and Research Officer/Senior Documentation, Archives and Research Officer should possess a Diploma in Documentation and Library Studies from a recognised institution in order to cross the QB in their salary scale. However, the QB should not be applicable to the Senior Documentation, Archives and Research Officer *formerly Senior Documentation and Archives Officer* already in post as at 30 June 2008.

**Principal Documentation, Archives and Research Officer (New Grade)**

25.71 In order to monitor the work of this Division, we are providing for a new level.

**Recommendation 22**

25.72 We recommend the creation of a grade of Principal Documentation, Archives and Research Officer. Appointment thereto should be made by selection from among Documentation, Archives and Research Officer/Senior Documentation, Archives and Research Officers possessing a Diploma in Documentation and/or Library Studies or an equivalent qualification and reckoning at least three years' experience in the grade.

25.73 The Principal Documentation, Archives and Research Officer would be responsible to, *inter alia*, oversee the processing of audio visual and written records; coordinate with the different units as regards the selection of documentation and audiovisual materials; and assist the Head, Documentation, Archives and Research Officer in the performance of his/her duties.

## **INFORMATION AND COMMUNICATION TECHNOLOGY DIVISION**

25.74 The adoption of Information and Communication Technology (ICT) has been the key to change at the MBC. A phased approach has been adopted to handle the different aspects of Information Systems in a prioritised order and to put into context the respective dependencies of different areas. A new MBC Corporate website has also been launched in tune with the requirement of the Digital Convergence era. We are maintaining the three level hierarchy of this Division comprising the grades of IT Support Officer, Systems Analyst/Administrator and Information Technology Manager. **Upon the request of Management, we are including the grade of IT Support Officer on roster as the ICT Division has to provide its services as long as transmission is on. When effectively implementing the roster system, officers in the grade of IT Support Officer as at 30 June 2008 should be granted two additional increments, over and above the normal conversion, subject to the top salary of the grade.**

## **ALLOWANCES AND OTHER RECOMMENDATIONS**

### **Outdoor Coverage Allowance**

25.75 In our 2003 Report, we recommended that a daily allowance of Rs 650 be paid to employees of an operation team who are called upon to do outdoor coverage during cyclone warning class III and IV. The allowance is limited to Rs 650 – if the coverage is for up to eight hours though spread over a period of two days. We are maintaining the allowance whilst reviewing the quantum.

### **Recommendation 23**

**25.76 We recommend that the daily Outdoor Coverage Allowance be revised to Rs 780.**

### **Allowance to Cameraman Cadre**

25.77 At present, a monthly allowance of Rs 720 is paid to employees of the Cameraman Cadre who have to do outdoor coverage for the greater part of the month. This allowance is being revised.

### **Recommendation 24**

**25.78 We recommend that the monthly allowance payable to incumbents in the Cameraman Cadre be revised to Rs 865.**



### **Carpenters Allowance**

25.79 Carpenters are classified as Tradesmen according to their prescribed scheme of service. Their duties consist of both general carpentry and duties related to decors and set design. Since the duties of decors and set design are more sophisticated and complex than those of general carpentry, these officers draw an allowance of Rs 600 monthly. We are revising this allowance.

### **Recommendation 25**

**25.80 We recommend that the monthly allowance payable to Carpenters who are called upon to perform decors and set design duties be revised to Rs 720.**

### **Clothing Allowance**

25.81 In our 2003 Report, we recommended that employees on the permanent and pensionable establishment who have to present news and programmes on television be paid a monthly allowance of Rs 240 to assist them in meeting some additional expenses incurred in respect of clothing. We also recommended that this allowance would be payable provided the employees present news/programmes at least once in a month. We further recommended that employees of the Corporation who are assisted by sponsors in their apparel for presentation of a specific programme should not be paid this allowance. We are maintaining the provision on Clothing Allowance and also increasing the quantum.

### **Recommendation 26**

**25.82 We recommend that Clothing Allowance should continue to be paid under the same prevailing conditions and the monthly amount be increased to Rs 300.**

### **Allowance for driving Outside Broadcast Vehicles**

25.83 The MBC has several Outside Broadcast Vehicles and Lorries driven by Drivers/Handy Workers for live coverages. These vehicles are special and sophisticated and require additional care and expertise to drive. We are providing for an allowance to those who effectively drive such types of vehicles.

### **Recommendation 27**

**25.84 We recommend that Drivers/Handy Workers driving lorries and Outside Broadcast Vehicles be paid a daily allowance of Rs 360 on the number of days they effectively drive such types of vehicles.**

### **Contract Officers and Freelance/Sessional Worker**

25.85 At present, the MBC Board may review, whenever the need is felt, the salaries/allowances/fees paid to Contract Officers/Freelance/Sessional Workers, considering the dates these salaries/allowances, fees were last reviewed or set, pay increases granted in general to substantive staff, and increases in bus or travelling expenses whenever these allowances/fees are inclusive of refund of travelling expenses. We are bringing no change to this recommendation.

### **Recommendation 28**

**25.86 We recommend that the existing provision regarding the salaries/allowances/fees of contract officers/Freelance/Sessional Workers be maintained.**

### **Incentive Scheme**

25.87 An Incentive Scheme devised by Management with the agreement of the staff is already in operation at the MBC. It comprises three components namely attendance, excess hours of work and inducement. The scheme has proved beneficial to the Corporation in curbing absenteeism. However, while the components of attendance and inducement do not pose any problem, the excess hours of work is no longer considered as a motivating factor for many employees.

25.88 At present, a monthly allowance is payable for excess hours of work put in over and above the normal roster/office hours. For this purpose the employees have been classified into four categories namely A, B, C, and D. Employees in categories A, B, and C have to put in a minimum of 10 additional hours while those classified in category D have to put in a minimum of 15 additional hours to qualify for the allowance. The maximum entitlements in respect of different categories of staff are Rs 2500 for categories A and B, and Rs 1600 for categories C and D. For every week of vacation leave taken, 25% of the quantum is deducted. The employees, however, have the option to choose between the allowance for excess hours or normal overtime payment.

25.89 We have been informed that some employees in certain Departments/Divisions have opted for overtime payment as they have to work on average two to three times the number of hours put in by those who have opted for the allowance for excess hours. In some cases the excess hours of work put in range from 50 to 100 hours.

25.90 We are, therefore, maintaining the components regarding attendance and inducement of the Incentive Scheme and increasing the quantum. Additionally, in order to motivate employees who have to regularly put in a consequent number of excess hours of work and to make the scheme more acceptable to the staff, we are making appropriate recommendations.

**Recommendation 29**

**25.91 We recommend that:-**

- (a) the maximum monthly attendance bonus payable to employees on shift and roster be revised to Rs 1440;
- (b) the monthly Inducement Allowance payable to shift and roster workers be increased to Rs 960 and Rs 720 respectively;
- (c) the ceiling in respect of allowance for excess hours be revised to Rs 3600 for Categories A and B and Rs 2300 for Categories C and D;
- (d) the minimum number of hours to be put in by employees in Category A, B, and C should continue to be 10 hours and in Category D 15 hours whereas the maximum should be 30 hours for all categories;
- (e) any excess beyond the maximum number of hours should henceforth be additionally compensated at the following rates:

No. of excess hours worked	% of Salary
(i) above 30 and up to 50	5
(ii) above 50 and up to 75	7.5
(iii) above 75	10

- (f) the allowance for excess hours continues to be payable in full in respect of the first two weeks an officer goes on approved vacation leave in a year provided the officer has put in the required number of excess hours during the days he has been attending work in the month;
- (g) management should ensure that only employees who have to put in extra hours be eligible for the excess hours allowance and at the same time monitor overtime work for those who do not opt for the scheme.

**25. MAURITIUS BROADCASTING CORPORATION**

**SALARY SCHEDULE**

**MBC 1 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 12900**  
 Radio & TV Attendant (Roster) (Personal)  
 Radio and TV Attendant/Handy Worker (Roster)  
 (New Grade)

25. MAURITIUS BROADCASTING CORPORATION (Contd.)

- MBC 2 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14200**  
Handy Worker (Roster) (Personal)
- MBC 3 : Rs 13500 x 300 – 13800 x 400 – 14200**  
Trainee Broadcast Officer
- MBC 4 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver/Handy Worker
- MBC 5 : Rs 13800 x 400 – 14600**  
Trainee News Editor (Roster)
- MBC 6 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Carpenter  
Electrician  
Mechanic
- MBC 7 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior Radio & TV Attendant/Head Radio & TV Attendant (Roster)
- MBC 8 : Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500**  
Driver/Handy Worker (Roster)
- MBC 9 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600**  
Electrician (Shift)
- MBC 10 : Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800**  
Telephone Operator/Receptionist (Shift) (Personal)
- MBC 11 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800**  
Assistant Stores Officer (Personal)

25. MAURITIUS BROADCASTING CORPORATION (Contd.)

- MBC 12 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator
- MBC 13 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600**  
Make-Up Officer (Roster)
- MBC 14 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator
- MBC 15 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 19600**  
Chief Carpenter  
Chief Electrician  
Chief Mechanic  
Transport Foreman
- MBC 16 : Rs 18400 x 600 – 19600**  
Trainee Engineer
- MBC 17 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 20200**  
Documentation, Archives and Research Clerk (Roster)  
*formerly Documentation Clerk (Roster)*
- MBC 18 : Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 20200**  
Audio Visual Technician (Roster)
- MBC 19 : Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500  
– 16000 x 600 – 22000**  
Customer Care Officer
- MBC 20 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 22000**  
Assistant Financial Operations Officer  
*formerly Assistant Finance Officer*  
Assistant Procurement and Supply Officer (New Grade)  
Assistant Traffic Officer  
Confidential Assistant (Personal)  
Executive Officer  
Purchasing and Supply Officer (Personal)

25. MAURITIUS BROADCASTING CORPORATION (Contd.)

- MBC 21 : Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200**  
Assistant Animation Graphics Artist (Roster)  
*formerly Assistant Animation Graphics Artist/Senior Assistant Animation Graphics Artist (Roster)*  
Broadcast Operator (Shift)  
Cameraman/Senior Cameraman (Roster)  
General Technician (Rodrigues) (Roster)  
Lighting Technician/Senior Lighting Technician (Roster)  
Sound Technician/Senior Sound Technician (Roster)
- MBC 22 : Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Office Supervisor
- MBC 23 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Music Programmer  
News Production Assistant (Roster) (Personal)  
Production Assistant/Senior Production Assistant (Roster)  
Programme Officer/Senior Programme Officer (New Grade)  
Quality Control Officer/Senior Quality Control Officer
- MBC 24 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary (New Grade)
- MBC 25 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer  
*formerly Finance Officer*  
Procurement and Supply Officer  
*formerly Higher Purchasing and Supply Officer*  
Senior Confidential Assistant (Personal)  
Traffic Officer
- MBC 26 : Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 QB 25600 x 800 – 28000 x 1000 - 29000**  
Documentation, Archives and Research Officer/Senior  
Documentation, Archives and Research Officer (Roster)

25. MAURITIUS BROADCASTING CORPORATION (Contd.)

- MBC 27 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Administrative Assistant  
 Administrative Assistant (Radio) (Roster)  
*formerly Programme Officer (Roster)*  
 Research Executive(Personal)  
 Safety and Health Officer/Senior Safety and Health Officer  
 Senior Customer Care Officer
- MBC 28 : Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Animation Graphics Artist (Roster)  
 Internal Audit Officer
- MBC 29 : Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
 IT Support Officer (Roster)
- MBC 30 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
 Senior Financial Operations Officer  
*formerly Senior Finance Officer*  
 Senior Procurement and Supply Officer  
*formerly Senior Purchasing and Supply Officer*  
 Senior Traffic Officer
- MBC 31 : Rs 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 - 33750**  
 News Producer (Roster)  
 Technical Producer (Roster)
- MBC 32 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
 Broadcast Officer (Shift)  
 Senior Broadcast Operator (Shift)
- MBC 33 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
 Human Resource Assistant/Senior Human Resource Assistant
- MBC 34 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
 Head, Animation Graphics Artist

25. MAURITIUS BROADCASTING CORPORATION (Contd.)

- MBC 35 : Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Officer-in-Charge (Promotion Unit) (Personal)
- MBC 36 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Assistant Manager, Financial Operations  
*formerly Principal Finance Officer*  
Assistant Manager (Procurement and Supply)  
*formerly Principal Purchasing and Supply Officer*  
Principal Documentation, Archives and Research Officer  
(New Grade)
- MBC 37 : Rs 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 - 37500**  
Principal Cameraman (Roster)  
Principal Lighting Technician (Roster) (New Grade)  
Principal Sound Technician (Roster) (New Grade)
- MBC 38 : Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 37500**  
Chief Traffic Officer  
Senior News Producer (Roster)  
Senior Technical Producer (Roster)
- MBC 39 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 38750**  
Chief Broadcast Operator (Shift)  
Senior Broadcast Officer (Roster)  
Technician/Producer (Radio)  
Video Editor/Senior Video Editor (Roster)
- MBC 40 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000  
QB 30000 x 1250 – 40000**  
Marketing and Sales Executive
- MBC 41 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Officer  
Human Resource Management Officer  
*formerly Human Resource Officer*  
Logistic Facilities & Events Coordinator
- MBC 42 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
News Editor (Roster)  
Plant and Maintenance Officer  
Producer (Roster)



25. MAURITIUS BROADCASTING CORPORATION (Contd.)

- MBC 43 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Journaliste Reporteur d'Image (Roster)
- MBC 44 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Head Cameraman (Personal)
- MBC 45 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Accountant/Senior Accountant
- MBC 46 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Engineer/Senior Engineer  
Systems Analyst/Administrator
- MBC 47 : Rs 26400 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Transmission Coordinator
- MBC 48 : Rs 30000 x 1250 – 45000**  
Chief Broadcast Officer  
Internal Auditor  
Programme Coordinator  
Radio Channel Coordinator (New Grade)  
Senior News Editor (Roster)  
Senior Producer (Roster)  
TV Channel Coordinator (New Grade)
- MBC 49 : Rs 31250 x 1250 – 45000**  
Chief Producer/Chief Technical Producer  
*formerly Chief Technical Producer*  
Deputy Manager, Administrative Services (Personal)  
Head of Documentation, Archives and Research  
*formerly Head of Documentation and Archives*  
Manager, Financial Operations  
*formerly Chief Finance Officer*  
Manager (Procurement and Supply)  
*formerly Chief Purchasing and Supply Officer*

**25. MAURITIUS BROADCASTING CORPORATION (Contd.)**

- MBC 50 : Rs 37500 x 1250 – 50000**  
Administrative Manager  
Chief Engineer  
Chief News Editor/Desk Coordinator  
Corporate Secretary  
Executive Production Coordinator  
*formerly Executive Producer/Production Coordinator*  
Finance Manager  
Human Resource Manager  
Information Technology Manager  
Manager, Customer Care  
Marketing and Sales Manager  
Programme Manager  
Radio Production Manager (Oriental/General) (New Grade)
- MBC 51 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Corporate Affairs Manager
- MBC 52 : Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Director of Engineering and Technology  
*formerly Director of Engineering and Operations*  
Director of Finance (New Grade)  
Director of News  
Director of Production  
Director of Programme  
Director of Radio

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## 26. MAURITIUS COLLEGE OF THE AIR

- 26.1 The Mauritius College of the Air (MCA), established in 1971, operates under the *aegis* of the Ministry of Education and Human Resources and has as objective the promotion of education, arts, science and culture through mass media and distance education. It achieves its objective through multi-media production, audio and video recording services, publishing and printing and delivery of open and distance learning programmes.
- 26.2 The MCA works in close collaboration with the Mauritius Broadcasting Corporation; University of Mauritius; University of Technology, Mauritius; Mauritius Institute of Education; Pre-School Trust Fund and international organisations. It has recently reviewed its working arrangements with these organisations with a view to generating inter-institutional synergy.
- 26.3 The activities of the MCA are organised under specialised departments/sections namely Open and Distance learning and the Centre for multi-media services; Production and Engineering Services; Graphics/Publishing and Photography; Educational Services; National Resource Centre and Distance Education; Administrative; Finance; and Audio Visual services.
- 26.4 The Director is responsible for the day-to-day administration of the organisation and the implementation of the Board's decision. He/She is supported by the Deputy Director and a staffing complement comprising academics, professionals and technicians and those of lay administration.
- 26.5 In the wake of the recommendations made in the 2003 PRB Report, the MCA reviewed its organisation structure which, so far, has proved to be effective. However, in view of on-going development in the field of audiovisual, changes in work processes and increased workload, management has requested for the creation of additional levels to enable the organisation to better fulfil its mandate. In line with representations made, we are also restyling certain grades to more appropriate job appellations to reflect the work performed.

### **Marketing and Development Officer *formerly Evaluation Officer***

- 26.6 Presently, the Evaluation Officer is responsible, among others, for designing, carrying out evaluation, setting up and maintaining reliable feedback mechanisms with stakeholders and working closely with curriculum development agencies for the development and integration of audio visual materials in the formal sector.

- 26.7 With new development taking place at the MCA, there is need to propel the marketing of the organisation's activities; develop and coordinate the formulation of policies and programmes; link the internal communication including the publication of reports and maintain a reliable feedback mechanism to develop new production/ programmes.
- 26.8 In view of the additional duties assigned to the grade of Evaluation Officer, the present job appellation does not appear to be appropriate.

#### **Recommendation 1**

- 26.9 We recommend that the grade of Evaluation Officer be restyled Marketing and Development Officer and the scheme of service be amended to include the additional duties which have been taken into account in determining the salary of the grade.**

#### **Human Resource Management Officer (New Grade)**

- 26.10 The Human Resource (HR) functions are, at present, being performed by the Administrative Assistant and officers of the Executive cadre. In view of the ongoing changes at the MCA, the demand on the personnel responsible for the HR function is likely to increase considerably in terms of new responsibilities and the expectations of staff members. In order to meet the foreseeable changes, there is need to strengthen the structure by a supervisory level to, *inter alia*, facilitate formulation and implementation of the Human Resource strategies and ensure the efficient functioning of the personnel administration.

#### **Recommendation 2**

- 26.11 We recommend the creation of a grade of Human Resource Management Officer. Recruitment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Human Resource Management OR Management with specialisation in Human Resource Management OR an equivalent acceptable qualification; and reckoning at least two years' post qualification experience in the field.**
- 26.12 Incumbent would be required, among others, to interact with senior officers of the organisation, formulate and implement the Human Resource policies and be responsible for industrial relations matters and training and development.

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

- 26.13 As the MCA has computerised/automated many of its processes, it has acquired a number of Information Technology equipment and other electronic appliances which require regular servicing, maintenance and repairs or updating. The need is felt for a grade with the appropriate profile to attend to such activities. We are, therefore, making provision for a new grade of

Assistant Systems Analyst to be responsible to carry out these duties and also to take over part of the routine technical work of the Systems Analyst/Senior Systems Analyst.

### Recommendation 3

**26.14 We recommend the creation of a grade of Assistant Systems Analyst. 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 or Computer Science; and the Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Mathematics or computing together with a Diploma in Computer Science from a recognised institution or an equivalent acceptable qualification.**

26.15 Incumbent would be responsible to the Systems Analyst/Senior Systems Analyst and would be required, among others, to monitor, maintain, service and enhance existing applications including all related peripherals; keep track of and update end-user and technical manuals; train end users on existing application; and assist in the development, design and implementation of IT Systems.

### Quality Assurance Officer (New Grade)

26.16 The Education and Training (Miscellaneous Provision) Act 2005, requires that all institutions offering post secondary and training should be subject to quality control by the Tertiary Education Commission.

26.17 To be in line with the provision of the Act, the organisation should have the required human resource to monitor quality assurance. We are, therefore, providing for a new level to cater for these activities.

### Recommendation 4

**26.18 We recommend the creation of a grade of Quality Assurance Officer. Appointment thereto should be made by selection from among candidates possessing the Cambridge Higher School Certificate or a General Certificate of Education with passes in at least two subjects at Advanced Level obtained on one certificate, a degree from a recognised institution together with a postgraduate qualification in Quality Assurance or related fields and reckoning at least five years' post qualification experience in matters relating to quality assurance in the tertiary education sector.**

26.19 Incumbent would have the overall responsibility for quality assurance and be required to, among others, develop, maintain and update the quality assurance system in the organisation; provide administrative and technical support in the operation of the quality assurance processes; participate in the

internal audit arrangements; implement external quality assessment of programmes/activities; and service the committees relating to quality assurance.

**Associate Professor**

**Senior Lecturer**

**Assistant Lecturer/Lecturer**

- 26.20 Academics at the MCA are organised in a three level cadre comprising of the grades of Assistant Lecturer/Lecturer, Senior Lecturer and Associate Professor.
- 26.21 The essential qualification for an Assistant Lecturer/Lecturer, Senior Lecturer and Associate Professor is a degree and a post graduate degree or a post graduate qualification. The Senior Lecturer should have good record achievement and experience at tertiary level teaching and research whereas the Associate Professor should, in addition, have a distinguished level of attainment.
- 26.22 As academics attainment, among others, are a *sine qua non* to progress up in the cadre in comparable hierarchies in leading Tertiary Education Institutions, it has become imperative that academics be encouraged to improve their qualification.

**Recommendation 5**

- 26.23 **We recommend that Assistant Lecturer/Lecturers, Senior Lecturers and Associate Professors holding a PhD and/or holding a Master's Degree and reckoning academic achievement attainment through publish research, teaching, administrative contributions and publications and having stayed on top of their salary scale for a year should be allowed to move incrementally up to a maximum of one increment to be read from the master salary scale.**

**Duty free facilities for Assistant Lecturer/Lecturers**

- 26.24 Assistant Lecturer/Lecturers of some tertiary institutions are eligible to 70% duty remission and loan facilities for the purchase of a motor vehicle on terms and conditions prevailing in the Public Sector. A request has been made to extend these facilities to Assistant Lecturer/Lecturers of the MCA. We are acceding to the request.

**Recommendation 6**

- 26.25 **We recommend that Assistant Lecturer/Lecturers drawing salary of Rs 29000 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 per relevant provisions at paragraphs 18.2.26 and 18.2.49 of the 2008 PRB Report (Volume I) notwithstanding the salary level required therein.**

**26. MAURITIUS COLLEGE OF THE AIR**

**SALARY SCHEDULE**

<b>MCA 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>MCA 2</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 10950</b> General Worker (Personal)
<b>MCA 3</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>MCA 4</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 12900</b> Office Attendant (Roster)
<b>MCA 5</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>MCA 6</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Driver (Roster) Handy Worker/Tradesman (Skilled)
<b>MCA 7</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Senior/Head Office Attendant
<b>MCA 8</b>	<b>:</b>	<b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15500</b> Senior/Head Office Attendant (Roster)
<b>MCA 9</b>	<b>:</b>	<b>Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Senior Handy Worker/Tradesman (Skilled)
<b>MCA 10</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Word Processing Operator
<b>MCA 11</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer Clerk/ Word Processing Operator

26. MAURITIUS COLLEGE OF THE AIR (Contd.)

- MCA 12 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800**  
Assistant Printing Officer
- MCA 13 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Assistant Documentation Officer
- MCA 14 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Financial Operations Officer  
*formerly Assistant Finance Officer*  
Assistant Procurement and Supply Officer (New Grade)  
Executive Officer  
Purchasing and Supply Officer (Personal)
- MCA 15 : Rs 12600 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Documentation Officer (Roster)
- MCA 16 : Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200**  
Technician (Engineering Services)  
Technician (Operations)
- MCA 17 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 24800**  
Computer Operations Controller
- MCA 18 : Rs 16000 x 600 – 23200 x 800 – 24800**  
Documentation Officer
- MCA 19 : Rs 16600 x 600 – 23200 x 800 – 25600**  
Documentation Officer (Roster)
- MCA 20 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary



26. MAURITIUS COLLEGE OF THE AIR (Contd.)

- MCA 21 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer  
*formerly Finance Officer*  
Higher Executive Officer  
Procurement and Supply Officer  
*formerly Higher Purchasing and Supply Officer*
- MCA 22 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 28000 x 1000 – 29000**  
Assistant Systems Analyst (New Grade)  
Library Officer
- MCA 23 : Rs 17800 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Graphics Artist  
Printing Officer
- MCA 24 : Rs 18400 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Senior Technician (Engineering Services)  
Senior Technician (Operations)
- MCA 25 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Senior Documentation Officer
- MCA 26 : Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 28000 x 1000 – 30000**  
Library Officer (Roster)
- MCA 27 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Documentation Officer (Roster)
- MCA 28 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Financial Operations Officer  
*formerly Senior Finance Officer*  
Senior Procurement and Supply Officer  
*formerly Senior Purchasing and Supply Officer*
- MCA 29 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Principal Financial Operations Officer  
*formerly Principal Finance Officer*

26. MAURITIUS COLLEGE OF THE AIR (Contd.)

- MCA 30 : Rs 17800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 37500**  
 Technical Executive (Engineering Services)  
 Technical Executive (Operations)
- MCA 31 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Administrative Officer  
*formerly Administrative Assistant*  
 Copy Editor
- MCA 32 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Librarian
- MCA 33 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Human Resource Management Officer (New Grade)  
 Internal Auditor
- MCA 34 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 - 33750 QB 35000 x 1250 – 40000**  
 Graphics Officer (Future Holder)
- MCA 35 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Senior Printing Officer (Future Holder)
- MCA 36 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
 Systems Analyst/Senior Systems Analyst  
*formerly Computer Analyst/Senior Computer Analyst*
- MCA 37 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 - 33750 QB 35000 x 1250 – 45000**  
 Graphics Officer (Personal to officer in post as at 30.6.08)
- MCA 38 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
 Co-ordinator  
 Marketing and Development Officer  
*formerly Evaluation Officer*  
 Senior Printing Officer (Personal to officer in post as at 30.06.08)

26. MAURITIUS COLLEGE OF THE AIR (Contd.)

- MCA 39 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Assistant Lecturer/Lecturer
- MCA 40 : Rs 30000 x 1250 – 45000**  
Senior Technical Executive (Engineering Services)  
Senior Technical Executive (Operations)
- MCA 41 : Rs 30000 x 1000 – 30000 x 1250 – 50000**  
Administrative Secretary  
Financial Controller  
Head Graphics, Publishing and Printing  
*formerly Head of Printing and Graphics and  
Photography*  
Head Learning Resources Centre  
*formerly Head of National Resource Centre*  
Principal Technical Executive (Engineering Services)  
*formerly Head, Engineering Services*  
Principal Technical Executive (Operations)  
*formerly Head, Operational Services*  
Programmes Co-ordinator  
Senior Co-ordinator
- MCA 42 : Rs 37500 x 1250 – 50000 x 1500 – 54500**  
Quality Assurance Officer (New Grade)  
Senior Lecturer
- MCA 43 : Rs 41250 x 1250 – 50000 x 1500 - 54500**  
Principal Coordinator  
*formerly Head Educational Services*
- MCA 44 : Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000**  
Associate Professor
- MCA 45 : Rs 66000**  
Deputy Director
- MCA 46 : Rs 80000**  
Director

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## 27. MAURITIUS EXAMINATIONS SYNDICATE

- 27.1 The Mauritius Examinations Syndicate (MES) was set up as a corporate body by the Mauritius Examinations Syndicate Act No. 4 of 1984 and operates under the *aegis* of the Ministry of Education and Human Resources.
- 27.2 The objectives of the MES are to organise and conduct examination; engage in relevant research and other related activities to promote the development of a sound system of examinations; award certificates and cooperate with other examination bodies.
- 27.3 The Mauritius Examinations Syndicate is, at present, the single national government body responsible for all administrative and professional aspects of examinations, paper setting and printing, marking and computerisation of marks, processing of entries, results and award of certificates. As at to-date, the MES is responsible for conducting 100 examinations annually covering some 100,000 examinees. The MES envisions to maintain itself as a leading institution both in Mauritius and in the region, playing a key role in the field of examination, assessment and evaluation; continually delivering quality service to the public and pursuing state-of-the-art research in the field of assessment and evaluation.
- 27.4 The Director, who is the Chief Executive of the syndicate, executes the decisions of the Board. He is assisted in his tasks by two Deputy Directors and other technical and administrative staff.
- 27.5 In the 2003 PRB Report, the organisation structure was reinforced and new grades were created in the field of IT. However, in view of further expansion of its activities, Management has requested for a review of the present structure to allow the organisation to better fulfil its mandate. We are, in this Report, reviewing the administrative functions, restyling certain grades and creating some additional levels to make the structure fit for purpose.

### **Examination Officer (Administration)**

- 27.6 Recruitment to the grade of Examination Officer (Administration) is, at present, made by selection from among candidates possessing a post 'A' level degree or an acceptable alternative qualification together with one year post graduate qualification in educational field or educational administration and reckoning a minimum of three years' post graduate experience in education or educational administration.
- 27.7 Representations have been received from the Management of MES to enlarge the qualification requirements so that appointment to the grade is made from a wider pool of qualified candidates who possess a post graduate qualification of equal relevance for the effective performance of tasks.

- 27.8 We are reviewing the qualification requirements for the grade of Examination Officer (Administration).

**Recommendation 1**

- 27.9 **We recommend that, in future, appointment to the grade of Examination Officer (Administration) should be made by selection from among candidates possessing a post 'A' Level Degree together with one-year post graduate qualification either in educational field or educational administration or administration or an acceptable equivalent qualification and reckoning a minimum of three years' post graduate experience in education or educational administration or administration.**

**Human Resource Management Officer (New Grade)**

- 27.10 The MES has a staffing complement of 275 officers on its establishment. Presently, personnel management and human resource management functions at the Mauritius Examination Syndicate are being performed by staff of the Registry Section under the supervision of an Administrative Officer who has to advise on a wide range of human resources and industrial relation issues.
- 27.11 Taking into consideration the number of different grades and staff and the volume of work, there is need for a new level to deal with these functions.

**Recommendation 2**

- 27.12 **We recommend the creation of a grade of Human Resource Management Officer. Recruitment thereto should be made by selection from among serving officers possessing a post 'A' Level Degree in Human Resource Management or Management with specialisation in Human Resource Management or equivalent acceptable qualification and reckoning at least two years' post qualification experience relevant in the field.**
- 27.13 Incumbent would be responsible, among others, for all matters relating to formulation of personnel policies, review of schemes of service, advice on industrial relation issues and in the identification of training needs and coordination of training activities.

**Documentation Officer (New Grade)**

- 27.14 At present, the Records and Syllabus Section and the Documentation Unit are responsible to provide information in connection with the activities of the Syndicate to members of the public. The Records and Syllabus Section keeps records of all syllabi, past examination papers, results and reports of examinations. The Documentation Unit collects all the books, magazines

and audio-visual materials. Additionally, both sections are responsible for disseminating information with regard to the activities of the MES to the public.

27.15 Management as well as staff side have represented that, for safety reasons, all documents should be stored in only one unit and that a new level be created to take charge of the Unit and to be responsible to collect and classify information in the educational field to keep the MES abreast of development at international level.

27.16 We are, therefore, providing for a new grade to be in charge of the Unit.

### **Recommendation 3**

27.17 **We recommend the creation of a grade of Documentation Officer. Recruitment thereto should be made by selection from among candidates possessing a post 'A' Level Diploma in Library and Information Science or Mass Communication or an equivalent acceptable qualification and having proven work experience in Library.**

27.18 Incumbents would, *inter alia*, be in charge of the Documentation Unit; provide information in connection with the activities of the MES to members of the public; be responsible for press cutting and preparation of a brief on a daily basis for submission to management; and prepare newsletter on either a monthly or semester basis.

### **Allowance to Confidential Secretary**

27.19 It has been represented that Confidential Secretaries attached to the office of the Directorate are called upon to work regularly longer hours, over and above their normal working hours, and that they be paid an allowance similar to those posted with Ministers, Parliamentary Private Secretaries, officers of the level of Permanent Secretary and above and at the Cabinet's Office. This provision is not applicable to officers operating at level lower than a Permanent Secretary. However, in view of the special nature of the MES, we are exceptionally extending this privilege to the Confidential Secretary attached to the office of the Director at MES.

### **Recommendation 4**

27.20 **We recommend that the Confidential Secretary attached to the office of the Director and who is called upon to work regularly over and above the normal working hours be paid a monthly adhoc allowance.**

**27. MAURITIUS EXAMINATIONS SYNDICATE**

**SALARY SCHEDULE**

<b>MES 1</b>	<b>:</b>	<b>Rs 11700</b> Safety and Health Officer (Part time)
<b>MES 2</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>MES 3</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>MES 4</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Gardener
<b>MES 5</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 13200</b> Examinations Attendant
<b>MES 6</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200</b> Senior Gardener
<b>MES 7</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>MES 8</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Binder Handy Worker/Tradesman
<b>MES 9</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephone Operator
<b>MES 10</b>	<b>:</b>	<b>Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Senior Examinations Attendant
<b>MES 11</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400</b> Assistant Stores Officer (Personal)

27. MAURITIUS EXAMINATIONS SYNDICATE (Contd.)

- MES 12 : **Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Technical Assistant (Electrical Installation and Maintenance)  
Technical Assistant (Practical Examinations)  
Technical Assistant (Printing)
- MES 13 : **Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator  
Examinations Clerk
- MES 14 : **Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Foreman
- MES 15 : **Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200**  
Security Officer
- MES 16 : **Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Assistant Head of Printing  
*formerly Assistant Printing Supervisor*
- MES 17 : **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Procurement and Supply Officer (New Grade)  
Data Processing Assistant  
Examinations Assistant  
Stores Officer (Personal)
- MES 18 : **Rs 17200 x 600 – 23200 x 800 – 24000**  
Senior Security Officer
- MES 19 : **Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- MES 20 : **Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer  
*formerly Finance Officer*  
Procurement and Supply Officer  
*formerly Higher Stores Officer*  
Senior Data Processing Assistant  
Senior Examinations Assistant



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

- MES 21 : Rs 19000 x 600 – 23200 x 800 – 26400**  
Senior Confidential Secretary (Personal)
- MES 22 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Computer Technician  
Documentation Officer (New Grade)  
Maintenance Officer
- MES 23 : Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Programmer
- MES 24 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Financial Operations Officer  
*formerly Senior Finance Officer*  
Senior Procurement and Supply Officer  
*formerly Senior Stores Officer*
- MES 25 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250**  
Examinations Superintendent  
Head of Printing
- MES 26 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Research and Development Assistant  
Senior Programmer
- MES 27 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Principal Financial Operations Officer  
*formerly Principal Finance Officer*
- MES 28 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Officer (Future Holder)
- MES 29 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Systems Administrator  
*formerly System Analyst*
- MES 30 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Human Resource Management Officer (New Grade)

27. MAURITIUS EXAMINATIONS SYNDICATE (Contd.)

- MES 31 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Administrative Officer (Personal to officers in post as at 30.06.08)
- MES 32 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Examinations Officer (Administration)  
Examinations Officer (Data Processing)
- MES 33 : Rs 31250 x 1250 – 45000**  
Manager (Procurement and Supply)  
*formerly Chief Stores Officer*
- MES 34 : Rs 30000 x 1250 – 50000 x 1500 - 54500**  
Research & Development Officer
- MES 35 : Rs 37500 x 1250 – 50000 x 1500 – 54500**  
Financial Manager  
Senior Examinations Officer (Administration)  
Senior Examinations Officer (Data Processing)
- MES 36 : Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Principal Examinations Officer  
Principal Research and Development Officer
- MES 37 : Rs 48750 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Secretary
- MES 38 : Rs 66000**  
Deputy Director
- MES 39 : Rs 80000**  
Director

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## 28. MAURITIUS EX-SERVICES TRUST FUND

- 28.1 The Mauritius Ex-Services Trust Fund, established by Act No. 6 of 2000, operates under the *aegis* of the Ministry of Finance and Economic Development. The objectives of the Trust 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. Ex-Servicemen are assisted financially through different types of grant which include monthly pension, medical grant, surgical grant, funeral grant and a yearly financial assistance to widows of war time Ex-Servicemen.
- 28.2 The only source of revenue of the Trust Fund is the yearly grant from the Government budgetary provisions which stood at Rs 43.6 million in financial year 2006-2007 and has increased to Rs 56.6 million for financial year 2007-2008.
- 28.3 Apart from various grants and financial assistance to Ex-Servicemen, the Trust Fund has introduced new schemes and welfare activities for their betterment and well-being. These include domiciliary medical visits, monthly financial assistance to Ex-Servicemen from Royal Commonwealth Ex-Services League, walking frames, holiday camping, Christmas gift, an end-of-year lottery, poppy day appeal, remembrance day and recreational day in Rodrigues for Rodriguan Ex-Servicemen.
- 28.4 The Act provides for the appointment of a Secretary to the Board and all employees of the Trust Fund are under his administrative control and direction.
- 28.5 Today, the Trust Fund has on its establishment the following grades: Secretary, Principal Executive Officer, Officer-in-Charge (Finance), Higher Executive Officer, Accounts Clerk, Clerical Officer/Higher Clerical Officer, Word Processing Operator, Office Attendant and Caretaker.
- 28.6 We are maintaining the present structure in this Report.

## 28. MAURITIUS EX-SERVICES TRUST FUND

### SALARY SCHEDULE

**MESTF 1 :** Rs 7200 x 200 – 10200 x 250 – 10950  
Caretaker

**MESTF 2 :** Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600  
Office Attendant

**28. MAURITIUS EX-SERVICES TRUST FUND**

- MESTF 3 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator
- MESTF 4 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerical Officer/Higher Clerical Officer
- MESTF 5 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk
- MESTF 6 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Higher Executive Officer
- MESTF 7 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Officer-in-Charge (Finance)
- MESTF 8 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250**  
Principal Executive Officer (Personal)
- MESTF 9 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Secretary

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## 29. MAURITIUS FILM DEVELOPMENT CORPORATION

- 29.1 The Mauritius Film Development Corporation (MFDC), set up in 1986, now operates under the *aegis* of the Ministry of Industry, Financial Services and Corporate Affairs with the mission to promote and facilitate the development of film and audiovisual industry in Mauritius.
- 29.2 The main objectives of the Corporation are to develop and promote Mauritius as a prime film making destination as well as a local film and audiovisual industry both domestically and internationally; encourage the development of audiences for films; support and stimulate public participation in film and audiovisual to increase opportunities for children and young people to engage with filming; build capacity in the film and audiovisual sector; and support the professional filmmakers in developing their practice. The Corporation aims to be a “One-Stop Shop” for film shooting in Mauritius.
- 29.3 The organisation structure of the MFDC comprises the Administration and Finance Section, and the Technical Section. Presently, the Corporation is being serviced by a number of officers on secondment as well as on contractual employment with only the grades of Executive Officer, Accounts Officer, Receptionist/Word Processing Operator, Driver/Handyman and General Worker which are filled in a substantive capacity.

### **General Manager**

- 29.4 At present, the scheme of service provides for the recruitment to the grade of General Manager from among holders of a Degree in Communication or Communications Studies or Film and Television Studies.
- 29.5 In line with the new work culture in which the Corporation has embarked and with the development in the filmmaking sector, it is necessary for the Corporation to allow recruitment of candidates with substantive number of years of service specially in the administration of film making organisation to enable proper execution of policy and implementation of the Board’s decision as well as the day-to-day administration of the Corporation.
- 29.6 We are, therefore, enlarging the field of recruitment for the grade of General Manager.

### **Recommendation 1**

- 29.7 **We recommend that, in future, recruitment to the grade of General Manager should be made from among candidates holding either a Degree in Communication/Communications Studies/Film and Television Studies or a Diploma in Journalism together with at least 15 years’ experience at senior management level in film and television environment.**

### **IT Support Officer (New Grade)**

29.8 The Corporation is presently computerising its management/information system and using digital system with regards to filming and editing equipment. There is need for an IT Support Officer to implement, support and maintain the computerised system.

### **Recommendation 2**

29.9 **We recommend the creation of a grade of IT Support Officer. Appointment thereto should be made by selection from among candidates holding a post 'A' Level Diploma in Information and Communication Technology or a related field.**

29.10 Incumbent would be required, among others, to respond to inquiries and provide assistance in relation to the organisations' computer systems or other hardware or software; identifying problems, troubleshooting and providing advice to users.

### **Technical Officer**

#### **Audiovisual Officer**

29.11 The functions devolving on the Technical Officer are, among others, to be responsible for the overall film production tasks of the Corporation; take charge of all audiovisual and heavy-duty film equipment; and perform filming, editing and post production tasks. The post is presently vacant. Some of the functions devolving upon the grade of Technical Officer would be taken by the Audiovisual Officer and we are making provision for a new level to look after equipment and audiovisual instruments.

### **Recommendation 3**

29.12 **We recommend for the creation of a grade of Audiovisual Officer against abolition of the grade of Technical Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Diploma in Audiovisual Production or in related fields.**

29.13 Incumbent would be required to, *inter alia*, be responsible for the overall production tasks of the Corporation; perform editing, sound dubbing, mixing and other functions in producing a finished videotape representation; maintain daily utilisation schedule of equipment; prepare equipment - troubleshooting procedures; oversee all technical needs for on-location events; and administer daily workload to audiovisual staff.

### **Technical Assistant (New Grade)**

#### **Recommendation 4**

- 29.14 **We recommend the creation of a grade of Technical Assistant. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and reckoning two years' of experience in the field of Audiovisual Production.**
- 29.15 Incumbent would be required to, *inter alia*, operate audiovisual production equipment; assist in editing, sound dubbing/mixing in producing a finished video presentation; set up and operate sound video and projection equipment; assist in organising the technical needs for on-location events as well as in implementing standard control procedures for equipment usage and rental; and to perform minor maintenance and testing of simple audiovisual equipment.

### **Audiovisual Officer**

#### **Technical Producer cum Cameraman (New Grade)**

- 29.16 With the setting up of a local Film Training Centre in script writing, filming, directing, producing, lighting, sound, choreography, editing and post production duties, there is need for a polyvalent grade to coordinate the training programmes and work closely with freelance trainers to deliver the appropriate courses. We are providing for a grade of Technical Producer cum Cameraman.

#### **Recommendation 5**

- 29.17 **We recommend the creation of a grade of Technical Producer cum Cameraman. Appointment thereto should be made by selection from among candidates holding a Cambridge Higher School Certificate and reckoning at least three years' study on training in Technical Audio Visual Production from a recognised institution.**
- 29.18 Incumbent would be required to, *inter alia*, perform cameraman duties (motion & still) for films; transform script into audio-visual programme; assist in editing/post production programmes; work on assembly of films; conceive, direct and produce programmes on radio and TV and train junior staff.

### **Technician/Driver (New Grade)**

- 29.19 The Corporation makes available a lorry generator of 125 kva to provide film crews with an adequate supply of electricity for shooting purposes all over the island. There is need for a Technician/Driver who can drive the vehicle and also give immediate attention on site/location for small repairs to the lorry or generator whenever necessary, to avoid any disruption.

**Recommendation 6**

- 29.20 We recommend the creation of a grade of Technician/Driver. Appointment thereto should be made by selection from among candidates who have successfully completed the National Trade Certificate Level 3 in Electrical Installation Works and possess a valid lorry driving licence.
- 29.21 Incumbent would be required to, *inter alia*, drive the lorry generator when hired to crews shooting in Mauritius; carry out immediate minor repairs on the vehicle whenever the need arises and be responsible to maintain the lorry generator in good running condition; carry out servicing of the Corporation's vehicle and conduct simple projection operations.

**29. MAURITIUS FILM DEVELOPMENT CORPORATION**

**SALARY SCHEDULE**

<b>MFDC 1 :</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Stores Attendant
<b>MFDC 2 :</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>MFDC 3 :</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver/Handyworker
<b>MFDC 4 :</b>	<b>Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Technician/Driver (New Grade)
<b>MFDC 5 :</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Word Processing Operator Word Processing Operator/Receptionist
<b>MFDC 6 :</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer
<b>MFDC 7 :</b>	<b>Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</b> Technical Assistant (New Grade)



**29. MAURITIUS FILM DEVELOPMENT CORPORATION (Contd.)**

**MFDC 8 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**

Accounts Clerk  
Executive Officer

**MFDC 9 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**

Confidential Secretary

**MFDC 10 : Rs 17200 x 600 – 23200 x 800 – 26400**

Accounts Officer

**MFDC 11 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**

Audiovisual Officer (New Grade)  
IT Support Officer (New Grade)  
Liaison Officer

**MFDC 12 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**

Technical Producer Cum Cameraman (New Grade)

**MFDC 13 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**

Assistant Secretary  
Marketing Officer

**MFDC 14 : Rs 48750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**

General Manager

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### 30. MAURITIUS INSTITUTE OF EDUCATION

- 30.1 The Mauritius Institute of Education (MIE), established by Act No. 42 of 1973, operates under the *aegis* of the Ministry of Education and Human Resources. Its objectives are “to provide facilities and engage in education research, curriculum development and teacher education, promote the advancement of learning and knowledge in the field of education; and in particular, to provide a teacher education responsible to the social, economic, linguistic, administrative, scientific, agricultural and technological needs of Mauritius”.
- 30.2 The MIE is headed by a Director who is the Chief Executive and the principal academic. He is responsible for the day-to-day management of the Institute and for its efficiency. He is supported in his duties by the Deputy Director, academics and staff of the administrative, technical, library, finance and general services cadres.
- 30.3 Teacher Education has been one of the most important tasks of the MIE. The management of the MIE has established a strategic plan for period 2007-2015 to meet the demand for pedagogical training in Mauritius, Rodrigues and the Outer Islands. Today, the MIE provides a diversity of courses to cater for educational innovations and has developed part-time/full-time courses at Diploma, Graduate and Post Graduate levels. In a bid to engage in whole school development, the MIE has started training of other professionals in the education sector namely, Mentors, Inspectors, Deputy Head Teachers, Head Teachers, Deputy Rectors and Rectors. It also provides training to those willing to join the teaching profession.
- 30.4 To respond to the requirements of Rodrigues, the MIE provides for secondary school personnel face-to-face courses which include Teacher’s Diploma, Bachelor in Education (B.Ed) and Post Graduate Certificate in Education (PGCE) for Rodriguan teachers.
- 30.5 The MIE dispenses courses, solely and jointly with the University of Mauritius to other Ministries and supports other institutions, including the Mauritius College of the Air and Mauritius Examinations Syndicate. To achieve international standards in the delivery of its services, the MIE has established networks with institutions that are engaged in similar activities worldwide and works in partnership with the University of Brighton (UK), Indira Gandhi National Open University (IGNOU) (India); IEFM (Reunion) and Edith Cowan (Australia).
- 30.6 We are, in this Report, consolidating the organisation structure of the MIE to meet its functional requirements, restyling certain grades to more appropriate appellations and providing for additional levels to cater for new functions so as to better equip the institute to meet the desired goals.

### **Curriculum Development, Evaluation and Research**

- 30.7 The MIE Act 1973 provides that the Institute shall make provision for research and curriculum development and for the advancement and dissemination of knowledge. In this context, the MIE has taken over all the activities of the National Curriculum Centre for Research and Development and has now the sole responsibility for curriculum supervision and development in respect of both the primary and secondary sectors in Mauritius and Rodrigues.
- 30.8 Management has proposed the creation of a separate unit under a Deputy Director to be responsible for the curriculum development function as well as for conducting research on teacher education and providing assistance to professionals/academics in designing on-line courses.
- 30.9 The Bureau is agreeable to the proposal and advises Management to seek the approval of the competent authority for the creation of an additional post of Deputy Director to head the Curriculum Development Unit.**
- 30.10 The Unit shall also comprise the following new grades namely Research Officer/Documentalist and Instructional Designer.

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

- 30.11 To assist the Deputy Director in the development in curriculum, research and evaluation, there is need for a level that would conduct research and retrieve information on teacher education and curriculum development and provide all the documentary support for reference writing, monitoring and supervision.

### **Recommendation 1**

- 30.12 We recommend the creation of a grade of Research Officer/Documentalist. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Library and Information Science or an acceptable equivalent qualification and should be computer literate.**
- 30.13 Incumbents would, among others, be engaged in document search on the internet as well as libraries and institutions world-wide on a regular basis for teacher's education and curriculum development; provide logistics and documentary support for writing, monitoring and supervision of the curriculum in a timely manner; assist in achieving all hard and soft copies of resources of the Documentation Centre and their safekeeping; and liaise with any national and international body in the provision of services of the centre.

### **Instructional Designer (New Grade)**

- 30.14 To provide professional assistance in the designing and structuring of course materials, text books and reading materials for schools and to design on-line courses for teacher education, we are creating a grade of Instructional Designer.

### **Recommendation 2**

- 30.15 **We recommend the creation of a grade of Instructional Designer. Recruitment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Instructional Design or Educational Technology and reckoning at least two years' teaching practice.**
- 30.16 Incumbents would, among others, be responsible for designing of various types of visual communication in the education field (e.g. magazines, posters, journals of education, corporate identity, text books, labels and signage); and the proper use and storage of visual/teaching materials and equipment and supervise the work of Graphic Designers.

### **Human Resource Management Officer (New Grade)**

- 30.17 The MIE has a staffing complement of 278 employees spread in 61 different grades. Human resource management and personnel duties are being monitored by the Registrar who is supported by a Higher Executive Officer and other staff of the general services of the Registry Section.
- 30.18 Taking into consideration the number of grades and staff and the volume of work, there is need for a full fledged officer to, *inter alia*, advise on human resource strategies, and planning and personnel policies for improved productivity and cost effectiveness.

### **Recommendation 3**

- 30.19 **We recommend the creation of a grade of Human Resource Management Officer. Recruitment thereto should be made by selection from among holders of a post 'A' Level Degree in Human Resource Management or Management with specialisation in Human Resource Management or an equivalent acceptable qualification and reckoning at least two years' post qualification experience in the relevant field.**
- 30.20 Incumbent would be required, among others, to interact with the Directorate on all matters related to the formulation of personnel policies; review schemes of service; advise on industrial relation matters; and identify training needs and coordinate training activities.

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

- 30.21 The MIE has expanded its building infrastructure and modernised its equipment. It is now fully equipped with audio visual, video projection and other sophisticated sound appliances. The infrastructure as well as the equipment need to be regularly maintained and serviced. At present, these activities are being looked into by officers in the grades of Principal Executive Assistant and Higher Executive Officer.
- 30.22 We are providing for a new grade of Maintenance Officer to cater for these services.

### **Recommendation 4**

- 30.23 **We recommend the creation of a 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 equivalent qualification acceptable to the Council.**
- 30.24 Incumbent would, *inter alia*, be responsible for the execution and supervision of civil engineering works; maintenance and repairs of plants, furniture and equipment; and maintenance and upkeeping the ground and buildings.

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

- 30.25 To keep pace with technological development, the MIE has automated many of its processes for a more effective delivery of service. This entails the use of computers and other electronic equipment which require regular maintenance and repairs.
- 30.26 To avoid disruption in the normal flow of activities and save costs on outsourcing, we are providing for a new grade to carry out basic servicing and related technical duties.

### **Recommendation 5**

- 30.27 **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 or Computer Studies; the Cambridge Higher School Certificate with passes at Principal level in at least two subjects including Mathematics or Computer Science and a Diploma in Computer Science and Engineering or an equivalent acceptable qualification from a recognised institution.**

- 30.28 Incumbent would be required, among others, to maintain and repair computers, other hardware and related peripherals; provide technical guidance and support to end users and devise appropriate system of security in relation to hardware and software.

**Handy Worker (New Grade)**

**Handy Worker (Multi Skilled) (New Grade)**

- 30.29 The building premises, parks and garden of the MIE require regular maintenance and repairs. We are creating two polyvalent grades to undertake these tasks.

**Recommendation 6**

- 30.30 We recommend the creation of the grades of Handy Worker and of Handy Worker (Multi-skilled).**

**Handy Worker**

- 30.31 Recruitment to the grade of Handy Worker should be made by selection from among holders of the Certificate of Primary Education.**

- 30.32 Incumbents would be required, among others, to carry out cleaning duties, despatch duties and load/unload/move store items, furniture, equipment and other materials.

**Handy Worker (Multi-Skilled)**

- 30.33 Recruitment to the grade of Handy Worker (Multi-Skilled) should be made by selection from among holders of the Certificate of Primary Education, together with a National Trade Certificate level 3 from the IVTB or equivalent, in any one of the following trades: plumbing, painting, electrical work, carpentry, masonry, pipe fitting and any other related work; and reckoning at least two years' relevant experience in any two of the trades mentioned above.**

- 30.34 Incumbent would be required, *inter alia*, to perform work such as painting, carpentry, masonry, installation, plumbing, pipe fitting; installation and repairs of telephone extensions; electrical installation; and cleaning and other related duties.

**Driver/Messenger formerly Driver**

- 30.35 At present, there are three drivers on the establishment of the MIE who are performing driving duties only.

- 30.36 Management has submitted that drivers, when not performing driving duties, should carry out messengerial and other such duties as handling, carrying, loading and unloading of items, whenever required.

- 30.37 With a view to optimising manpower, we are restyling the post of Driver to Driver/Messenger. The additional duties have been taken into consideration in arriving at the salary recommended for the grade.

#### **Recommendation 7**

- 30.38 We recommend that the grade of Driver be restyled Driver/Messenger. The scheme of service of the grade should be amended to include messengerial duties and other such duties as handling, carrying, loading and unloading of items.**

- 30.39 Employees in this category would be given an additional increment on converting to the new salary point as from a date to be decided by Management when the duties would be carried out, besides driving.**

#### **Assistant Technician (Printing)**

- 30.40 In the 2003 PRB Report, we recommended that officers in the grades 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. **We are maintaining this recommendation.**

#### **Allowances to Head of School and Head of Department**

- 30.41 At present, academics designated as Head of School and Head of Department are each paid a monthly allowance of Rs 1200 and Rs 800 respectively to shoulder additional responsibility for supervising, coordinating and implementing pedagogical and curriculum projects.
- 30.42 We are, therefore, revising the monthly allowances payable to Head of School and Head of Department.

#### **Recommendation 8**

- 30.43 We recommend that the Head of School and Head of Department be paid a monthly allowance of Rs 1500 and Rs 1000 respectively.**

#### **Associate Professor**

##### **Senior Lecturer**

##### **Assistant Lecturer/Lecturer**

- 30.44 Academics at the MIE are organised in a three level cadre comprising of the grades of Assistant Lecturer/Lecturer, Senior Lecturer and Associate Professor.

- 30.45 The essential qualification for an Assistant Lecturer/Lecturer, Senior Lecturer and Associate Professor is a degree and a post graduate degree or a post graduate qualification. The Senior Lecturer should have a good record achievement and experience at tertiary level teaching and research whereas the Associate Professor should, in addition have a distinguished level of attainment.
- 30.46 As academics attainment, among others, are a sine qua non to progress up in the cadre in comparable hierarchies in leading Tertiary Education Institutions, it has become imperative that academics be encouraged to improve their qualification.

#### **Recommendation 9**

- 30.47 We recommend that Assistant Lecturer/Lecturers, Senior Lecturers and Associate Professors holding a PhD and/or holding a Master's Degree and reckoning academic achievement attainment through publish research, teaching, administrative contributions and publications and having stayed on top of their salary scale for a year should be allowed to move incrementally up to a maximum of one increment to be read from the master salary scale.**

#### **Duty Free Facilities of Assistant Lecturer/Lecturers**

- 30.48 In the 2003 PRB Report, we recommended 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 prevailing in the Public Sector.
- 30.49 We are maintaining the recommendation.

#### **Recommendation 10**

- 30.50 We recommend that Assistant Lecturer/Lecturers drawing salary of Rs 29000 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 per relevant provisions at paragraphs 18.2.26 and 18.2.49 of the 2008 PRB Report (Volume I) notwithstanding the salary level required therein.**

#### **Sabbatical Leave**

- 30.51 The Bureau, in the 2003 PRB Report, provided that the Mauritius Institute of Education should consider the advisability of setting up a Sabbatical Leave Scheme for Academic Staff. **We are maintaining this recommendation.**



**Political Activities**

- 30.52 In the 2003 PRB Report, we recommended that full time academic and full-time non-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.**

**30. MAURITIUS INSTITUTE OF EDUCATION  
SALARY SCHEDULE**

<b>MIE 1</b>	<b>:</b>	<b>Rs 11700</b> Safety and Health Officer (Part-time)
<b>MIE 2</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>MIE 3</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Handy Worker (New Grade)
<b>MIE 4</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Stores Attendant
<b>MIE 5</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>MIE 6</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Gardener Library Attendant Office Attendant
<b>MIE 7</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200</b> Senior Gardener
<b>MIE 8</b>	<b>:</b>	<b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13500</b> Senior Library Attendant
<b>MIE 9</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Messenger/Driver <i>formerly Driver</i> Printing Assistant (Personal) Technical Attendant

30. MAURITIUS INSTITUTE OF EDUCATION (Contd.)

- MIE 10 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Binder  
Cabinet Maker/Carpenter  
Electrician  
Handy Worker (Multi Skilled) (New Grade)  
Painter
- MIE 11 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant
- MIE 12 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephone Operator
- MIE 13 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 QB 15500 x 500 – 16000 x 600 – 17200**  
Assistant Technician (Printing)
- MIE 14 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400**  
Assistant Stores Officer (Personal)
- MIE 15 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator
- MIE 16 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerical Officer/Higher Clerical Officer  
Clerk/Word Processing Operator
- MIE 17 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Senior Binder
- MIE 18 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Library Clerk/Senior Library Clerk

30. MAURITIUS INSTITUTE OF EDUCATION (Contd.)

- MIE 19 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Financial Operations Officer  
*formerly Assistant Finance Officer*  
Assistant Procurement and Supply Officer (New Grade)  
Executive Officer  
Stores Officer (Personal)
- MIE 20 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Educational Data Assistant
- MIE 21 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- MIE 22 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Technician
- MIE 23 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer  
*formerly Finance Officer*  
Higher Executive Officer  
Procurement and Supply Officer  
*formerly Higher Stores Officer*
- MIE 24 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Computer Technician (New Grade)  
Graphic Designer  
Library Officer  
Maintenance Officer (New Grade)
- MIE 25 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Financial Operations Officer  
*formerly Senior Finance Officer*  
Senior Procurement and Supply Officer  
*formerly Senior Stores Officer*
- MIE 26 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250**  
Principal Executive Assistant

30. MAURITIUS INSTITUTE OF EDUCATION (Contd.)

- MIE 27 : **Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Assistant Librarian/Cataloguer
- MIE 28 : **Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Senior Technician
- MIE 29 : **Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Principal Financial Operations Officer  
*formerly Principal Finance Officer*  
Principal Procurement and Supply Officer  
*formerly Principal Stores Officer*
- MIE 30 : **Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Officer  
*formerly Administrative Assistant*  
Instructional Designer (New Grade)  
Research Officer/Documentalist (New Grade)
- MIE 31 : **Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
System Administrator  
*formerly Systems Analyst*
- MIE 32 : **Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Human Resource Management Officer (New Grade)  
Internal Auditor
- MIE 33 : **Rs 24000 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Senior Instructor (Personal)
- MIE 34 : **Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Chief Technician
- MIE 35 : **Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Deputy Head Librarian

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

- MIE 36 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Assistant Lecturer/Lecturer
- MIE 37 : Rs 30000 x 1250 – 50000**  
Assistant Registrar
- MIE 38 : Rs 37500 x 1250 – 50000 x 1500 – 54500**  
Financial Controller  
Head Librarian  
Senior Lecturer
- MIE 39 : Rs 40000 x 1250 – 50000 x 1500 – 54500**  
Deputy Registrar (Personal)
- MIE 40 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Registrar
- MIE 41 : Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000**  
Associate Professor
- MIE 42 : Rs 75000**  
Deputy Director  
Professor
- MIE 43 : Rs 80000**  
Director

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### 31. MAURITIUS INSTITUTE OF HEALTH

- 31.1 The Mauritius Institute of Health (MIH) which is an agency of the Ministry of Health and Quality of Life was set up under the MIH Act No 36 of 1989. The MIH provides an institutional base for the conduct of training and research activities aimed at the improvement of the quality of health services and the effectiveness of health care interventions. In addition, the institute serves as a regional centre for health manpower development in selected disciplines.
- 31.2 The functional infrastructure of the MIH is composed of four units, namely the Training Unit, the Research Unit, the Media Unit and the Administrative Unit.
- 31.3 The **Training Unit** is mainly concerned with staff development, identification of training needs, curriculum development, updating of course contents, in-service training and continuing education of health personnel and organisation of courses, seminars and workshops both at national and international level. This unit is also involved in the production and dissemination of teaching/learning materials and course outlines.
- 31.4 The **Research Unit** focusses its activities on health services research, epidemiological studies and evaluation of health care programmes. The studies relate to the assessment of health needs and demands for health care, the distribution and utilisation of health resources and the management of health services. The outcome of these studies is expected to contribute for betterment in the functioning of the health care system and in the delivery of health services.
- 31.5 The **Media Unit** comprises two sections: Documentation Section and Printing and Publishing Section. The Documentation Section is responsible for the lending of books/publications, audio-visual services and video recordings while the Printing and Publishing Section provides for photocopy services, desktop publishing and the production of learning/teaching materials.
- 31.6 The **Administrative Unit** looks after staff welfare and personnel management, finance and stores, transport services, maintenance of vehicles, buildings and equipment, logistic support and catering services.
- 31.7 The Institute is administered by a Board. The Executive Director is the Chief Executive of the organisation and is responsible to the Board for maintaining and promoting the proper administration as provided for in the MIH Act.

- 31.8 The MIH lays much emphasis on the development of skills and capacity of health professionals to deal effectively with the health problems confronting the Mauritian population. Although it has a grade of Training Officer on its establishment, the services of Consultants and Resource Persons for running the training programmes are outsourced. The MIH has succeeded in creating an educational environment capable of providing learning opportunities needed for basic, advanced and continuing education of health professionals.
- 31.9 The staffing structure of the MIH consists of a core group of professionals and supporting staff based at the Institute who are responsible for programme planning, development, execution and evaluation. We are, in this Report, strengthening the present structure to better meet the needs of the organisation.

#### **Executive Assistant (New Grade)**

- 31.10 Word Processing Operators are called upon to perform extraneous duties against the payment of a monthly allowance of Rs 500. As the duties performed by these officers are of both clerical and executive nature, there is need to have an appropriate grade that matches with the duties performed.

#### **Recommendation 1**

- 31.11 **We recommend the creation of a grade of Executive Assistant. Appointment thereto should be made by promotion based on merit, competence and performance from Word Processing Operators reckoning at least four years' service in the grade.**
- 31.12 Incumbent would be required to, *inter alia*, perform secretarial duties for research programmes, invigilate training examinations, prepare slides for presentations, take attendance of students and facilitators, keep records of markings, prepare result slips for examinations and perform such clerical and administrative duties that may be assigned to them.

#### **Computer Support Officer/Assistant Documentalist (New Grade)**

- 31.13 Modern trends in educational programmes make extensive use of Information Technology and the MIH wants to expand its activities with the introduction of on-line courses. Both Management and Staff are of the view that there should be a polyvalent grade to take responsibility for the IT functions and to give assistance to the Documentalist in library duties.

### Recommendation 2

- 31.14 **We recommend the creation of a polyvalent grade of Computer Support Officer/Assistant Documentalist. Recruitment thereto should be made from Clerical Officer/Higher Clerical Officers holding a substantive appointment and possessing at least a Certificate in Computer Studies or a related field.**
- 31.15 **We further recommend that one post of Clerical Officer/Higher Clerical Officer be abolished on vacancy arising following the filling of one post of Computer Support Officer/Assistant Documentalist.**
- 31.16 The Computer Support Officer/Documentalist would be responsible for, *inter alia*, the maintenance, repairs and proper functioning of the MIH network; installation of software; updating the website; classifying books and journals and issuing same to students; feeding details in the library data base; and assisting students in research on internet.

### Assistant Financial Operations Officer (New Grade)

- 31.17 Presently, a Clerical Officer/Higher Clerical Officer has been seconded from the Ministry of Health and Quality of Life to the MIH to perform the duties of Assistant Finance Officer against payment of an acting allowance. In view of the size and activities of the organisation, there is need for a specific grade to perform these duties and at the same time, help in the procurement and store activities.

### Recommendation 3

- 31.18 **We recommend the creation of a grade of Assistant Financial Operations Officer. Appointment thereto should be made by selection from among Clerical Officer/Higher Clerical Officers holding a substantive appointment and reckoning at least four years' service in the grade.**
- 31.19 **We further recommend that one post of Clerical Officer/Higher Clerical Officer be abolished on vacancy arising following the filling of one post of Assistant Financial Operations Officer.**
- 31.20 Incumbent would be required to, *inter alia*, ensure that all the financial transactions of the Institute are properly accounted for in accordance with basic principles of financial management, maintain a proper system of accounts to guard against irregularity and fraud, prepare purchase orders for direct local purchase for stock replenishment and staff requirements and provide proper and accurate advice on matters of accounting and finance.



### **Printing and Publishing Officer**

31.21 The Printing and Publishing Officer besides his normal duties performs certain additional duties due to the specific activities of the organisation. The additional duties include, among others, assisting Training Officers, Research Officers and Visiting Lecturers in production and compilation of educational teaching and learning materials, assisting students in publishing works and planning and organising activities of the unit to ensure timely delivery of tasks.

### **Recommendation 4**

**31.22 We recommend that the scheme of service of the Printing and Publishing Officer be amended to include the additional duties performed by incumbent. These duties have been taken into consideration in arriving at the recommended salary for the grade.**

### **Training Officer**

31.23 The Training Officers at the MIH are members of the medical profession responsible for developing relevant training programmes and organising appropriate training courses. Most of the time they act as a coordinating officer. They have made representations to restyle their grade to that of Medical and Health Training Officer. As they are expected to cater for training of all categories of health personnel and not only Medical and Health Officers, we are restyling the grade to a more appropriate appellation to reflect the duties performed.

### **Recommendation 5**

**31.24 We recommend that the grade of Training Officer be restyled Training Programme Coordinator.**

### **Book Allowance and Special Medical Service Allowance**

31.25 The Training Programme Coordinator *formerly Training Officer*, similar to Medical Practitioners, presently, draws a Book Allowance and a Special Medical Service Allowance as follows:

- (a) an allowance of Rs 10,000 annually for the purchase of medical books.
- (b) 6.2% of the monthly salary for not enjoying the privilege of private practice.

31.26 We are maintaining both allowances and revising the quantum.

### Recommendation 6

31.27 We recommend that the Book Allowance and the Special Medical Service Allowance paid to Training Programme Coordinator *formerly Training Officer* be revised as follows :

- (a) an allowance of Rs 12000 annually for the purchase of medical books;
- (b) 7% of the monthly salary for not enjoying the privilege of private practice.

### 31. MAURITIUS INSTITUTE OF HEALTH

#### SALARY SCHEDULE

MIH 1	:	Rs 6425 x 175 – 6600 x 200 – 10200
		General Worker
MIH 2	:	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600
		Office Attendant
MIH 3	:	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200
		Cook
MIH 4	:	Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13500
		Senior Office Attendant
MIH 5	:	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600
		Driver
MIH 6	:	Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000
		Receptionist/Telephone Operator
MIH 7	:	Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000
		Word Processing Operator
MIH 8	:	Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600
		Clerical Officer/Higher Clerical Officer

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

- MIH 9 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Senior Word Processing Operator
- MIH 10 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Executive Assistant (Personal)
- MIH 11 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Financial Operations Officer (New Grade)  
Computer Support Officer/Assistant Documentalist  
(New Grade)  
Executive Assistant (New Grade)  
Printing and Publishing Officer
- MIH 12 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary  
Documentalist
- MIH 13 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer  
Higher Executive Officer
- MIH 14 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Secretary  
Research Assistant
- MIH 15 : Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 50000**  
Research Officer/Senior Research Officer
- MIH 16 : Rs 35000 x 1250 – 50000 x 1500 – 56000**  
Training Programme Coordinator  
*formerly Training Officer*
- MIH 17 : Rs 80000**  
Executive Director

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## 32. MAURITIUS MARATHI CULTURAL CENTRE TRUST

- 32.1 The Mauritius Marathi Cultural Centre Trust (MMCCT), set up under Act No.3 of 2001, operates under the *aegis* of the Ministry of Arts and Culture. The objectives of the MMCCT are to preserve and promote Marathi arts and culture; promote the study of Marathi; collect, publish and disseminate information pertaining to Marathi arts and culture; organise lectures, seminars, training, workshops and exhibitions; create facilities for documentation and research on Marathi arts and culture; establish useful links with organisations engaged in similar activities locally and internationally and any other activities which will lead to a better understanding of Marathi arts and culture.
- 32.2 The MMCCT currently has the grades of Director, Secretary/Treasurer, and Office Attendant/Driver on its establishment. In this Report, we are maintaining the structure.

### 32. MAURITIUS MARATHI CULTURAL CENTRE TRUST

#### SALARY SCHEDULE

<b>MMCCT 1:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b>
	Office Attendant/Driver
<b>MMCCT 2:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b>
	Secretary/Treasurer
<b>MMCCT 3:</b>	<b>Rs 48750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000</b>
	Director

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### **33. MAURITIUS MEAT AUTHORITY**

- 33.1 Established in 1974 by the Meat Act, the Mauritius Meat Authority 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. The Central Abattoir consists of three different slaughter houses: cattle, pigs, and sheep and goats, together with their respective delivery services. For social, cultural and religious reasons, each section of the abattoir is manned by a separate team of workers and, as such, there is no mobility of labour between the different sections.
- 33.2 The Authority has on its establishment 163 employees including 17 administrative staff. Its activities are organised under three broad areas, namely Secretariat and Administrative Services, Finance, and Production.
- 33.3 In the 2003 PRB Report, we reorganised and reinforced the following key functions: financial management, internal control, stores management, personnel management and transport management for the Authority to pursue efficiently and effectively its activities. We also enunciated measures to combat illegal slaughtering which adversely affected revenue and formulated recommendations to render polyvalence and multi-skilling possible among certain categories of employees, wherever expedient.
- 33.4 In this Report, we are reviewing the organisation structures of the Authority to meet its operational exigencies, restyling a few grades to more appropriate job appellations to reflect the nature of duties and responsibilities, and abolishing those grades which are no longer required.

#### **Abattoir**

- 33.5 At present, the staffing structure of the Abattoir comprises the grades of Abattoir Manager, Head Butcher, Assistant Head Butcher, Slaughterman, Meat Loader/Lorry Helper and Driver (Meat Van).
- 33.6 The post of Abattoir Manager was recommended in the PRB Report of 1993 at a time when the Authority had diversified its activities and had, in addition to the provision of its slaughtering services, become the sole importer of slaughter animals.
- 33.7 The Abattoir Manager had to assist the General Manager in relation to this additional activity as well as in the management of the workshop and related support services.

- 33.8 Following heavy losses sustained by the Authority on the import of slaughter animals, the market was liberalised in 1996 and the Authority ceased all imports. It has since concentrated on its core activity of providing slaughter services. Moreover, meat inspection was also taken over by the Veterinary Services of the Ministry of Agro Industry and Fisheries to avoid conflict of interests.
- 33.9 Further, with the restyling of the grade of Secretary into Administrative Secretary in 2003, additional responsibilities were assigned to the incumbent to assist the General Manager. Moreover, when the post of Abattoir Manager became vacant in 2005, the vacancy was not filled. Instead, an Engineer was recruited on a full-time basis to manage the workshop and to provide related support services.
- 33.10 While there is still need to maintain an adequate level of supervision over abattoir operations, these fundamental changes call for a strategic review to meet operational exigencies.

#### **Abattoir Supervisor (New Grade)**

##### **Recommendation 1**

- 33.11 **We recommend the creation of a grade of Abattoir Supervisor. Appointment thereto should be made by selection from among serving employees of the Authority possessing the Cambridge School Certificate or equivalent qualification and a Diploma in Meat Inspection from a recognised institution and reckoning at least five years' work experience in the Abattoir or by appointment from among candidates possessing a Diploma in Sanitary Science and reckoning at least five years' post qualification experience in sanitary duties or from among candidates possessing a Diploma in Management and reckoning at least five years' experience in the food and food processing industry.**
- 33.12 Incumbent would be in charge of all three abattoirs and would be responsible to the Engineer, among others, for ensuring that the abattoirs are properly equipped to attain desired objectives and manpower planning and effective use of resources; preparing training programmes for abattoir workers; the provision of adequate facilities, in line with animal welfare norms; receiving and keeping animals prior to slaughter; ensuring that delivery services are in compliance with hygiene and food safety norms; attending to complaints from butchers and organising the submission of all data and statistics pertaining to the activities of the abattoir.

### **Abattoir Manager**

33.13 With the creation of the grade of Abattoir Supervisor, the grade of Abattoir Manager, which is currently vacant, would no longer be required.

### **Recommendation 2**

**33.14 We recommend that the grade of Abattoir Manager be abolished.**

### **General Worker *formerly Abattoir Cleaner***

33.15 At present, the Abattoir Cleaners are performing cleaning duties in the Secretariat and the Administration Department instead of in the Abattoir. To reflect the nature of duties actually being performed by the Abattoir Cleaners, we are restyling the grade to a more appropriate job appellation as well as creating a grade of General Worker.

### **Recommendation 3**

**33.16 We recommend that the existing grade of Abattoir Cleaner be restyled General Worker and we are providing a personal salary for the incumbents.**

**33.17 We also recommend the creation of a grade of General Worker. Appointment thereto should be made from among candidates possessing the Certificate of Primary Education.**

33.18 Incumbent would be required, among others, to clean offices, office furniture, board room, mess room, window panes.

### **Laundry Worker *formerly Laundress/Helper***

33.19 Formerly a female employee was performing duties of the grade of Laundress/Helper. Today, a male employee is performing the same duties and, therefore, there is need to restyle the grade to a more appropriate job appellation using neutral terms.

### **Recommendation 4**

**33.20 We recommend that the grade of Laundress/Helper be restyled Laundry Worker.**

### **Cashier**

33.21 Taking into consideration the complexity of cash transactions and the nature of duties and responsibilities devolving on the only Cashier at the Authority, we have revisited the grade. We are of the view that such an arrangement with specific job appellation in an organisation like the Mauritius Meat Authority with a core administrative staff of 17 persons is not conducive to effective service delivery and does not allow for mobility and polyvalency.

#### **Recommendation 5**

- 33.22** We recommend that the grade of Cashier be abolished on vacancy. We have provided a personal salary for the incumbent.
- 33.23** We recommend that, in future, the duties of Cashier should be assigned to a Clerical Officer/Higher Clerical Officer against payment of a daily allowance.

#### **Transport Management**

- 33.24** As the distribution service of the Authority starts early in the morning to reach the different outlets on time, the management of transport in the three sections of the Abattoir is carried out by Assistant Head Butchers over and above their normal duties. These Assistant Head Butchers are each paid an allowance of Rs 400 monthly.

#### **Recommendation 6**

- 33.25** 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 each be paid an allowance of Rs 500 monthly.

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

##### **Breakfast**

- 33.26** The Authority provides breakfast to all employees who start work before 0600 hours on peak days.

#### **Recommendation 7**

- 33.27** We recommend that this practice should continue.

##### **Attendance Bonus**

- 33.28** The Abattoir workers are called upon to work at staggered hours to cope with the increase in demand and to meet the delivery schedule/target. In this connection, workers are paid an hourly attendance bonus equivalent to Rs 35 for every hour that they work prior to 6.00 a.m.
- 33.29** Incumbents who are required to work at staggered hours prior to 6.00 a.m belong to the grades of: Head Butcher, Assistant Head Butcher, Slaughterman, Meat Loader/ Lorry Helper, Driver, Plant Operator, Motor Mechanic Grade I, Electro Mechanic, Boiler Operator and General Purpose Handy Worker/Tradesman's Assistant.



### Recommendation 8

**33.30 We recommend that the Attendance Bonus be revised to Rs 40 per hour.**

### Hours of Work

33.31 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 33¾ hours weekly.

33.32 Given the specificity of the Organisation, provisions were made in both the 1998 and the 2003 PRB Reports for Management to consider employing workers on other patterns of work and modes of appointment as set out in these reports.

33.33 In this Report, too, we are making similar recommendations.

### Recommendation 9

**33.34 We recommend that Management should contemplate, in future, resorting to the alternative mode of employment specified at Chapter 16 of Volume I - Employment on Contract and Alternative Modes of Employment.**

## 33. MAURITIUS MEAT AUTHORITY

### SALARY SCHEDULE

<b>MA 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker (New Grade)
<b>MA 2</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 10950</b> General Worker (Personal) <i>formerly Abattoir Cleaner</i> Laundry Worker <i>formerly Laundress/Helper</i>
<b>MA 3</b>	<b>:</b>	<b>Rs 11700</b> Safety and Health Officer (Part-time)
<b>MA 4</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Stores Attendant

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

- MA 5 : Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300**  
Watchman
- MA 6 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Gardener  
General Purpose Handy Worker/Tradesman's Assistant  
Meat Loader/Lorry Helper  
Office Attendant  
Stockman (Personal)
- MA 7 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver  
Slaughterman
- MA 8 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Senior Stockman (Personal)
- MA 9 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Boiler Operator  
Electro-Mechanic  
Motor Mechanic Grade I  
Plant Operator
- MA 10 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant
- MA 11 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist
- MA 12 : Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Slaughterman (Personal)  
*formerly Meatshop Butcher (Personal)*
- MA 13 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Driver (Meat Van)

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

- MA 14 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator
- MA 15 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Assistant Head Butcher
- MA 16 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerical Officer/Higher Clerical Officer
- MA 17 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Cashier (Personal)
- MA 18 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Financial Operations Officer  
*formerly Assistant Finance Officer*  
Assistant Procurement and Supply Officer (New Grade)  
Executive Officer  
Liaison Officer  
Purchasing and Supply Officer (Personal)
- MA 19 : Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200**  
Head Butcher (Goat, Pork, Cattle/Sheep)
- MA 20 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Head of Illegal Slaughter Squad
- MA 21 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- MA 22 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer  
*formerly Finance Officer*  
Higher Executive Officer  
Livestock Officer  
Marketing Officer  
Procurement and Supply Officer  
*formerly Higher Purchasing and Supply Officer*

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

- MA 23 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Abattoir Supervisor (New Grade)
- MA 24 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer  
*formerly Personnel Officer*
- MA 25 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Financial Operations Officer  
*formerly Senior Finance Officer*
- MA 26 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant
- MA 27 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Engineer
- MA 28 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Administrative Secretary
- MA 29 : Rs 37500 x 1250 – 50000**  
Head, Marketing Department
- MA 30 : Rs 80000**  
General Manager

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### 34. MAURITIUS MUSEUMS COUNCIL

- 34.1 The Mauritius Museums Council, established by the Mauritius Museums Council Act No. 3 of 2000 to replace the Mauritius Institute, operates under the *aegis* of the Ministry of Arts and Culture. Its objective is “to collect, preserve and use in a sustainable manner the Mauritian tangible and intangible heritage for the purpose of increasing knowledge and understanding of, developing interest and pride in, and promoting appreciation and respect for the heritage throughout the Republic of Mauritius and internationally”.
- 34.2 The Council is also responsible for accrediting privately owned museums as classified museums and providing them with technical and financial support. In addition to its traditional role of preserving the national heritage of Mauritius, it services the society by organising education programmes for schools-temporary exhibitions, talks/lectures, events celebrations, projection of documentations, video shows and documentation of the national heritage.
- 34.3 The Council aims to be a centre of excellence in quest for and dissemination of knowledge on the collective memory and in the preservation of the cultural and natural heritages of the Republic of Mauritius. It has under its purview two national and six specialised museums.
- 34.4 The activities of the Council are organised under three sections, namely Collection, Public Programmes and Administration. The organisation structures of these sections are appropriate and require no change. We are, however, reviewing the mode of remuneration to employees called upon to perform duties of photographer.

#### **Allowance**

- 34.5 The duties related to the taking of photographs are performed by employees of the organisation who have the necessary skills and they are each paid an allowance of Rs 325 a month for work performed during an aggregate period of 11 days or more.
- 34.6 Quite often, the taking of photographs is done in less than 11 days during a month and the employees do not qualify for the said allowance.
- 34.7 We have received representations that the payment of the allowance on a daily basis would be more appropriate as an incentive to those involved in photographing duties. We have considered the representations and are reviewing the mode of payment of the allowance.

Recommendation 1

34.8 We recommend that an employee who is being called upon to perform the duties of photographer should be paid an allowance at the rate of Rs 35 per day subject to a maximum of Rs 385 a month.

34. MAURITIUS MUSEUMS COUNCIL

SALARY SCHEDULE

<b>MMC 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>MMC 2</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Handy Worker
<b>MMC 3</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>MMC 4</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Gardener/Nurseryman Museum Attendant Office Attendant
<b>MMC 5</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
<b>MMC 6</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Handy Worker (Skilled)
<b>MMC 7</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Head Museum Attendant
<b>MMC 8</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephonist
<b>MMC 9</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</b> Laboratory Attendant Salesperson

## 34. MAURITIUS MUSEUMS COUNCIL (Contd.)

- MMC 10 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator
- MMC 11 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator
- MMC 12 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 20800**  
Museum Technician
- MMC 13 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 22000**  
Accounts Clerk  
Assistant Procurement and Supply Officer  
*formerly Purchasing and Supply Officer*  
Executive Officer
- MMC 14 : Rs 15000 x 500 – 16000 x 600 – 23200**  
Senior Museum Technician
- MMC 15 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 26400**  
Confidential Secretary
- MMC 16 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 28000 x 1000 – 29000**  
Exhibition Officer  
Museums Public Relations Officer
- MMC 17 : Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x  
1000 – 29000**  
Information Technology Officer
- MMC 18 : Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Accounts Officer/Senior Accounts Officer
- MMC 19 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 31250**  
Principal Museum Technician

34. MAURITIUS MUSEUMS COUNCIL (Contd.)

- MMC 20 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500**  
Office Superintendent
- MMC 21 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Conservator  
Curator  
Museum Marketing Officer
- MMC 22 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Museum Educator
- MMC 23 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Administrative Secretary
- MMC 24 : Rs 30000 x 1250 – 45000**  
Public Programme Organiser
- MMC 25 : Rs 37500 x 1250 – 50000 x 1500 – 53000**  
Director
- MMC 26 : Rs 48750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Director (Personal)
- MMC 27 : Rs 66000**  
Director General

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### 35. MAURITIUS OCEANOGRAPHY INSTITUTE

- 35.1 Set up under the provisions of the Mauritius Oceanography Institute Act No. 24 of 1999, the Mauritius Oceanography Institute (MOI) operates under the *aegis* of the Prime Minister's Office. The Institute's mandate is to foster interests in research and development in relation to oceanography; advise government on the formulation and implementation of policies and programmes in respect of oceanography and related aspects; coordinate, collaborate and cooperate with other institutions, agencies and persons on national, regional and global issues within its field of interest; and assist any organisation, body or person in creating sustainable research and development programmes in areas of interest and activity relating to oceanography. The Institute is also responsible to demonstrate and communicate to the scientific community and the public at large the results of research and the importance of oceanography in the conservation, maintenance, management, utilisation and development of resources based on marine and coastal ecosystems.
- 35.2 According to the United Nations Convention on Law of the Sea (UNCLOS), Mauritius, like all coastal states, can claim a marine Exclusive Economic Zone (EEZ) over an area extending to two hundred nautical miles from its coast. The Republic of Mauritius thus, has an EEZ covering nearly two million square kilometres – which is approximately one thousand times its land area. This ocean territory holds an immense economic potential and will certainly play a vital role in the future economic development of Mauritius.
- 35.3 The immense maritime zone of the Republic of Mauritius is largely unexplored and only partly exploited. The MOI intends to rationalise and coordinate research and development in relation to oceanography and to involve all stakeholders for a better management of our ocean resources.
- 35.4 In order to facilitate the Institute to pursue efficiently and effectively its research and development initiatives, a new organisation structure was, in the context of the 2003 PRB Report, designed and recommended with a view to incorporating current as well as future activities in the field of oceanography. New grades of Assistant Director, Principal Research Scientist, Research Scientist and Assistant Research Scientist at the professional level as well as that of Assistant Administrative Officer at the supportive level were, therefore, created on the permanent and pensionable establishment.
- 35.5 With the expansion of the activities of the Institute and its involvement in new projects, there is a need to reinforce the structure so as to cater for the new needs.

35.6 We are, in this review, reinforcing the structure of the Institute to enable it to meet its mandate. In that context, we are making provision for the creation of the following grades: Deputy Director, Systems Administrator, Assistant Secretary, Information Technology (IT) Officer, Accountant and Executive Officer.

#### **Deputy Director (New Grade)**

35.7 With the expansion of the activities of the Institute and its involvement in new projects, there is need for a new grade at the directorate level to assist in the overall management of the Institute and to assume the responsibilities of the Director during his absence.

#### **Recommendation 1**

**35.8 We recommend the creation of a grade of Deputy Director on the establishment of the Institute. Appointment thereto should be made by selection from among holders of a PhD in Oceanography or Marine Science or related subjects with five years' experience in the relevant field/research area.**

35.9 Incumbent would be required, *inter alia*, to assist the Director in the management of scientific projects; guide and coordinate research activities in close liaison with scientific and technical staff; assist the Director in carrying out, controlling and managing the day-to-day administration of the Institute; formulate and ensure implementation of strategies in line with the objectives of the Institute; and be responsible for acquisition of funds for various research activities in close association with the Director.

35.10 With the creation of the grade of Deputy Director, the grade of Assistant Director, which is vacant, would no longer be required.

#### **Recommendation 2**

**35.11 We recommend that the grade of Assistant Director be abolished.**

### **INFORMATION TECHNOLOGY (IT) SECTION**

#### **Systems Administrator (New Grade)**

35.12 In early 2006, the MOI purchased, installed and configured servers for the sharing of electronic data. All electronic information are kept in a secure environment. At present, a Project Officer caters for the IT needs. We are, therefore, making provision for the creation of two dedicated grades to man the Section.

### **Recommendation 3**

- 35.13 **We recommend the creation of a grade of Systems Administrator against abolition of one post of Project Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Computer Science or related fields with three years' post qualification experience in Information Technology.**
- 35.14 Incumbent would be responsible, among other activities, for the design, development, implementation and administration of IT Systems including network, mail and database servers; installation, configuration and maintenance of software on network workstations and servers; and preparation and appraisal of tenders for hardware and software.

### **Information Technology (IT) Officer (New Grade)**

#### **Recommendation 4**

- 35.15 **We recommend the creation of a grade of IT Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Computer Science or related fields and reckoning at least one year post qualification experience in Information Technology.**
- 35.16 Incumbent would be required, *inter alia*, to assist the Systems Administrator in monitoring, maintaining and enhancing existing computer systems; develop and implement new IT applications; provide IT support and training to end users; assist in maintenance and updating of the website of the Institute and application software; and perform daily backup of the Institute's data.

### **Administration**

- 35.17 Over the years, the MOI has expanded its activities and with the increase in the number of projects, there will be corresponding increase in the number of scientific staff members. In order to provide adequate administrative support and to ensure proper supervision over staff, there is need to strengthen general administration both at the professional and executive levels.

### **Assistant Secretary (New Grade)**

#### **Recommendation 5**

- 35.18 **We recommend the creation of a grade of Assistant Secretary on the establishment of the Institute. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Management or Public Administration from a recognised institution or an equivalent qualification acceptable to the MOI Board.**

- 35.19 Incumbent would be required, *inter alia*, to assist the Director in the administration of the Institute; assist in the formulation of policies; give support to the Director by providing materials for use in conference and meetings; represent the Institute in negotiations with other bodies and other stakeholders; and ensure that the Institute obtains value for money in all its operations.

### **Executive Officer (New Grade)**

#### **Recommendation 6**

- 35.20 We recommend the creation of a grade of Executive Officer on the establishment of the Institute. Appointment thereto should be made by selection from among officers in the grade of Clerical Officer/Higher Clerical Officer who hold a substantive appointment and reckon at least four years' service as from the date they joined the service.**

- 35.21 The Executive Officer would be required, among others, to provide support to the Institute in general administration, human resource management or other areas; be in charge of the Registry of the Institute; act as Secretary to sub-committees of the Board, as and when required; assist in the organisation of official functions and other activities; supervise and guide junior staff; and monitor the use of the organisation's vehicles and organise transport for official purposes.

### **Accountant (New Grade)**

- 35.22 At present, the Finance Section of the MOI is managed by an Accounts Clerk whose work is supervised by a part-time Senior Finance Officer from the Prime Minister's Office. As the MOI has expanded its activities and the number of projects keeps on increasing, its financial transactions, too, have grown proportionately both in volume and complexity. This, therefore, calls for a responsible and qualified officer who can properly monitor the financial management to ensure compliance with legislations as well as with auditors' requirements.

#### **Recommendation 7**

- 35.23 We recommend the creation of a grade of Accountant. Appointment 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 and be registered with the Mauritius Institute of Professional Accountants (MIPA).**

- 35.24 Incumbent would be required, *inter alia*, to review proper maintenance of accounting records; reconcile accounts; monitor budget; implement accounting policies; prepare monthly management accounts; liaise with auditors; provide effective financial advice to the Director; and implement and follow-up internal controls.

### **Sea Going Allowance**

35.25 Scientific and Technical Staff 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 660 per officer per day.

### **Recommendation 8**

35.26 **We recommend that the Sea Going Allowance payable to Scientific and Technical Staff of the MOI who act as observers on board vessels in connection with scientific operations be revised to Rs 800 per officer per day.**

### **Diving Allowance**

35.27 Scientific and Technical Staff 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 450 per dive, subject to a maximum of Rs 6,750 a month.

### **Recommendation 9**

35.28 **We recommend that the Diving Allowance paid to Scientific and Technical Staff of the MOI be revised to Rs 540 per dive, subject to a maximum of Rs 8100 a month. This maximum may be reviewed by the Board based on operational requirements.**

### **Consultancy Services**

35.29 In order to be able to recruit and retain highly qualified staff with experience, the MOI has represented that its staff be allowed to carry out consultancy activities and a scheme for Consultancy Services be set up.

### **Recommendation 10**

35.30 **We recommend that the MOI Staff be allowed to provide Consultancy Services and the net income be distributed between officers involved in the provision of research and consultancy services and the MOI in the ratio of 2:1.**

### **Enhanced Pension benefits for PhD Holders of the MOI**

35.31 In this Report, we are making recommendations for the provision of enhanced pension benefits to PhD holders of the MOI along similar line as what we have provided for at the University of Mauritius.

### **Recommendation 11**

35.32 **We recommend that staff members of the MOI holding a PhD Degree recognised by the Institute should be granted four pensionable months of service for every three years of post-doctoral effective service subject to a maximum of forty months.**

**35. MAURITIUS OCEANOGRAPHY INSTITUTE**

**SALARY SCHEDULE**

<b>MOI 1</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Handy Worker
<b>MOI 2</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
<b>MOI 3</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Receptionist/Word Processing Operator
<b>MOI 4</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer
<b>MOI 5</b>	<b>:</b>	<b>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Public Relations Officer
<b>MOI 6</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk Executive Officer (New Grade)
<b>MOI 7</b>	<b>:</b>	<b>Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000</b> Technical Assistant/Senior Technical Assistant
<b>MOI 8</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary
<b>MOI 9</b>	<b>:</b>	<b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b> Assistant Administrative Officer
<b>MOI 10</b>	<b>:</b>	<b>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b> Assistant Secretary (New Grade)

**35. MAURITIUS OCEANOGRAPHY INSTITUTE (Contd.)**

- MOI 11 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Associate Research Scientist  
IT Officer (New Grade)
- MOI 12 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant (New Grade)
- MOI 13 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Project Officer
- MOI 14 : Rs 30000 x 1250 – 45000**  
Research Scientist  
Systems Administrator (New Grade)
- MOI 15 : Rs 37500 x 1250 – 50000**  
Principal Research Scientist
- MOI 16 : Rs 66000**  
Deputy Director (New Grade)
- MOI 17 : Rs 80000**  
Director (Future Holder)
- MOI 18 : Rs 87500**  
Director (Personal)

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## 36. MAURITIUS QUALIFICATIONS AUTHORITY

- 36.1 The Mauritius Qualifications Authority (MQA) is a body corporate, established under Act No. 42 of 2001 and operates under the aegis of the Ministry of Education and Human Resources. Its main objectives are to develop, implement and maintain a National Qualifications Framework (NQF) – a system designed to recognise the attainment of knowledge, understanding and skills by people in Mauritius; ensure compliance with provisions for registration and accreditation of training institutions; ensure that standards and registered qualifications are internationally comparable; and recognise and evaluate qualifications for the purpose of establishing their equivalence.
- 36.2 The vision of the Authority is to promote valued qualifications for employability and lifelong learning whereas its mission is to continuously enhance good practice and relevant expertise to safeguard public interest in quality education and training.
- 36.3 The main functions of the MQA are, *inter alia*, to formulate and publish policies and criteria for the registration of bodies responsible for establishing national standards and qualifications; the accreditation of bodies responsible for monitoring and auditing such standards and qualifications and the registration and accreditation of training institutions; generate and register national standards for any occupation; register qualifications obtained from primary to tertiary level; evaluate qualifications; publish an annual list of registered unit standards, qualifications and training institutions; and advise on matters pertaining to the National Qualifications Framework.
- 36.4 The MQA is moving forward and expanding its core activities in the new economic environment. The various modes of training call for more rigorous quality assurance mechanisms and the MQA as a regulator will thus have to orientate training institutions to put in place adequate systems and procedures for ensuring assessment of learners in a systematic and valid way.
- 36.5 At the international level, the MQA is seeking collaboration with other qualifications authorities and organisations abroad with a view to forming strategic alliances/partnerships in order to ensure comparability with international standards and harmonise qualifications.
- 36.6 Another key concept, which goes along with the objectives to establish a knowledge hub in Mauritius, is the issue of Recognition of Prior Learning (RPL). At present, a considerable percentage of the Mauritian workforce has wide experience but does not possess any formal qualification. The scope for professional career advancement of employees is limited as their experience is rarely recognised. The existing qualification system is a real



handicap for those (who did not have the opportunity previously) looking to integrate the education/training system. Therefore, implementation of the RPL in Mauritius is of prime importance and requires, *inter alia*, considerable sensitisation in terms of organisation of events in order to gain national consensus on the issue.

- 36.7 The Authority is managed by a Board and headed by a Director who is the Chief Executive Officer responsible for the execution of the policy of the Board and the control and management of the day-to-day business of the Authority.
- 36.8 Since its inception, the activities of the MQA have been organised under five Divisions namely, Corporate Services, Quality Assurance Services, Framework Services, Qualification Evaluation Services, and Learner Attainment and Information Services. The Corporate Services is manned by an Administrative Manager whereas a Manager heads each of the other Divisions. All the Managers report to the Director through the Deputy Director/Registrar. The grade of Manager is a polyvalent one and a Manager of a Division is transferable to any other Division of the Authority, except Corporate Services.
- 36.9 At present, only two Divisions of the Authority, namely Corporate Services and Quality Assurance Services are fully operational. The National Qualifications Framework, which aims at promoting valued qualifications for employability and lifelong learning, has been developed but has not been fully implemented.
- 36.10 The growing reliance of the Mauritian economy on its human capital presupposes a trained population. In this respect, the operationalisation of the National Qualifications Framework becomes imperative so as to equate the level of skills acquired by each and every citizen on the Framework. Learners and employers need a way of measuring the skills and knowledge that their investments have achieved. In this context, the Framework Services Division of the Authority is now operational.
- 36.11 In view of the operational exigencies of the MQA, we are, in this Report, re-engineering the present structure so as to allow for optimal utilisation of resources where due recognition of skills and competencies would be realised.

**Manager, Corporate Services formerly Administrative Manager**

- 36.12 The Corporate Services Division of the Authority encompasses both Administration and Finance. At present, the Corporate Services is manned by an Administrative Manager who is responsible for the good running of the Administration Section and the Finance Section which falls under the direct responsibility of an Accountant.

- 36.13 Given the volume and complexity of the duties and responsibilities devolving upon the Administrative Manager and his span of control, there is need to review the status of this position in the hierarchy and to restyle the grade to a more appropriate job appellation commensurate with the nature of duties and responsibilities presently befalling upon the incumbent.

**Recommendation 1**

- 36.14 We recommend that the grade of Administrative Manager be restyled Manager, Corporate Services.**

***Accreditation Officer formerly Programme Officer***

- 36.15 The Programme Officers at the MQA are responsible for the registration and accreditation of training institutions and also for the registration of "Programme Officers" for training institutions. In the performance of their duties, the Programme Officers of the Authority are required to effect site visits of training institutions prior to their registration and also to monitor the delivery of courses during the registration period.
- 36.16 To reflect the nature of duties and responsibilities devolving upon the Programme Officers, we are restyling the grade to a more appropriate job appellation.

**Recommendation 2**

- 36.17 We recommend that the grade of Programme Officer be restyled Accreditation Officer.**

***FINANCE SECTION***

- 36.18 At present, the Finance Section of the Authority falls under the Corporate Services Division and is headed by an Accountant who is assisted by an Assistant Executive Clerk in the overall administration of the finance of the Authority.
- 36.19 With the expansion of the activities of the Mauritius Qualifications Authority, the Finance Section has been called upon to shoulder additional responsibilities, particularly, in respect of the collection of fees from training institutions, registered/accredited trainers and fees for training courses. We are, therefore, strengthening the structure of the Finance Section by providing adequate support to the Accountant through the creation of grades of Accounting Technician and Accounts Clerk.

**Accounting Technician (New Grade)**

**Recommendation 3**

- 36.20 We recommend the creation of a grade of Accounting Technician on the establishment of the Authority. Appointment thereto should be made by selection from among candidates possessing a pass in all papers of Fundamentals (Knowledge) (*formerly Part I of the ACCA*) and any four papers of Fundamentals (Skills) (*formerly Part II of the ACCA*) with proviso for crossing the QB in the salary scale on obtention of the full Fundamentals.
- 36.21 The Accounting Technician would assist the Accountant in the discharge of his duties and would, among others, be responsible for the day-to-day running of the Finance Section of the Authority; ensure that financial, accounting and stores regulations are correctly applied and fully complied with; and carry out auditing and accounting business of the Authority.

**Accounts Clerk (New Grade)**

**Recommendation 4**

- 36.22 We also recommend the creation of a grade of Accounts Clerk. Appointment thereto should be made by selection 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 either a pass in Accounting at the Cambridge Higher School Certificate (Principal Level) and at least two years' experience in finance/audit duties or a pass in Accounting at Third level of the London Chamber of Commerce and Industry and at least two years' experience in finance/audit duties or a Certificate in Book Keeping (Level 2) *formerly Intermediate Stage* from the London Chamber of Commerce and Industry with at least four years' experience in finance/audit duties.
- 36.23 The Accounts Clerk would be responsible to the Accountant, among others, to prepare payment of salaries/wages, 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.

**Clerk/Word Processing Operator/Receptionist**

***formerly Clerk/Word Processing Operator***

- 36.24 At present, the post of Receptionist/Telephone Operator at the MQA is vacant and the duties of the grade are performed by Clerk/Word Processing Operators on a rotation basis. This is in complete alignment with the trend today and with our policy of favouring polyvalency and multiskilling. We are, therefore, restyling the grade of Clerk/Word Processing Operator more appropriately to reflect this philosophy.

**Recommendation 5**

- 36.25 We recommend that the grade of Clerk/Word Processing Operator be restyled Clerk/Word Processing Operator/Receptionist.
- 36.26 We further recommend that the scheme of service of the grade be amended to include the duties of Receptionist/Telephone Operator. This element has been taken into consideration in arriving at the salary scale recommended for the grade.

**Receptionist/Telephone Operator**

- 36.27 With the foregoing arrangement, the services of a Receptionist/Telephone Operator would no longer be required by the Authority.

**Recommendation 6**

- 36.28 We recommend that the grade of Receptionist/Telephone Operator be abolished on vacancy arising.

**36. MAURITIUS QUALIFICATIONS AUTHORITY**

**SALARY SCHEDULE**

<b>MQA 1</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
<b>MQA 2</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator/Receptionist <i>formerly Clerk/Word Processing Operator</i>
<b>MQA 3</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk (New Grade) Executive Officer <i>formerly Assistant Executive Clerk</i>
<b>MQA 4</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary
<b>MQA 5</b>	<b>:</b>	<b>Rs 17200 x 600 – 23200 x 800 – 26400</b> Higher Executive Officer <i>formerly Executive Clerk</i>

36. MAURITIUS QUALIFICATIONS AUTHORITY (Contd.)

- MQA 6 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Library Officer  
Public Relations Officer
- MQA 7 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250**  
Accounting Technician (New Grade)
- MQA 8 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Internal Auditor
- MQA 9 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Systems Administrator
- MQA 10 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Accreditation Officer  
*formerly Programme Officer*  
Administrative Officer
- MQA 11 : Rs 30000 x 1250 – 45000**  
Accountant
- MQA 12 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Manager  
Manager, Corporate Services  
*formerly Administrative Manager*
- MQA 13 : Rs 66000**  
Deputy Director and Registrar
- MQA 14 : Rs 80000**  
Director

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### **37. MAURITIUS RESEARCH COUNCIL**

- 37.1 Set up under the provisions of the Mauritius Research Council Act No. 10 of 1992, the Mauritius Research Council (MRC) operates as an apex body with the objectives, among others, to foster, promote and co-ordinate research and development in all spheres of scientific, technological, social and economic activities and to advise the Government on all matters pertaining to scientific and technological policies. The activities of the MRC cover a broad spectrum of issues from identification of priority research fields to evaluation, dissemination and commercialisation of results of such research and applied research.
- 37.2 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.
- 37.3 Since the setting up of the MRC, the Council's research portfolio indicates a greater participation of the Mauritian Community in research activities. The Mauritius Research Council has earned a reputation, in collaboration with existing sectoral institutions, to bring innovation and objectiveness in search for solutions to problems of national interest. It is expected that in the years to come, this role of the MRC will be enhanced as it builds its knowledge base and expertise.
- 37.4 The MRC has already made significant contributions towards the setting up of the Land-Based Oceanic Industry. This new industry could generate more wealth from the ocean and enable the creation of a number of direct and indirect jobs. The products of the new oceanic industrial cluster are aimed mostly for export and also for the tourist industry and the local markets.
- 37.5 The MRC has six Research Grant Schemes in operation, namely Solicited Research Grant Scheme (SRGS); Unsolicited Research Grant Scheme (URGS); Private Sector Collaborative Research Grant Scheme (PSCRGS); Small Scale Research Grant Scheme (SSRGS); Public Sector Collaborative Research Grant Scheme (PuSCRGS); and Postgraduate Award Scheme (PGAS).
- 37.6 Solicited Research Grant Scheme (the top-down approach) is where the Council defines and selects the areas of research that are of national priority. Unsolicited Research Grant Scheme is essentially a bottom-up approach to the promotion of research and development, whereby researchers and

research institutions can submit proposals in their own areas of interest. Private Sector Collaborative Research Grant Scheme has been designed to expand research activities beyond the academic campus into the private sector. Small Scale Research Grant Scheme is designed to give opportunities to individuals and groups to conduct research work in all areas relating to the understanding of social and economic change with specific emphasis on issues they are confronted with in their work or living environment. Public Sector Collaborative Research Grant Scheme is designed for employees working in the public sector and parastatal bodies. Postgraduate Award Scheme is an initiative to develop knowledge, which can address local issues and exploit opportunities for wealth creation.

- 37.7 Today, the organisational structure of the MRC consists of two executive arms, namely “Finance and Administration” and “Research and Development”. Finance and Administration is under the responsibility of a Head of Finance and Administration for financial and accounting policies and procedures as well as for management and administrative operations to achieve optimum efficiency and economy. Research and Development is under the responsibility of a Programme Director who advises the Executive Director on issues of Science and Technology. Both the Head of Finance and Administration and the Programme Director report directly to the Executive Director.
- 37.8 In the 2003 PRB Report, we strengthened the organisational structure by the creation of the grades of Programme Coordinator, Research Officer, Accountant, IT Technician/Senior IT Technician; restyled the grades of Word Processing Operator to Clerk/Word Processing Operator; abolished the grades of Research Support Officer, Planning Analyst, Statistician, Librarian, Assistant Manager (Finance & Administration) and Assistant Manager (Research, Technology and Development).
- 37.9 The MRC has adopted new strategies in order to provide solutions to existing issues while setting the scene for new ways of wealth generation and job creation, through research, technology and innovation. The MRC needs to strengthen further its organisational structure so that it fully plays its role to contribute to the transformation of our economic base.
- 37.10 In this Report, we are reinforcing the structure by the creation of the grades of Corporate and Business Services Director, Business Services Manager, Systems Administrator, Research Assistant, Statistician and Public Relations and Communication Officer; amending the scheme of service of the grades of Programme Director, Research Coordinator, Research Officer and Administrative Assistant to widen the field of recruitment; and restoring the grade of Research Support Officer to enable the Council to fulfil its mandate efficiently and effectively.

### **Corporate and Business Services Director (New Grade)**

37.11 In view of the expanding role of the MRC to encourage the business side of research, a grade of Corporate and Business Services Director is being created against the abolition of the grade of Head of Finance and Administration.

### **Recommendation 1**

**37.12 We recommend the creation of a grade of Corporate and Business Services Director on the establishment of the MRC. Appointment thereto should be made by selection from among qualified and registered Accountants possessing a Master's Degree in Business Administration and reckoning at least eight years' relevant experience.**

37.13 Incumbent would be responsible, *inter alia*, for Finance and Administration; the development of the business activities of the Council including the provision of business and consultancy services to the business community; liaising with potential investors in connection with the development and commercialisation of the output of research projects; and advising the Executive Director with regard to the monitoring and mitigation of the Council's exposure to risk.

**37.14 With the creation of the grade of Corporate and Business Services Director, the grade of Head of Finance and Administration would no longer be required and should be abolished on vacancy.**

### **Business Services Manager (New Grade)**

37.15 With the creation of the grade of Corporate and Business Services Director along with the complexity and increased responsibilities in the section, there is need for a level to provide support to the latter. We are, therefore, recommending accordingly.

### **Recommendation 2**

**37.16 We recommend the creation of a grade of Business Services Manager on the establishment of the MRC. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Business Administration with at least four years' relevant experience or a post 'A' Level Degree in Business Administration or Accounting or Economics or equivalent qualification with at least 10 years' relevant experience.**

37.17 Incumbent would be required, *inter alia*, to provide business intelligence and consultancy services to the business community; advise and provide the necessary support to potential investors in connection with the development and commercialisation of the output of research projects; and liaise with the necessary public sector organisations for relevant clearances/permits.



### **Systems Administrator (New Grade)**

37.18 In view of the increasing work load and the shift to a completely Information and Communications Technologies (ICT) – based system of operation, there is need for the creation of a responsible position to head the Information Technology (IT) team.

### **Recommendation 3**

**37.19 We recommend the creation of a grade of Systems Administrator on the establishment of the MRC. Appointment thereto should be made by selection from among candidates possessing a post ‘A’ Level Degree in Computer Science or an IT-related field and reckoning four years’ post qualification experience in the field of IT.**

37.20 Incumbent would be responsible, *inter alia*, for the updating of the Council’s website, maintenance of software and hardware, the mounting of training programmes for end-users and the supervision of the work of IT Technicians.

### **Research Assistant (New Grade)**

37.21 The Research and Development team has been re-designed in line with the new vision of the MRC and to provide a career path to its employees. The Council would, therefore, require Research Assistants who could commit on a longer term and aspire to a career in the research and development field.

### **Recommendation 4**

**37.22 We recommend the creation of a grade of Research Assistant. Appointment to the grade should be made by selection from among holders of a post ‘A’ level degree in one of the following fields – Natural Sciences, Medical and Health Sciences, Engineering and Technology, Mathematics and Informatics, Social Sciences, Law and Management and/or any other relevant field acceptable to the Council.**

37.23 Incumbent would be required, among others, to assist in the preparation, scrutiny and processing of documents and records for the different research projects; search for and compile relevant bibliographical references and other research documentation; assist in the preparation of reports and in the maintenance of research databases.

### **Statistician (New Grade)**

37.24 The Council provides Science and Technology and research-related statistical data. In order to develop this core analytical function, a statistical team is being set up to be responsible for collection, compilation and analysis of all official statistical data relating to the research projects. We are making provision for a grade of Statistician.

### **Recommendation 5**

- 37.25 We recommend the creation of a grade of Statistician. Appointment thereto should be made by selection from among candidates possessing (i) Graduate Diploma of the Royal Statistical Society, UK or (ii) a post 'A' level degree with Statistics as one of the major subjects or an equivalent qualification acceptable to the Board of MRC with experience in the field of Statistics or a research related activity.
- 37.26 We further recommend that Statisticians possessing the Graduate Diploma of the Royal Statistical Society, UK should join the recommended salary scale at salary point Rs 19600.
- 37.27 Incumbent would be required, *inter alia*, to coordinate the development of statistical/database systems and prepare reports of survey findings.

### **Public Relations and Communication Officer (New Grade)**

- 37.28 The MRC recognises the importance of good public relations to the success of the organisation and thus relies on public relations and communications specialist for advice on the strategy and policy of such programmes.

### **Recommendation 6**

- 37.29 We recommend the creation of a grade of Public Relations and Communication Officer. Appointment thereto should be made by selection from among holders of a post 'A' Level Degree in Public Relations, Communications or Journalism or an equivalent qualification acceptable to the Board of MRC with relevant experience in the field.
- 37.30 Incumbent would be responsible, *inter alia*, for public relations and communications and related activities for the promotion of the work of the Council; organising workshops/seminars; assisting in the preparation of reports/newsletters; and maintaining good rapport and goodwill through positive relationship between the Council and its public constituents.

### **Programme Director**

- 37.31 At present, the qualification requirement for the grade of Programme Director is a PhD Degree in one of the following fields: Natural Sciences, Medical and Health Sciences, Engineering and Technology, Mathematics and Informatics, Social Sciences, Law and Management and/or any other relevant field acceptable to the Council with at least seven years' post-doctoral related work experience.
- 37.32 Representation has been made by the Council to amend the scheme of service of the grade of Programme Director to widen the field of selection.

### **Recommendation 7**

- 37.33** We recommend that the scheme of service of the grade of Programme Director be amended such that, in future, appointment thereto should be made by selection either from among Research Coordinators or from candidates possessing a PhD degree in one of the following fields -Natural Sciences, Medical and Health Sciences, Engineering and Technology, Mathematics and Informatics, Social Sciences, Law and Management and/or any other relevant field acceptable to the Council with at least seven years' post-doctoral related work experience.

### **Research Coordinator**

- 37.34 At present, recruitment to the grade of Research Coordinator is made by selection from among holders of a PhD Degree with five years' post-doctoral related work experience in one of the following fields: Natural Sciences, Medical and Health Sciences, Engineering and Technology, Mathematics and Informatics, Social Sciences, Law and Management and/or any other relevant field acceptable to the Council.
- 37.35 Representation has been made by the Council to amend the scheme of service of the grade of Research Coordinator to enlarge the field of selection in order to provide a career path to serving professionals of the Council.

### **Recommendation 8**

- 37.36** We recommend that the scheme of service of the grade of Research Coordinator be amended such that, in future, appointment thereto should be made by selection either from Research Officers or from candidates possessing a PhD Degree with five years' post-doctoral related work experience in one of the following fields: Natural Sciences, Medical and Health Sciences, Engineering and Technology, Mathematics and Informatics, Social Sciences, Law and Management and/or any other relevant field acceptable to the Council.

### **Research Officer**

- 37.37 At present, recruitment to the grade of Research Officer is made by selection from among holders of a Master's Degree or an equivalent qualification in Science, Economics or any other relevant field acceptable to the Council with at least four years' related work experience.
- 37.38 Representation has been made by the Council to amend the scheme of service of the grade of Research Officer to enable selection from a wider field of studies.

### **Recommendation 9**

- 37.39 We recommend that the scheme of service of the grade of Research Officer be amended such that, in future, recruitment to the grade be made by selection from among holders of a Master's Degree in Natural Sciences, Medical and Health Sciences, Engineering and Technology, Mathematics and Informatics, Social Sciences, Law and Management with at least four years' post qualification related work experience; or a post 'A' level degree in one of the following fields: Natural Sciences, Medical and Health Sciences, Engineering and Technology, Mathematics and Informatics, Social Sciences, Law and Management with at least 10 years' post qualification related work experience; and/or any other relevant field acceptable to the Council.

### **Administrative Assistant**

- 37.40 At present, appointment to the grade of Administrative Assistant is made by selection from among serving Executive Officers of the Council with a Diploma in Management with specialisation in Public Administration and Management, on the basis of experience and merit.
- 37.41 Representation has been made by the Council to amend the scheme of service of the grade of Administrative Assistant to widen the field of recruitment.

### **Recommendation 10**

- 37.42 We recommend that the scheme of service of the grade of Administrative Assistant be amended such that, in future, appointment thereto should be made by selection from among holders of a post 'A' level degree in Public Administration and/or Management; and serving Executive Officers of the Council possessing a post 'A' level diploma in Public Administration and/or Management with at least four years' relevant experience in administration.

### **Research Support Officer**

- 37.43 The grade of Research Support Officer existed on the establishment of the MRC. In the 2003 PRB Report, following a reorganisation, the vacant grade of Research Support Officer was abolished.
- 37.44 In the context of this Report, the Council has submitted that the need for the grade of Research Support Officer is still felt and we are recommending accordingly.

### **Recommendation 11**

**37.45 We recommend that the grade of Research Support Officer be restored on the establishment of the MRC and the previous scheme of service be revived. Appointment thereto should be made by selection from among candidates possessing the Cambridge Higher School Certificate with passes at Principal Level in three subjects and having three years' experience in a research environment.**

37.46 Incumbent would be required, among others, to assist in the preparation, scrutiny and processing of documents and records for different research grant schemes; assist in preparation of research and related contract documents; draft replies and follow-up correspondence; and perform computer/data processing work.

### **Consultancy Services**

37.47 It is part of the mandate of the MRC to encourage commercial utilisation of research and development results in the national interest. The staff of the MRC is very well placed to provide Consultancy Services to third parties. Any income that would be generated from consultancy works would be additional revenue for both the Council and the staff. The Management of MRC has, therefore, requested for the setting up of a scheme for Consultancy Services.

### **Recommendation 12**

**37.48 We recommend that the MRC staff be allowed to provide Consultancy Services and the net income be distributed between officers involved in the provision of research and consultancy services and the MRC in the ratio of 2:1.**

### **Enhanced Pension Benefits for PhD Holders of the MRC**

37.49 In this Report, we are making recommendations for the provision of enhanced pension benefits to PhD holders of the MRC along similar line as what we have provided for at the University of Mauritius.

### **Recommendation 13**

**37.50 We recommend that staff members of the MRC holding PhD Degree recognised by the Council should be granted four pensionable months of service for every three years of post-doctoral effective service subject to a maximum of forty months.**

**37. MAURITIUS RESEARCH COUNCIL**

**SALARY SCHEDULE**

<b>MRC 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>MRC 2</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver Office Attendant/Driver
<b>MRC 3</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Receptionist/Word Processing Operator
<b>MRC 4</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer Clerk/Word Processing Operator
<b>MRC 5</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts/Purchasing Officer Executive Officer Research Support Officer
<b>MRC 6</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary
<b>MRC 7</b>	<b>:</b>	<b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</b> IT Technician/Senior IT Technician
<b>MRC 8</b>	<b>:</b>	<b>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b> Administrative Assistant Public Relations and Communication Officer (New Grade) Research Assistant (New Grade) Statistician (New Grade)
<b>MRC 9</b>	<b>:</b>	<b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b> Accountant Resource Officer

**37. MAURITIUS RESEARCH COUNCIL (Contd.)**

- MRC 10 : Rs 30000 x 1250 – 45000**  
Systems Administrator (New Grade)
- MRC 11 : Rs 37500 x 1250 – 50000 x 1500 – 54500**  
Business Services Manager (New Grade)  
Research Officer
- MRC 12 : Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000**  
Head of Finance and Administration (Personal)  
Research Coordinator
- MRC 13 : Rs 75000**  
Corporate and Business Services Director (New Grade)  
Programme Director
- MRC 14 : Rs 110000**  
Executive Director

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### **38. MAURITIUS SOCIETY OF AUTHORS**

- 38.1 The Mauritius Society of Authors (MASA), which was set up by the Copyright Act 1986, became operational in September 1989. Subsequently the Act was repealed and replaced by the Copyright Act No. 12 of 1997 which was itself amended in 2000. The Act gives authors the means to exercise their rights collectively and protect their "Original Works of Authorship" in the field of literary, dramatic, musical, artistic and other intellectual works.
- 38.2 The main functions of MASA are to represent and defend the interests of its members in Mauritius and abroad; collect copyright fees from users of works on behalf of its members and distribute those fees among the members; foster such harmony and understanding between authors and the users of their works as are necessary for the protection of the authors' economic rights; make reciprocal agreements with foreign societies of authors for the issue of exclusive authorisation in respect of their members' works; and administer on an exclusive basis within Mauritius such economic rights of its members in Mauritius and abroad.
- 38.3 In order to provide better services to all its stakeholders, and on account of the increasing demand for membership, the Board has reorganised its activities through the creation of new departments and the opening of a new branch in Rodrigues in January 2004. The Administration and the Technical arms of the organisation have been revisited and restructured into four distinct departments namely, Administration; Finance; Membership, Repertoire and Distribution; and Licensing, Copyright and Contract - each under the responsibility of an officer in charge/Head, reporting to the Director. Additionally, the Society also resorts to the services of specific human resources with prerequisite knowledge and experience in the field of art, on a contractual basis, to carry out its functions effectively.
- 38.4 In line with international practice in developed countries, the MASA envisions to be the sole collective management society in Mauritius administering the following rights, namely, Copyright; Neighbouring Rights; Performing Rights; Reprographic Rights; Public Lending Rights; and Private Copying Rights. With a view to enabling authors, composers, arrangers, publishers, and producers to obtain remuneration for their works, the MASA has already set up structures for the implementation of these rights.
- 38.5 To enable the Society to attain its goal, maintain sustained dynamism and fulfil its mandate effectively, we are, in this Report, providing the organisation with polyvalent grades so as to administer work of authorship in a one stop shop; strengthening its financial management; phasing out those grades which would no longer be required in the new organisational set up; and restyling the grade of Director more appropriately to reflect the status the post befits as conferred upon it by the Copyright Act.



**Director-General formerly Director**

**Recommendation 1**

**38.6 We recommend that the grade of Director be restyled Director-General.**

**Accountant (New Grade)**

38.7 At present, the Society is having recourse to the services of an Accountant on a contractual basis to look after its financial management. In view of the increase, both in volume and complexity of financial transactions, and in order to allow the organisation to meet its strategic objectives, we are providing for a dedicated grade to assume full time responsibility of the Finance Department.

**Recommendation 2**

**38.8 We recommend the creation of a grade of Accountant. Appointment thereto should be made by selection from among candidates possessing a pass at the final examination required for admission to membership of a recognised professional accounting body and who are registered with the Mauritius Institute of Professional Accountants (MIPA).**

38.9 Incumbent would be responsible, *inter alia*, for the review of proper maintenance of accounting records; the accounting and financial management of the Society; presentation of accounts to Board/Management and relevant Committees; implementation of follow-up on internal controls and accounting policies; and providing financial advice to the Board and the Director-General.

**Officer (New Grade)**

**Senior Officer (New Grade)**

38.10 At present, the activities of the Society are organised under two executive arms, namely Technical and Administration. The Technical arm is manned by officers in the grades of Membership and Repertoire Officer; Assistant Membership and Repertoire Officer (General), Assistant Membership and Repertoire Officer (Oriental), Copyright Officer and Licensing Officer. The Administration arm comprises the following grades: Finance Officer, Accounts Clerk, Executive Officer and Clerk/Word Processing Operator.

38.11 It has been argued that the organisation structure of MASA is characterised by several weaknesses which need to be addressed - there is a multiplicity of grades; the officers generally operate in silos with job appellations specific to the sections where they are posted; and the officers are not multifunctional and polyvalent, and hence, are not easily transferable from one section to another.

38.12 For the sake of efficiency, greater flexibility in the posting of staff and reduction in the multiplicity of grades, we have redesigned the structure so that, in future, incumbents may perform polyvalent duties and be multifunctional.

### **Recommendation 3**

**38.13 We recommend the creation of polyvalent grades of Officer and Senior Officer on the establishment of MASA.**

**38.14 Appointment to the grade of Officer should be made by selection from among candidates possessing:**

- (a) the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or an alternative qualification;**
- (b) the Cambridge Higher School Certificate or Passes in at least two subjects obtained on one Certificate at the General Certificate of Education “Advanced Level” or an alternative acceptable qualification; and**
- (c) IC3 (Internet and Computing Core Certification) as a minimum or alternative equivalent IT related certification.**

**Candidates should also possess good communication skills be customer oriented and have ability to work in teams.**

38.15 Incumbent would be required, *inter alia*, to carry out financial, stores, registry, purchasing and clerical duties; establish contact with users regarding claims; issue claims and ensure follow-up; verify and record all financial costings and budget data; keep proper, complete and up-to-date records of financial and non-financial transactions; acknowledge complaints; and attend meetings. He would also be required to assist in public relation duties; carry out checks on premises where musical and other protected works are being used and submit reports thereon; ensure that the requirements of the Mauritius Copyright Act and any regulations made thereunder and obligations under the International Conventions of Copyright are complied with; implement anti-piracy measures adopted by the Society and combat breach of copyright; collect cheques; attend to queries; and undertake data/computer and word processing operations.

**38.16 Appointment to the grade of Senior Officer should be made by selection from among incumbents in the grade of Officer reckoning at least four years’ service and possessing excellent analytical, technical and interpersonal skills together with ability to demonstrate initiatives in various situations.**

- 38.17 Incumbent would be required, *inter alia*, to provide support in general administration, human resource management, finance and stores; process correspondences; assist in organising cultural and other activities; act as Secretary to Committees; supervise the work of subordinates; and plan the licensing exercises for the year. He would also be required to represent the Society in court; attend to queries from users; assist in the implementation of public relation activities; organise and prepare press conferences, interviews, receptions, visits and seminars; represent the Society on radio and television programmes upon request of the Director-General; and prepare and produce internal and external newsletters, brochures and pamphlets on MASA's activities.
- 38.18 With the creation of the grades of Officer and Senior Officer on the establishment of the Society, several grades such as, Clerk/Word Processing Operator, Copyright Officer, Licensing Officer, etc., would, in the course of time, no longer be required.

#### **Recommendation 4**

- 38.19 **We recommend that the grades of Clerk/Word Processing Operator, Copyright Officer, Licensing Officer, Assistant Membership and Repertoire Officer (General), Assistant Membership and Repertoire Officer (Oriental), Accounts Clerk and Executive Officer should gradually be phased out.**
- 38.20 **We also recommend that:**
- (i) **officers in the grades of Clerk/Word Processing Operator, Copyright Officer and Licensing Officer should integrate the grade of Officer; and**
  - (ii) **officers in the grades of Assistant Membership and Repertoire Officer (General), Assistant Membership and Repertoire Officer (Oriental), Accounts Clerk and Executive Officer should integrate the grade of Senior Officer.**

#### **Abolition of Posts**

- 38.21 Both the grades of Data Entry Operator and Confidential Secretary are currently vacant and management has submitted that they would no longer be required.

#### **Recommendation 5**

- 38.22 **We recommend that the vacant grades of Data Entry Operator and Confidential Secretary be abolished.**

**38. MAURITIUS SOCIETY OF AUTHORS**

**SALARY SCHEDULE**

<b>MASA 1</b>	<b>: Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>MASA 2</b>	<b>: Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
<b>MASA 3</b>	<b>: Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephonist
<b>MASA 4</b>	<b>: Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator
<b>MASA 5</b>	<b>: Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b> Officer (New Grade)
<b>MASA 6</b>	<b>: Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b> Copyright Officer Licensing Officer
<b>MASA 7</b>	<b>: Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Assistant Membership and Repertoire Officer (General) Assistant Membership and Repertoire Officer (Oriental)
<b>MASA 8</b>	<b>: Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk Executive Officer
<b>MASA 9</b>	<b>: Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</b> Senior Officer (New Grade)

**38. MAURITIUS SOCIETY OF AUTHORS** (Contd.)

**MASA 10 : Rs 17200 x 600 – 23200 x 800 – 26400**

Financial Operations Officer  
*formerly Finance Officer*  
Membership and Repertoire Officer

**MASA 11 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**

Accountant (New Grade)

**MASA 12 : Rs 70000**

Director-General  
*formerly Director*

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### 39. MAURITIUS STANDARDS BUREAU (MSB)

- 39.1 The Mauritius Standards Bureau (MSB) operates under the *aegis* of the Ministry of Industry, Small and Medium Enterprises, Commerce and Cooperatives. It was established by the Standards Act of 1975 and became a body corporate by virtue of the Mauritius Standards Act.
- 39.2 With the globalisation of world trade, standards and conformity assessment services are crucial for ensuring the quality and competitiveness of a nation's products and services. The National Standards, Quality Assurance, Accreditation and Metrology (SQAM) infrastructure is also an extremely important element in the development and implementation of technical regulations to ensure consumer protection, protection of the environment, and health and safety of the population. As the development of a meaningful and effective SQAM system is the responsibility of the Government, the role of MSB, in this context, is evident.
- 39.3 With the new economic landscape, the MSB is called upon to develop new standards and conformity assessment services for the emerging economic sectors like the Land Based Oceanic Industry, the Sea Food Hub, the Knowledge Hub and the Information and Communication Technologies (ICT) Industry.
- 39.4 The commercial activities undertaken by the MSB include a whole range of activities in areas of business such as electrical metrology, thermometry, testing food products of microbiological properties, testing of pesticide residues, testing of cement and aggregates, and non-destructive testing. The MSB is also involved in the National Quality System Certification Scheme for ISO 9000 for registration of firms.
- 39.5 The MSB provides to its stakeholders standardisation services, international traceability of measurements and internationally accredited conformity assessment services. Moreover, the MSB has to compete with the aggressive and well-equipped private sector organisations as far as marketing of all its services are concerned. With its state-of-the-art laboratories and equipment, the MSB is now playing its intended role more effectively.
- 39.6 The main functions of the MSB are carried out by five technical divisions, namely:- Standards Development, Metrology, Quality Assurance, Engineering and Chemical and three support divisions, namely Finance, Administration, and Business Development which cater for and provide logistic and other support to the technical divisions.

- 39.7 The MSB is headed by a Director who is assisted by a Deputy Director and supported by officers in professional and technical grades; finance, accounting and personnel cadres; clerical groups; and the employees in the workmen's group.
- 39.8 In the 2003 PRB Report, we strengthened the structure of the MSB with the creation of new grades and the restyling of some grades to help the MSB fulfil its mandate more efficiently and effectively.
- 39.9 In 2004, the MSB embarked on a review in respect of its organisation structure, service-delivery and financial stability. The review was undertaken by the International Trade Centre UNCTAD/WTO (ITC) of Geneva. The field work was conducted by Mr Martin Kellerman, an independent expert in standards, technical regulations and conformity assessment contracted by the ITC.
- 39.10 The aim of the review was to arrive at an optimum standards organisation for Mauritius which would generate income to enable MSB to provide the required standardisation services ultimately as Government funding diminishes.
- 39.11 Government approved the implementation of the ITC Report and a Consultant was hired to review the organisational structure and the schemes of service of all grades at the MSB.
- 39.12 Based on the recommendations contained in the ITC Report and those of the Consultant, we have designed a new organisation structure for the MSB. The functions of the MSB would be organised under four Technical Divisions namely: Standards Development, Certification, Chemical and Engineering with the Support Services which encompass Finance, Administration, Personnel and Information Technology (IT).
- 39.13 The new organisation structure has been flattened to only three reporting levels to facilitate decision making and improve service delivery.
- 39.14 In this Report, we are making appropriate provisions to equip the MSB with a fit-for-purpose organisation structure, creating the grades of Head of Unit, Manager and Standards Information Manager, among others, abolishing the grades of Senior Assistant Technical Manager and Assistant Technical Manager, restyling a few grades to appropriate job appellations to reflect the nature of duties and responsibilities and reviewing the qualification requirements for entry to the grade of Quality Officer.

### **Head of Unit (New Grade)**

39.15 Each Division is to be made accountable for its own income and expenditure and hence, to activate its own marketing efforts with a view to providing improved service to its customers and to enable each Division to operate as a profit/cost centre. There is, therefore, need to create a responsible position to head each of the four Divisions.

### **Recommendation 1**

**39.16 We recommend the creation of a grade of Head of Unit for each of the four Divisions. Appointment thereto should be made by selection from among officers in the new grade of Manager reckoning at least five years' service in a substantive capacity in fields relevant to the Chemical Unit/Engineering Unit/ Certification Unit/Standards Unit.**

**39.17 We further recommend that, with the creation of the grade of Head of Unit, the grade of Divisional Manager should be abolished on vacancy. We have provided personal salaries for incumbents.**

39.18 The Head of Unit would be required to, *inter alia*, contribute to the overall strategy and objectives of the MSB; to develop and deploy the business plan; to identify key issues and relationships relevant to achieving the goals of the MSB; and to identify, analyse and evaluate short to medium term market and develop market strategies for their respective units.

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

39.19 With the new organisation structure, the grades of Assistant Technical Manager and Senior Assistant Technical Manager would no longer be required. Instead, a new grade of Manager for each of the four Divisions is warranted which would be accountable to the Head of Unit.

### **Recommendation 2**

**39.20 We recommend the creation of a grade of Manager. Appointment thereto should be made by selection from among officers in the grade of Quality Officer possessing a post 'A' level degree in the relevant field together with at least five years' post qualification experience.**

**39.21 We recommend that, with the creation of the grade of Manager, the grade of Assistant Technical Manager should be abolished on vacancy. We have provided personal salaries for officers in post. We also recommend the abolition of the vacant grade of Senior Assistant Technical Manager.**



- 39.22 Incumbent would be responsible for the overall management of a laboratory and would, among other activities, provide technical expertise for the formulation of standards, investigate applications for licences to use the MSB Certification Mark, assess the adequacy of quality plans and attend meetings/committees in relation to his area of specificity.

### **Quality Officer**

- 39.23 At present, appointment to the grade of Quality Officer is made by selection from among candidates possessing a post 'A' level diploma in fields relevant to the Chemical Unit/Engineering Unit/Certification Unit/Standards Unit and reckoning at least two years' experience in the relevant field.
- 39.24 As the MSB is embarking on the accreditation of its laboratories, Quality Officers of the Quality Assurance Division are called upon more and more to perform complex and quality-driven audit duties and, therefore, there is need for more professionalism. Furthermore, the University of Mauritius has ceased to offer diploma course in the relevant field and most of the Quality Officers are degree holders. Consequently, the MSB is unable to retain these officers, especially those in the civil engineering field.
- 39.25 Given the nature of duties and responsibilities devolving on officers in the grade of Quality Officer, we are, therefore, reviewing the qualification requirements.

### **Recommendation 3**

- 39.26 **We recommend that, in future, appointment to the grade of Quality Officer should be made by selection from among holders of a post 'A' level degree in fields relevant to the Chemical Unit/Engineering Unit/Certification Unit/Standards Unit.**
- 39.27 **We recommend that Quality Officers possessing a post 'A' level degree should join the recommended salary scale at salary point of Rs19600. Quality Officers in post and possessing only a diploma would be allowed to proceed beyond the Qualification Bar (QB) inserted in the salary scale upon obtention of the prescribed qualifications.**

### ***DOCUMENTATION AND INFORMATION CENTRE (DIC)***

#### **Standards Information Manager (New Grade)**

- 39.28 The Documentation and Information Centre (DIC) is responsible for sales of standards, operating the WTO Enquiry Point and replying to queries on standards and related matters such as status, publication date. In view of the nature of the responsibilities devolving on the DIC, there is need to create a grade of Standards Information Manager. With this new arrangement, the grade of Librarian/Senior Librarian would no longer be required.

#### **Recommendation 4**

- 39.29** We recommend the creation of a grade of Standards Information Manager. Appointment thereto should be made by selection from among candidates possessing a post 'A' level degree in any one of the following fields: Library Science, Science, Engineering or Technology together with five years' post qualification experience in the field of standardisation.
- 39.30** We further recommend that, with the creation of the grade of Standards Information Manager, the existing grade of Librarian/Senior Librarian, which is vacant, be abolished on vacancy.
- 39.31** Incumbent would, amongst other functions, be in charge of the administration and management of the DIC; operate the WTO Enquiry Point; guide, supervise and control the work of the DIC personnel; and be responsible for the linkage and operation of the DIC.
- 39.32** In the wake of the structural changes at the Documentation and Information Centre, there is need to restyle the grades of Library Officer and Library Clerk to more appropriate job appellations.

#### **Recommendation 5**

- 39.33** We recommend that the grades of Library Officer and Library Clerk be restyled Standards Information Officer and Standards Information Clerk respectively.

#### **Manager in Non-Destructive Testing Section (NDT)**

- 39.34** Managers performing the NDT work and holding relevant qualifications in the required discipline and who have successfully completed courses up to Level II of Non-Destructive Testing are granted incremental credits as per provisions at Chapter 15 of Volume I of the 2003 PRB Report. We are making similar recommendation in this Report.

#### **Recommendation 6**

- 39.35** We recommend that 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 18 of Volume I of this Report.

#### **Technical Assistant**

- 39.36** Technical Assistants have, among other duties, to prepare solutions and equipment for testing, receive samples for testing, ensure that balances and other equipment for testing and calibration are in working conditions and carry out simple maintenance works of laboratory equipment.

- 39.37 At present, appointment to the grade of Technical Assistant is made by selection from among serving employees reckoning three years' service in a substantive capacity and possessing a School Certificate with passes in five subjects. In the absence of suitably qualified serving employees, appointment is made by open competition from among candidates possessing the School Certificate with credit in English Language, Mathematics and Chemistry or Physics.
- 39.38 Given the technical nature of the duties and responsibilities devolving on incumbents in the grade of Technical Assistant, we are amending the qualification requirements to widen the field of recruitment to include candidates with technical background.

#### **Recommendation 7**

- 39.39 We recommend that the qualification requirements of the grade of Technical Assistant be amended to include a Cambridge School Certificate together with the NTC Certificate Level 2 or equivalent technical qualifications acceptable to the MSB Council.**

#### **Support Services**

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

- 39.40 At present, the support services comprise officers in the grades of Clerical/Higher Clerical Officer, Word Processing Operator, Driver and Attendant.
- 39.41 In line with the recommendations of the Consultant that the number of staff in the support services be kept at a minimum, we are streamlining the structure to render the officers of the support services multifunctional and polyvalent while, at the same time, reducing the multiplicity of grades.

#### **Recommendation 8**

- 39.42 We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment thereto should be made by selection from among candidates possessing (i) the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts, (ii) a Certificate in Typewriting at a speed of at least 25 words a minute from a recognised institution and (iii) a Certificate in Word Processing or Data Processing from a recognised institution or an equivalent qualification acceptable to the MSB Council.**

39.43 We further recommend that the grades of Clerical Officer/Higher Clerical Officer and Word Processing Operator be abolished on vacancy. We have provided personal salaries for incumbents in the grades of Clerical Officer/Higher Clerical Officer and Word Processing Operator.

#### Recommendation 9

39.44 We recommend the creation of a grade of Driver/Office Attendant. Appointment thereto should be made by selection from among candidates possessing (i) the Certificate of Primary Education; (ii) a valid driving licence; (iii) a basic knowledge of mechanics and simple vehicle maintenance; and (iv) a good eyesight.

39.45 We also recommend that the grade of Driver be restyled Driver/Office Attendant.

39.46 We further recommend that the grade of Attendant be abolished on vacancy. We are providing personal salaries for incumbents in post.

### 39. MAURITIUS STANDARDS BUREAU

#### SALARY SCHEDULE

MSB 1	:	Rs 7200 x 200 – 10200 x 250 – 11200
		Handy Worker
MSB 2	:	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600
		Attendant (Personal to officers in post as at 30.06.08)
MSB 3	:	Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600
		Driver/Office Attendant <i>formerly Driver</i> Driver/Office Attendant (New Grade)
MSB 4	:	Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000
		Receptionist/Telephonist
MSB 5	:	Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000
		Technical Assistant

## 39. MAURITIUS STANDARDS BUREAU (Contd.)

- MSB 6 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
 Technical Assistant (Personal to officers in post as at 30.06.03)  
 Word Processing Operator (Personal to officers in post as at 30.06.08)
- MSB 7 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
 Clerical Officer/Higher Clerical Officer (Personal to officers in post as at 30.06.08)  
 Clerk/Word Processing Operator (New Grade)  
 Standards Information Clerk  
*formerly Library Clerk*
- MSB 8 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
 Senior Word Processing Operator
- MSB 9 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
 Accounts Clerk  
 Assistant Procurement and Supply Officer (New Grade)  
 Executive Officer  
 Stores Officer (Personal)
- MSB 10 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
 Confidential Secretary
- MSB 11 : Rs 17200 x 600 – 23200 x 800 – 26400**  
 Accounts Officer
- MSB 12 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Marketing Assistant  
 Standards Information Officer  
*formerly Library Officer*  
 Technical Officer (Personal)
- MSB 13 : Rs 16600 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Internal Auditor

## 39. MAURITIUS STANDARDS BUREAU (Contd.)

- MSB 14 : Rs 14200 x 400 – 15000 x 500 - 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer  
*formerly Personnel Officer*
- MSB 15 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
Stores and Utilities Superintendent
- MSB 16 : Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 QB 35000 x 1250 - 40000**  
Quality Officer
- MSB 17 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Officer  
Marketing Officer
- MSB 18 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Financial Manager
- MSB 19 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
IT Officer/Systems Administrator  
Assistant Technical Manager (Personal to Officers in post as at 30.6.08)
- MSB 20 : Rs 30000 x 1250 – 50000**  
Manager (New Grade)  
Standards Information Manager (New Grade)
- MSB 21 : Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Head of Unit (New Grade)  
Divisional Manager (Personal to Officers in post as at 30.6.08)
- MSB 22 : Rs 66000**  
Deputy Director
- MSB 23 : Rs 80000**  
Director

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## **40. MAURITIUS SUGAR TERMINAL CORPORATION**

- 40.1 The Mauritius Sugar Terminal Corporation was established in June 1979 with the enactment of the Mauritius Sugar Terminal Corporation Act (No. 6 of 1979). Its main objectives are to provide, operate and maintain facilities for storage, sampling, bagging, packing, loading and unloading of sugar; and advise the Minister of Agro Industry and Fisheries on the provision of adequate means of inland or sea access and transport of sugar to the Terminal.
- 40.2 The organisational structure comprises the Operations and Maintenance, Administration and Finance Divisions. We are not bringing in any major change as the existing set-up meets the needs of the organisation. We are, however, restructuring a few schemes of service to enlarge the qualifications and skills requirements, restyling a few grades to more appropriate appellations and reviewing the essential allowances while making provisions for some flexibility to Management in that regard.

### ***OPERATIONS AND MAINTENANCE DIVISION***

#### **Terminal Operator Grade I**

#### **Terminal Operator Grade II**

- 40.3 The Terminal Operator Grade I is a promotion for Terminal Operator Grade II. Appointment to the latter grade is made from among candidates possessing the Certificate of Primary Education and also from serving employees of the organisation. Incumbents are required, among others, to operate a wheel loader in the performance of their duties. At present, there are 16 Terminal Operators Grade I out of whom only six possess a valid driving licence to operate a wheel loader. However, the operation of a wheel loader does not form part of the duties of the Terminal Operator Grade II.
- 40.4 Representations have been received from the union side for the grant of two different salaries to the Terminal Operator Grade I: one for those possessing a valid driving licence to drive a wheel loader and another for those not possessing the driving licence. After careful examination of this request, we are providing a Qualification Bar (QB) in the salary scale of the Terminal Operator Grade I. Only employees possessing a licence to drive wheel loaders and performing the duties linked with the operation of wheel loader would be allowed to proceed beyond the Q.B. We are also making appropriate amendments in the relevant schemes of service of certain grades.

### **Recommendation 1**

- 40.5 We recommend that the schemes of service of the grades of Terminal Operator Grade I (Electrical), Terminal Operator Grade I (Mechanical) be amended to include possession of a valid driving licence for wheel loaders as a requirement for appointment to these grades.
- 40.6 We also recommend that possession of a valid driving licence for wheel loaders should, henceforth, be a requirement for promotion to the grades of Senior Terminal Operator (Electrical) and Senior Terminal Operator (Mechanical).
- 40.7 We further recommend that serving employees in the grades of Terminal Operator Grade I (Electrical), Terminal Operator Grade I (Mechanical), Senior Terminal Operator (Electrical) and Senior Terminal Operator (Mechanical) should, on obtention of the driving licence for wheel loaders, be allowed to proceed beyond the Qualification Bar (QB) provided in the salary recommended for the grade.

### **Trainee Technician (Mechanical)**

### **Trainee Technician (Electrical)**

- 40.8 The Terminal came into operation in June 1980 and most of its equipment have now reached a critical age and require regular preventive maintenance to avoid complete deterioration. Hence, it is necessary for more skilled and qualified personnel to be recruited at the entry level to reinforce the various technical sections. In this context, we are providing for new grades of Trainee Technician (Electrical) and Trainee Technician (Mechanical).

### **Recommendation 2**

- 40.9 We recommend the creation of a grade of Trainee Technician (Electrical). Enlistment thereto should be made from among candidates possessing a Cambridge School Certificate with passes in Mathematics and at least one Science subject together with a National Trade Certificate (Level II) in the electrical field or by selection from among serving employees in a substantive post and possessing the National Trade Certificate (Level II) in the electrical field or an equivalent qualification acceptable to the Board.
- 40.10 We also recommend the creation of a grade of Trainee Technician (Mechanical). Enlistment thereto should be made from among candidates possessing a Cambridge School Certificate with passes in Mathematics and at least one Science subject together with a National Trade Certificate (Level II) in the mechanical field or by selection from among serving employees in a substantive post and possessing the National Trade Certificate (Level II) in the mechanical field or an equivalent qualification acceptable to the Board.



- 40.11 Incumbent would be required to, *inter alia*, undergo on the job training in maintenance and repairs of Mechanical/Electrical equipment including heavy vehicles at the Terminal; perform operational duties and carry out general cleaning.

**Recommendation 3**

- 40.12 We further recommend that, in future, appointment to the grade of Terminal Operator Grade II (Electrical) and Terminal Operator Grade II (Mechanical) should be made from among Trainee Technicians (Electrical) and Trainee Technicians (Mechanical) respectively as well as from serving employees of the Corporation possessing the National Trade Certificate (Level III) in the mechanical or electrical field or any relevant qualifications acceptable to the Board.**

**Operations and Maintenance Technician (Electrical)**

**Operations and Maintenance Technician (Mechanical)**

**Cleaning and Maintenance Technician (Civil)**

- 40.13 Operations and Maintenance Technicians are recruited from among candidates possessing the Final Certificate of the City and Guilds London Institute or the Higher National Diploma (Electrical/Mechanical) together with four years relevant experience.
- 40.14 They are required to, among others, operate and maintain Electrical/Mechanical equipment, ensure the continuous operation of the Terminal and make appropriate recommendations to Engineers on electrical/mechanical engineering matters.
- 40.15 The duties presently performed by the Cleaning and Maintenance Technician (Civil) do not reflect its appellation.
- 40.16 We are, therefore, restyling the grades of Operations and Maintenance Technician (Electrical), Operations and Maintenance Technician (Mechanical) and Cleaning and Maintenance Technician (Civil) to more appropriate job appellations in order to reflect the nature of the duties performed and responsibilities shouldered.

**Recommendation 4**

40.17 We recommend that the grades of Operations and Maintenance Technician (Electrical), Operations and Maintenance Technician (Mechanical) and Cleaning and Maintenance Technician (Civil) be restyled as hereunder:

<b>Operations and Maintenance Technician (Electrical)</b>	to	<b>Terminal Operations and Maintenance Officer (Electrical)</b>
<b>Operations and Maintenance Technician (Mechanical)</b>	to	<b>Terminal Operations and Maintenance Officer (Mechanical)</b>
<b>Cleaning and Maintenance Technician (Civil)</b>	to	<b>Terminal Cleaning and Maintenance Officer (Civil)</b>

**Site Supervisor**

40.18 Presently, appointment to the grade of Site Supervisor is made by promotion from Senior Terminal Operators or Terminal Operators Grade I. As the Terminal requires staff equipped with the necessary skills and experience, we are making appropriate recommendation to review the mode of appointment to the post of Site Supervisor.

**Recommendation 5**

40.19 We recommend that appointment to the grade of Site Supervisor should, henceforth, be made by selection from among candidates possessing a Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics OR by promotion from among Senior Terminal Operators or Terminal Operators Grade I reckoning at least four years' experience in a supervisory capacity and having a satisfactory knowledge of Computer and Management Information System.

**Extra duty allowances (Attendance at odd hours)**

40.20 During the crop season, officers in the grades of Engineer (Electrical), Engineer (Mechanical), Operations and Maintenance Technician (Electrical) now restyled Terminal Operations and Maintenance Officer (Electrical) and Operations and Maintenance Technician (Mechanical) now restyled Terminal Operations and Maintenance Officer (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 2270 for the Engineers and Rs 1780 for the Terminal Operations and Maintenance Officer (Electrical), Terminal Operations and Maintenance Officer (Mechanical). The Cleaning and Maintenance Technician (Civil) now restyled Terminal Cleaning and Maintenance Officer (Civil) is also paid a monthly allowance of Rs 1780 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.

- 40.21 The Site Supervisor is paid an allowance of Rs 970 a month throughout the year 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 manual grades.
- 40.22 The present arrangement is maintained and we are revising the quantum of the respective allowances.

**Recommendation 6**

- 40.23 We recommend that the allowances payable for extra hours of work during the crop season to officers in the grades listed below be revised as follows:-

Grade	Rs/month
Engineer (Electrical) Engineer (Mechanical)	} 2725
Operations and Maintenance Technician (Electrical) restyled Terminal Operations and Maintenance Officer (Electrical)  Operations and Maintenance Technician (Mechanical) restyled Terminal Operations and Maintenance Officer (Mechanical)  Cleaning and Maintenance Technician (Civil) restyled Terminal Cleaning and Maintenance Officer (Civil)	} 2135

**Recommendation 7**

- 40.24 We further recommend that the allowance payable to the Site Supervisor to supervise the arrival and departure of employees 15 minutes prior to the operation of the Terminal and after the closure time throughout the year, be revised to Rs 1165.

**Allowance for attending duties at 4.45 a.m during the Crop Season**

- 40.25 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 8**

40.26 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:-

Grade	Allowance Rs/per month
Senior Terminal Operator (Electrical) Senior Terminal Operator (Mechanical)	1870
Terminal Operator Grade I (Electrical) Terminal Operator Grade I (Mechanical)	1225
Terminal Operator Grade II (Electrical) Terminal Operator Grade II (Mechanical)	870

**Allowance to Engineer (Electrical), Engineer (Mechanical), Terminal Operations and Maintenance Officer (Electrical), Terminal Operations and Maintenance Officer (Mechanical) and Technicians for attending duty at 4.45 a.m during Crop Season**

40.27 Officers in the grades of Engineer (Electrical), Engineer (Mechanical), Operations and Maintenance Technician (Electrical) now restyled Terminal Operations and Maintenance Officer (Electrical) and Operations and Maintenance Technician (Mechanical) now restyled Terminal Operations and Maintenance Officer (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 another roster (weekly) against payment of a monthly allowance of Rs 1920. We are maintaining the latter arrangement and we are revising the allowance.

**Recommendation 9**

40.28 We recommend that the allowance payable to the Engineer (Electrical), Engineer (Mechanical), Operations and Maintenance Technician (Electrical) now restyled Terminal Operations and Maintenance Officer (Electrical) and Operations and Maintenance Technician (Mechanical) now restyled Terminal Operations and Maintenance Officer (Mechanical) who are required, to attend duty, during crop season at the Terminal at 4.45 a.m on a weekly roster basis be revised to Rs 2300 a month.

**Calls on Emergencies**

40.29 At present, Operations and Maintenance Technicians (Electrical) now restyled Terminal Operations and Maintenance Officers (Electrical) and Operations and Maintenance Technicians (Mechanical) now restyled Terminal Operations and Maintenance Officers (Mechanical) are being paid an allowance of Rs 300 per call, inclusive of travelling, when required to attend to emergencies during intercrop season. We are revising this allowance.

**Recommendation 10**

40.30 We recommend that the allowance payable to the Operations and Maintenance Technician (Electrical) now restyled Terminal Operations and Maintenance Officer (Electrical) and Operations and Maintenance Technician (Mechanical) now restyled Terminal Operations and Maintenance Officer (Mechanical) who attend to emergencies after normal working hours during inter crop season be revised to Rs 360 per call.

**Allowances for Cross Functional and Wide Ranging Duties**

40.31 Terminal Operators Grade I (Civil) are presently being paid a monthly allowance of Rs 510 during crop season for the cross functional and wide ranging duties they are called upon to perform. Likewise, Terminal Operators Grade II (Civil) and the Welder are being paid a monthly allowance of Rs 365 and Rs 510 respectively. The present arrangement is being maintained and we are revising the allowances.

**Recommendation 11**

40.32 We recommend that the allowances payable to Terminal Operators Grade I (Civil), Terminal Operators Grade II (Civil) as well as the Welder who are called upon to perform cross functional and wide range of duties during the crop season be revised as hereunder:

Grade	Rs/per month
Terminal Operator Grade I (Civil)	610
Terminal Operator Grade II (Civil)	440
Welder	610

**Allowances for Water Cleaning of Receiving Station, Conveyor Galleries and Ship Loader, etc., at night during Crop Season**

40.33 Employees in the grades of Terminal Attendant, Terminal Attendant/Gardener and the Sanitary Attendant are, at present, being paid an allowance of Rs 505 for the water cleaning of the Receiving Station, Conveyor Galleries and Ship Loader, etc., at night once in a fortnight. We are revising the allowance.

**Recommendation 12**

**40.34 We recommend that the allowances payable fortnightly to the Terminal Attendant, Terminal Attendant/Gardener and Sanitary Attendant for the water cleaning of Receiving Station, Conveyor belts and Ship Loader, etc., at night during the crop season be revised to Rs 605.**

**Mileage Allowance (Autocycle/Motorcycle)**

40.35 During the crop season the Sugar Terminal starts its operations early in the morning for receiving and loading of sugar. Employees in the grades of Terminal Operator Grade I (Civil), Terminal Operator Grade I (Electrical), Terminal Operator Grade I (Mechanical), Terminal Operator Grade II (Civil), Terminal Operator Grade II (Electrical), Terminal Operator Grade II (Mechanical) and Senior Terminal Operator (Civil), Senior Terminal Operator (Electrical) and Senior Terminal Operator (Mechanical) have to use their autocycles and motorcycles to attend duty at the Terminal very early in the morning when public transport is not available and are paid mileage, for autocycle/motorcycle, at appropriate rates. We are maintaining the present scheme of refund of mileage whilst reviewing the rates.

**Recommendation 13**

**40.36 We recommend that employees in the grades of Terminal Operator Grade I (Civil), Terminal Operator Grade I (Electrical), Terminal Operator Grade I (Mechanical), Terminal Operator Grade II (Civil), Terminal Operator Grade II (Electrical), Terminal Operator Grade II (Mechanical), Senior Terminal Operator (Civil), Senior Terminal Operator (Electrical) and Senior Terminal Operator (Mechanical) who use their autocycles and motorcycles to attend work at the Terminal during crop season at such time when public transport is not available should continue to be refunded mileage on a monthly basis in the following manner:**

(i) **where the total distance covered on days the employees attend the Terminal is up to 400 km over a month, the whole distance covered should be computed at Rs 2.05 and Rs 2.70 per km for autocycles and motorcycles respectively; and**

- (ii) where the total distance covered on days the employees attend the Terminal is more than 400 km over a month, refund of mileage should be computed at the rate of Rs 2.05/Rs 2.70 for the first 400 km and Rs 1.55/Rs 2.05 for mileage in excess of 400 km for autocyycles and motorcycles respectively;

which ever is appropriate

OR

be refunded travelling expenses at bus fares, whichever is higher.

#### Other allowances

- 40.37 Given the specific conditions of work at the Terminal, situations may arise in the organisation requiring the payment of *ad hoc* allowances to certain categories of officers with a view to meeting the unloading and loading targets as well as for emergency repairs/maintenance. We are making provisions for the payment of appropriate allowances in such situations.

#### Recommendation 14

- 40.38 We recommend that any request for the payment of *ad hoc* allowances not covered in this Report should continue to be looked into by the Board.

### 40. MAURITIUS SUGAR TERMINAL CORPORATION

#### SALARY SCHEDULE

<b>MSTC 1</b>	<b>:</b>	<b>Rs 9200 x 200 – 9600</b> Trainee Technician (Mechanical) (New Grade) Trainee Technician (Electrical) (New Grade)
<b>MSTC 2</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>MSTC 3</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 10950</b> Sanitary Attendant Terminal Attendant
<b>MSTC 4</b>	<b>:</b>	<b>Rs 11700</b> Safety and Health Officer (Part-Time)
<b>MSTC 5</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Stores Attendant

**40. MAURITIUS SUGAR TERMINAL CORPORATION (Contd.)**

<b>MSTC 6</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant Terminal Attendant/Gardener
<b>MSTC 7</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Telephone Operator
<b>MSTC 8</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>MSTC 9</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Terminal Operator Grade II (Civil) Terminal Operator Grade II (Electrical ) Terminal Operator Grade II (Mechanical) Welder
<b>MSTC 10</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Senior/Head Office Attendant
<b>MSTC 11</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400</b> Assistant Stores Officer (Personal)
<b>MSTC 12</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Word Processing Operator Receptionist/Word Processing Operator
<b>MSTC 13</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer
<b>MSTC 14</b>	<b>:</b>	<b>Rs 10450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b> Terminal Operator Grade I (Civil)



**40. MAURITIUS SUGAR TERMINAL CORPORATION (Contd.)**

- MSTC 15 : Rs 10450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 QB 22000**  
Terminal Operator Grade I (Electrical)  
Terminal Operator Grade I (Mechanical)
- MSTC 16 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Procurement and Supply Officer  
*formerly Purchasing and Supply Officer*  
Executive Officer
- MSTC 17 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200**  
Senior Terminal Operator (Civil)
- MSTC 18 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 QB 24000**  
Senior Terminal Operator (Electrical))  
Senior Terminal Operator (Mechanical)
- MSTC 19 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- MSTC 20 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer  
Higher Executive Officer  
Procurement and Supply Officer  
*formerly Higher Purchasing and Supply Officer*
- MSTC 21 : Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Site Supervisor
- MSTC 22 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Accounts Officer

**40. MAURITIUS SUGAR TERMINAL CORPORATION (Contd.)**

- MSTC 23 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Terminal Cleaning and Maintenance Officer (Civil)  
*formerly Cleaning and Maintenance Technician (Civil)*  
Terminal Operations and Maintenance Officer (Electrical)  
*formerly Operations and Maintenance Technician (Electrical)*  
Terminal Operations and Maintenance Officer (Mechanical)  
*formerly Operations and Maintenance Technician (Mechanical)*
- MSTC 24 : Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
Principal Accounts Officer/Procurement Officer
- MSTC 25 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Assistant
- MSTC 26 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Engineer (Electrical)  
Engineer (Mechanical)
- MSTC 27 : Rs 48750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Administrative Manager  
Financial Manager  
Technical Manager
- MSTC 28 : Rs 80000**  
General Manager

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## 41. MAURITIUS TAMIL CULTURAL CENTRE TRUST

- 41.1 The Mauritius Tamil Cultural Centre Trust, established as a body corporate by Act No. 5 of 2001, operates under the *aegis* of the Ministry of Arts and Culture.
- 41.2 The main objectives of the Trust are to preserve and promote Tamil arts and culture; promote the study of Tamil; collect, publish and disseminate information pertaining to Tamil arts and culture; organise lectures, seminars, training , workshops, exhibitions and any other activities which will lead to a better understanding of Tamil art and culture; create facilities for documentation and research on Tamil arts 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.
- 41.3 At present, the Centre is providing courses in Tamil language via the internet in collaboration with the Tamil Virtual University from India; courses in classical music which are dispensed to the general public on a part-time basis; and other part time courses like vocal carnatic which are being run at some local outstations.
- 41.4 The Mauritius Tamil Cultural Centre Trust has currently on its establishment the grades of Clerk/Word Processing Operator and Office Attendant/Driver. In this Report, we are maintaining the present structure.

### 41. MAURITIUS TAMIL CULTURAL CENTRE TRUST

#### SALARY SCHEDULE

**MTaCCT 1 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**

Office Attendant/Driver

**MTaCCT 2 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**

Clerk/Word Processing Operator

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## 42. MAURITIUS TELUGU CULTURAL CENTRE TRUST

- 42.1 The Mauritius Telugu Cultural Centre Trust was set up by Act No. 4 of 2001 and came into operation in August 2001. The objectives of the Trust are 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.
- 42.2 The Act makes provision for a post of Director to be the Chief Executive of the organisation with the responsibility for the execution of the policy of the Board and for the control and management of the day-to-day business of the Centre. However, 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. We are providing the salary scales exclusively for employees in post.

### 42. MAURITIUS TELUGU CULTURAL CENTRE TRUST

#### SALARY SCHEDULE

**MTeCCT 1 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**

Office Attendant/Driver

**MTeCCT 2 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**

Clerk/ Word Processing Operator

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### **43. MAURITIUS TOURISM PROMOTION AUTHORITY**

- 43.1 The Mauritius Tourism Promotion Authority was established as a body corporate under the Mauritius Tourism Promotion Authority Act 1996 to take over the activities of the Mauritius Government Tourist Office.
- 43.2 Its main objectives are, among others, to promote Mauritius abroad as a tourist destination; provide information to tourists on facilities, infrastructures and services available to them in Mauritius; conduct research into market trends and market opportunities and disseminate such information and other relevant statistical data on Mauritius.
- 43.3 Besides these core functions, the Mauritius Tourism Promotion Authority has to, *inter alia*, carry out destination branding exercise, with an adaptation to each source market; initiate and conduct consumer and public relations campaigns; address the problem of seasonality to promote Mauritius as an all-year-round destination; prospect and penetrate new markets/segments; and provide inputs for air access development and monitor market responses, airline and hotel bookings.
- 43.4 The organisation comprises the following divisions: Administration, Marketing, Finance and Information Technology. Representations have been received from Management for the creation of grades in the Information Technology division as well as for the restyling of a few grades.
- 43.5 It has also been submitted that in order to overcome difficulties of recruiting and retaining professionals of high calibre, the organisation should be provided with the flexibility for determining the salary package of such incumbents.
- 43.6 We are, therefore, making appropriate provisions to allow the organisation to meet its strategic objectives effectively.

#### **INFORMATION TECHNOLOGY (IT) DIVISION**

##### **E-Marketer (New Grade)**

- 43.7 The Mauritius Tourism Promotion Authority has set its target to attract at least two million tourists by the year 2015 to our country. This policy, therefore, calls for a robust networking to sell Mauritius as an up-market tourist destination; provide timely information and target new market trends. We are, therefore, creating additional levels to provide necessary expertise in the field of IT and competencies to support management in meeting the organisation's objectives.

### Recommendation 1

43.8 **We recommend the creation of a grade of E-Marketer. Appointment to the grade should be made by selection from among candidates possessing a post 'A' Level Degree in Computer Science and reckoning at least five years' post qualification experience in the field of e-business or a Master's Degree in Computer Science and reckoning at least three years' post qualification experience in the same field or an equivalent qualification.**

43.9 Incumbent would be required, *inter alia*, to prepare marketing and e-commerce strategies for the organisation; be responsible for the management, security and other related activities to the e-commerce platform; develop and maintain optimised search engine friendly pages; monitor, optimise and coordinate search campaigns; create and test website promotions to increase website conversions; create and test online adcopy based on analytics; and create website contents and informational pages.

### Web Officer (New Grade)

#### Recommendation 2

43.10 **We further recommend the creation of a grade of Web Officer. Appointment to the grade should be made by selection from among candidates possessing a post 'A' Level Diploma in Computer Science and/or Information Technology or an equivalent qualification and reckoning at least one year's experience in a web development position.**

43.11 Incumbent would be required, *inter alia*, to maintain existing website and develop new websites for the organisation; design and implement new features on existing system; fine tune websites; prepare reports for management on the number of visitors on the website during a particular period; liaise with different units of the organisation for proper updates and maintenance of the website; and maintain site security and data integrity by implementing a programme of regular testing and constantly maintaining website security and protection.

## MARKETING DIVISION

### Tourism Promotion Officer

43.12 Recruitment to the grade of Tourism Promotion Officer is made 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. Representations have been received from management to enlarge the field of recruitment. We have examined this issue and are making appropriate provision to this effect.

### **Recommendation 3**

- 43.13 We recommend that, in future, appointment to the grade of Tourism Promotion Officer should be made by selection from among candidates possessing a post 'A' Level Degree in Tourism or any related field and reckoning at least five years' post qualification experience in the tourism sector and also from among candidates possessing a Master's Degree in Tourism or any related field and reckoning at least two years' post qualification experience in the tourism sector.**

### **Tourism Promotion Manager**

- 43.14 The MTPA has been encountering, over the years, difficulties for the recruitment and retention of candidates in the position of Tourism Promotion Manager.
- 43.15 At present, appointment to the grade of Tourism Promotion Manager is made by selection from among Tourism Promotion Officers reckoning at least eight years' experience in a middle or senior management level in the tourism sector.
- 43.16 It has been represented that more flexibility should be brought in the recruitment of high calibre professionals in the tourism field. In this context, the present scheme of service of the Tourism Promotion Manager needs to be amended to allow recruitment to be made by open competition.

### **Recommendation 4**

- 43.17 We recommend that, henceforth, appointment to the grade of Tourism Promotion Manager should be made by open competition from among candidates possessing a post 'A' Level Degree in Tourism or any related field and reckoning at least eight years' postgraduate experience at middle management level in the tourism sector including two years' experience at international level together with knowledge of a third international language and also by selection from among candidates possessing a Master's Degree in Tourism or any related field and reckoning at least five years' post qualification experience at middle management level in the tourism sector including two years' experience at international level together with knowledge of a third international language.**

43.18 We further recommend that in case of difficulty of recruitment and retention of high calibre professionals in certain specific grades, incumbents may be granted a remuneration package comprising a negotiable salary from the salary range of respective levels, along with a negotiable allowance in consideration of the following:

- (i) skills and competencies;
- (ii) international experience/exposure in the relevant field;
- (iii) proven track record (locally at international level); and
- (iv) the remuneration package immediately prior to joining service at the Mauritius Tourism Promotion Authority.

### **FINANCE DIVISION**

#### **Financial Analyst (Personal Salary)**

43.19 Following the winding up of the Export Processing Zone Development Authority (EPZDA) in July 2005, the Financial Analyst of the latter organisation was redeployed to the Mauritius Tourism Promotion Authority.

43.20 Incumbent is presently performing the duties devolving on the grade of Financial Analyst at the Mauritius Tourism Promotion Authority and was allowed to retain the salary drawn by him at the EPZDA on a personal basis.

43.21 Management has submitted that incumbent in post be allowed to retain his salary on a personal basis. We are, therefore, making appropriate provisions to this effect.

#### **Recommendation 5**

43.22 We recommend that the Financial Analyst of the ex-EPZDA, re-deployed at the MTPA, should take over the duties and responsibilities devolving on the grade of Financial Analyst at the Mauritius Tourism Promotion Authority. We are providing a personal salary to the incumbent.

#### **Procurement/Documentation Officer formerly Procurement Officer**

43.23 Presently, the Procurement Officer is responsible, *inter alia*, for the supervision and monitoring of the Store Division, maintenance of store ledgers and to ensure that optimum utilisation of storage capacity is made.

43.24 In addition to these duties, the Procurement Officer is also responsible for the documentation unit of the organisation whereby a variety of promotional materials such as marketing reports, brochures, posters, Betacam films, CDs, VCDs and photoslides are kept for use/reference by stakeholders. He is also called upon to operate video projector during meetings, seminars and workshops.



43.25 To reflect the duties presently performed by the Procurement Officer, we are restyling the grade.

**Recommendation 6**

43.26 We recommend that the grade of Procurement Officer be restyled Procurement/Documentation Officer. The additional duties have been taken into consideration in arriving at the salary recommended for the grade.

**Driver (Roster – day and night ) (New Grade)**

43.27 Representation has been received to the effect that there is an increasing demand on the organisation to provide service for the conveyance of overseas media and travel trade partners from the airport to hotels and to various places around the island after office hours during weekdays, on weekends and public holidays. With a view to coping with the high inflow of foreign visitors both during day time and at night, we are creating a grade of Driver (Roster - day and night) to enable the organisation to meet the increasing requests of commutation.

**Recommendation 7**

43.28 We recommend the creation of a grade of Driver (Roster – day and night). Appointment thereto should be made by selection from among candidates showing proof of having sat for the Cambridge School Certificate or the General Certificate of Education “Ordinary Level” Examination in at least five subjects and possessing a valid driving licence for cars/vans/minibuses.

**43. MAURITIUS TOURISM PROMOTION AUTHORITY**

**SALARY SCHEDULE**

**MTPA 1 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Office Attendant

**MTPA 2 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver  
Driver/Office Attendant

**MTPA 3 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant

43. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd.)

- MTPA 4 : Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500**  
Driver (Roster - day and night) (New Grade)
- MTPA 5 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephonist
- MTPA 6 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Driver/Guide
- MTPA 7 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800**  
Assistant Tourism Information Officer
- MTPA 8 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator/Receptionist
- MTPA 9 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerical Officer/Higher Clerical Officer
- MTPA 10 : Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Tourism Information Officer
- MTPA 11 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Executive Officer  
Procurement/Documentation Officer  
*formerly Procurement Officer*
- MTPA 12 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- MTPA 13 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer

**43. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd.)**

- MTPA 14 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Web Officer (New Grade)
- MTPA 15 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer  
*formerly Personnel Officer*
- MTPA 16 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Accounts Officer
- MTPA 17 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500**  
Office Superintendent
- MTPA 18 : Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
Principal Accounts Officer
- MTPA 19 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Secretary
- MTPA 20 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Information Technology and Research Officer
- MTPA 21 : Rs 30000 x 1250 – 45000**  
E-Marketer (New Grade)
- MTPA 22 : Rs 30000 x 1250 – 50000**  
Finance Manager  
Tourism Promotion Officer
- MTPA 23 : Rs 37500 x 1250 – 50000**  
Marketing Manager (Personal)
- MTPA 24 : Rs 45000 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Tourism Promotion Manager

**43. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd.)**

**MTPA 25 : Rs 48750 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Financial Analyst (Personal)

**MTPA 26 : Rs 62000**  
Deputy Director

**MTPA 27 : Rs 80000**  
Director

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#### 44. NATIONAL ADOPTION COUNCIL

- 44.1 The National Adoption Council (NAC) was set up by the National Adoption Council Act No. 21 of 1987 with the mission to apply the spirit of the United Nations Convention on the Rights of the Child (1989) to children in inter-country adoption and also to put an end to the traffic, sale of children and to other abuses relating thereto.
- 44.2 The main objectives of the National Adoption Council are to inquire into all demands for the adoption of citizens by non-citizens before any application is made to the Judge in Chambers, to advise on all matters relating to those demands and co-ordinate with overseas official agencies engaged in the adoption and welfare of children.
- 44.3 In the 2003 PRB Report, a new organisation structure with three grades, namely Secretary, Clerk/Word Processing Operator and Office Attendant was recommended for the Council. In this Report, we are maintaining this structure.

#### 44. NATIONAL ADOPTION COUNCIL

##### SALARY SCHEDULE

<b>NAC 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>NAC 2</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400</b> <b>– 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator
<b>NAC 3</b>	<b>:</b>	<b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800</b> <b>– 28000 x 1000 – 29000</b> Secretary

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## **45. NATIONAL AGENCY FOR THE TREATMENT AND REHABILITATION OF SUBSTANCE ABUSERS**

- 45.1 The National Agency for the Treatment and Rehabilitation of Substance Abusers (NATReSA) which was set up in 1996 by Act No. 25 to replace the defunct Trust Fund for the Treatment and Rehabilitation of Drug Addicts, operates under the *aegis* of the Ministry of Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions. The Agency works in close collaboration with Public Sector Institutions, Non-Governmental Organisations (NGOs) and Force Vives as well as with committed volunteers.
- 45.2 The main activities of NATReSA are to:
- (i) 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;
  - (ii) mobilise resources locally and internationally for treatment and rehabilitation of substance abusers; and advise, guide and help voluntary social organisations engaged in the prevention of substance abuse and in the treatment and rehabilitation of substance abusers.
- 45.3 The NATReSA is running nine Treatment and Rehabilitation Centres in collaboration with governmental and non-governmental organisations. The NATReSA has since its existence developed many specific projects, some of which are Substance Abuse Prevention and Ideograph Project in schools, Substance Abuse Reduction and Prevention among the Youth and Community Care and Supportive Programmes (in the cité ouvrières of Mauritius). Medical detoxification has been carried out at Ward XIII of the Brown Sequard Mental Health Care Centre through a 14-days residential programme on a codeine-based protocol and the Methadone Programme has been put in place at the Barkly Detoxification Centre whereby many batches of clients have undergone the induction phase equally on a 14-day residential programme.
- 45.4 The organisational structure of the NATReSA comprises four main sections namely, Technical, Administrative, Finance and Documentation. We are, in this Report, making appropriate recommendations to further strengthen the structure to allow the Agency to better meet its objectives.

### **Executive Director**

45.5 The Executive Director of the Agency is, at present, recruited from among candidates possessing either a Post Graduate Degree in either Science, Sociology or Psychology together with five years' experience at senior management level or from those possessing a Degree in either Science, Sociology or Psychology along with at least eight years' experience at senior management level. They should also reckon at least 10 years' proven experience in any sector of active social work including substance misuse. It has been represented that as more than 50% of the grant-in-aid allocated by the Government goes to the Treatment and Rehabilitation Centres, preventive projects and to NGOs carrying out preventive programmes, the Executive Director, therefore, should also be knowledgeable in financial matters. To this end, we are making necessary provision.

### **Recommendation 1**

45.6 **We recommend that the scheme of service of the grade of Executive Director be amended so that, in future, appointment thereto should be made by selection from among candidates possessing either a Post Graduate Degree in either Science, Sociology or Psychology together with five years' experience at senior management level or by selection from among candidates possessing a Degree in either Science, Sociology or Psychology together with at least eight years' experience at senior management level. They should also have at least 10 years' proven experience in financial operations, and in any sector of active social work, including substance misuse.**

### **Substance Abuse Prevention Officer**

45.7 At present, recruitment to the grade of Substance Abuse Prevention Officer is made by selection from among candidates possessing the Cambridge Higher School Certificate, a Diploma in Social Work plus a Degree in Psychology or Sociology and reckoning at least five years' proven experience in social work with emphasis on community group work. Management has proposed that the qualification requirements be enlarged at the level of the degree to include also Social Work to which the Bureau is agreeable.

### **Recommendation 2**

45.8 **We recommend that the scheme of service of the grade of Substance Abuse Prevention Officer be amended so that, in future, recruitment should be made by selection from among candidates possessing a post 'A' Level Degree in either Psychology, Sociology or Social Work and reckoning at least five years' proven experience in social work with emphasis on community group work.**

### **Assistant Substance Abuse Prevention Officer**

45.9 At present, the experience required for appointment to the grade of Assistant Substance Abuse Prevention Officer is at least five years in professional social work. Representations have been received to amend the experience requirement of the grade so that emphasis is laid on community group work.

### **Recommendation 3**

**45.10 We recommend that the scheme of service for the grade of Assistant Substance Abuse Prevention Officer be amended so that, in future, recruitment should be made by selection from among candidates possessing a post 'A' Level Diploma in Social Work and at least five years' experience in social work with emphasis on community group work.**

### **Field Worker (New Grade)**

45.11 The NATReSA has initiated a Community Prevention Programme (CPP) to combat substance abuse. To this end, social workers have been hired to carry out sensitisation campaigns among the public, specially at grass root level and are paid Rs 300 per session. There are also two social workers who are employed on a contract basis. The need is felt to establish a new level to carry out sensitisation campaigns and other functions linked to the Community Prevention Programme.

### **Recommendation 4**

**45.12 We recommend the creation of a grade of Field Worker. Appointment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with passes in at least four subjects together with at least five years' proven experience in community work with good networking with non-governmental organisations and/or community based groups working in the field of combating substance abuse. Candidates should also have at least two years' proven experience in any two of the following fields (i) social work/counselling (ii) school drop-outs (iii) drug addicts and alcoholics (iv) vulnerable groups in high risk areas.**

45.13 The Field Worker would be required to, *inter alia*, assist the Substance Abuse Prevention Officers and the Assistant Substance Abuse Prevention Officers in the implementation of preventive programmes in the field of substance abuse; motivate and provide advice, guidance and assistance to voluntary social organisations; help and assist voluntary organisations and other agencies to organise community social preventive programmes; carry out informal preventive education programmes on substance abuse prevention; and encourage voluntary community participation.



**45. NATIONAL AGENCY FOR THE TREATMENT AND  
REHABILITATION OF SUBSTANCE ABUSERS**

**SALARY SCHEDULE**

<b>NATRSA 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>NATRSA 2</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13200</b> Field Worker (New Grade)
<b>NATRSA 3</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Driver/Handy Worker (Skilled)
<b>NATRSA 4</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Assistant Audio-Visual and Documentation Officer Receptionist/Word Processing Operator
<b>NATRSA 5</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator
<b>NATRSA 6</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk Executive Officer Statistical Officer
<b>NATRSA 7</b>	<b>:</b>	<b>Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Audio-Visual and Documentation Officer
<b>NATRSA 8</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary
<b>NATRSA 9</b>	<b>:</b>	<b>Rs 17200 x 600 – 23200 x 800 – 26400</b> Accounts Officer
<b>NATRSA 10</b>	<b>:</b>	<b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b> Assistant Substance Abuse Prevention Officer Documentation Officer

**45. NATIONAL AGENCY FOR THE TREATMENT AND  
REHABILITATION OF SUBSTANCE ABUSERS (Contd.)**

- NATRSA 11 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Accountant (Personal to holder of post as at 1 July 2003)
- NATRSA 12 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000  
x 1250 – 40000**  
Accountant  
Secretary  
Substance Abuse Prevention Officer
- NATRSA 13 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000  
x 1250 – 40000**  
Psychologist
- NATRSA 14 : Rs 30000 x 1250 – 45000**  
Head, Substance Abuse Prevention Unit
- NATRSA 15 : Rs 66000**  
Executive Director

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## 46. NATIONAL ART GALLERY

- 46.1 The National Art Gallery (NAG), established by Act No. 11 of 1999, operates under the *aegis* of the Ministry of Arts and Culture. Its mission is to promote the exhibition, collection, presentation of fine art in all its diverse forms and to develop an understanding of works of art.
- 46.2 Its main objectives are, *inter alia*, to develop and conserve a National Collection of works of art and associated materials; promote knowledge of, and disseminate information on art; exhibit works of art from the National Collection; provide a work site for artists and promote Mauritian art and artists; promote the exchange of ideas and participation in international exhibitions; and acquire and impart knowledge about international standards and ethics in the conservation of works of art.
- 46.3 The National Art Gallery started its operations with a skeleton staff comprising four grades on its establishment, namely the Director; Art Gallery Conservator; Clerk/Word Processing Operator and Office Attendant/Driver. In the 2003 PRB Report, its organisation structure was strengthened at the level of the Documentation Unit as well as at the support services level to facilitate the Gallery to meet its operational requirements. New grades of Documentation and Liaison Officer, Accounts Officer, Stores Officer, Executive Officer, Telephone Operator and Handy Worker were created.
- 46.4 In this Report, we have restyled the grade of Art Gallery Conservator to a more appropriate appellation and created few grades to enable the Gallery to fulfil its mandate more efficiently and effectively.

### **Art Curator formerly Art Gallery Conservator**

- 46.5 In line with its mandate to support creativity and assist in the development of the visual arts in Mauritius, the National Art Gallery is constantly introducing new concepts/ideas in the visual arts in order to cater for artists and contemporary issues. This involves more curational work and scholarly research and publication. We are, therefore, restyling the grade of Art Gallery Conservator to a more appropriate job appellation to reflect the nature of duties actually performed and amending its scheme of service to include curational duties for better effectiveness and efficiency.

### **Recommendation 1**

- 46.6 **We recommend that the grade of Art Gallery Conservator be restyled Art Curator and the scheme of service be amended to include curational duties.**

### **Art Custodian (New Grade)**

- 46.7 One of the main objectives of the National Art Gallery is to conserve a national collection of work of Arts and associated materials. The handling, mounting care and storage of art works/objects is crucial before, during and after exhibitions.
- 46.8 In view of the above, it is imperative to create a grade of Art Custodian for the effective management and control of the conservation of works of art.

### **Recommendation 2**

- 46.9 **We recommend the creation of a grade of Art Custodian. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Art, Mathematics or Accounting together with at least four years' experience in stores or related duties.**
- 46.10 Incumbent would be required, *inter alia*, to be in charge of the handling, mounting care and storage of art works/objects, stores and stationery including purchasing functions; preparing tender documents; verifying that physical quantities tally with quantities in stores ledger; and acceptance of materials into stores that comply with requisition orders and are in good condition.
- 46.11 With the creation of the grade of Art Custodian, the post of Stores Officer, which is currently vacant, would no longer be required.

### **Recommendation 3**

- 46.12 **We recommend the abolition of the vacant grade of Stores Officer.**

### **Accounts Clerk (New Grade)**

- 46.13 The Finance Section of the National Art Gallery is responsible to compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts and maintain accounting records such as cash flow budget and financial forecasts.
- 46.14 In the 2003 PRB Report, a grade of Accounts Officer was created on the establishment of the NAG, which has, so far, remained vacant. Given the minor level of the financial transactions of the NAG, the grade of Accounts Officer is no longer needed. We are, therefore, creating a grade of Accounts Clerk against abolition of the grade of Accounts Officer, which is vacant.

#### Recommendation 4

- 46.15 We recommend the creation of a grade of Accounts Clerk. Appointment 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 together with either a pass in Accounting at Principle Level at the Cambridge Higher School Certificate and at least two years' experience in finance/audit duties or a pass in Accounting at third level of the London Chamber of Commerce and Industry and at least four years' experience in finance/audit duties or a Certificate in Book Keeping (Level II) *formerly Intermediate Stage* from the London Chamber of Commerce and Industry with at least four years' experience in finance/audit duties.
- 46.16 Incumbent would be required, *inter alia*, to collect, verify, analyse and record all financial costing and budget data; prepare financial costing and budget data and financial statements; and keep proper and up to date records of all financial transactions.

#### 46. NATIONAL ART GALLERY

##### SALARY SCHEDULE

<b>NAG 1</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Handy Worker
<b>NAG 2</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Telephone Operator
<b>NAG 3</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
<b>NAG 4</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator
<b>NAG 5</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk (New Grade) Art Custodian (New Grade) Executive Officer

**46. NATIONAL ART GALLERY** *(Contd.)*

**NAG 6 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**

Art Curator

*formerly Art Gallery Conservator*

Documentation and Liaison Officer

**NAG 7 : Rs 47500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**

Director

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## **47. NATIONAL CHILDREN'S COUNCIL**

- 47.1 The National Children's Council (NCC) operates under the aegis of the Ministry of Women's Rights, Child Development, Family Welfare and Consumer Protection as a national coordinating institution of governmental and non governmental organisations working for the welfare, development and protection of children.
- 47.2 By virtue of a new enactment (Act No. 40 of 2003), the objects of the Council are to: be the key consultative and coordinating national body on all activities and issues related to children; protect the rights of children, promote their interest and well-being and ensure their participation in matters of interest to them; and promote activities for the welfare of children in line with the Convention on the Rights of the Child.
- 47.3 The NCC also ensures the day-to-day operation of a Creativity Centre and a Child Day Care Centre and also collaborates with the Child Development Unit of the parent Ministry in the elaboration and realisation of the Outreach Programmes. The Council is expecting an upsurge in its responsibilities as it would be called upon, in future, to execute several projects and undertake a number of activities on behalf of the parent Ministry.
- 47.4 The staffing complement of the NCC comprises the Council Secretary, Coordinator, Child Programme Officer, Purchasing and Supply/Accounts Clerk, Executive Officer, Clerk/Word Processing Operator, Nursery Matron, Assistant Child Programme Officer, Assistant Nursery Matron, Driver, Craft Worker, Office Attendant, Child Caregiver and Attendant (Nursery). There are also a few staff on temporary transfer from the parent Ministry and the National Women's Council as well as Resource Persons who work on a part-time basis.
- 47.5 We are, in this Report, strengthening and harmonizing the staffing structure to ensure the smooth running of the Council's operations, enhancing the career structure of serving officers and providing for distinct grades to perform the functions of procurement and supply, and that of finance respectively.

### **Child Programme Officer**

- 47.6 At present, recruitment to the grade of Child Programme Officer is made by selection from among qualified Assistant Child Programme Officers and in the absence of qualified serving officers from among candidates possessing a post 'A' Level Diploma in Social Work and reckoning three years' work experience.

47.7 However, the Council has reported difficulties in recruiting staff in the grade from serving officers. Moreover, recruitment exercises for the grade revealed that external candidates though academically qualified, fall short of the prescribed requirement of three years experience.

47.8 The requirement of three years experience for entry in the grade is being reduced to facilitate recruitment thereto.

#### **Recommendation 1**

**47.9 We recommend that the length of experience prescribed for candidates in the scheme of service of the grade of Child Programme Officer be reviewed from three to two years. This has been taken into account in arriving at the recommended salary scale for the grade.**

#### **Executive Officer**

47.10 The post of Executive Officer is filled by selection from among candidates holding a School Certificate, a Higher School Certificate and reckoning at least two years' experience at the level of Clerical Officer/Higher Clerical Officer. Management has represented that the mode of recruitment to the grade be reviewed to broadly reflect the practice in the Civil Service.

#### **Recommendation 2**

**47.11 We recommend that the scheme of service of the grade of Executive Officer be amended so that appointment thereto be made by selection from among employees in the grade of Clerical Officer/Higher Clerical Officer and reckoning at least four years' service in a substantive capacity. In the absence of suitably qualified officers within the organisation, appointment to the grade should be made by selection from among candidates from public sector organisations possessing the Cambridge School Certificate, the Cambridge Higher School Certificate and reckoning at least four years' experience in a grade equivalent to the level of Clerical Officer/Higher Clerical Officer.**

47.12 The above change has been taken into consideration in arriving at the salary recommended for the grade.

#### **Accounts Clerk (New Grade)**

#### **Assistant Procurement and Supply Officer (New Grade)**

47.13 A grade of Purchasing and Supply/Accounts Clerk with combined responsibilities exists on the establishment of the NCC. In view of the increasing financial transactions and the growing procurement and supply activities of the Council, this bi-functional grade is no longer serving its dual purpose. We are, therefore, providing for the necessary grades on the basis of functional requirements against the abolition of the grade of Purchasing and Supply/Accounts Clerk.



### Recommendation 3

47.14 We recommend the creation of a grade of Accounts Clerk on the establishment of the Organisation. Recruitment thereto should be made by selection from among candidates possessing:

- (i) A Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts, and;

Either

A pass in Accounting at the Cambridge Higher School Certificate (Principal Level) and at least two years' experience in finance/audit duties

Or

A pass in Accounting at Third Level of the London Chamber of Commerce and Industry and at least two years' experience in finance/audit duties

Or

A Certificate in Book Keeping (Level 2) formerly Intermediate Stage from the London Chamber of Commerce and Industry with at least four years' experience in finance/audit duties.

47.15 Incumbent would, *inter alia*, be responsible for: the day-to-day financial transactions of the Council, preparing and monitoring the budget of the Council, ensuring that all financial transactions comply with established rules and regulations, maintaining a proper system of accounts to guard against irregularity and fraud and signing cheques and other relevant documents.

### Recommendation 4

47.16 We also recommend the creation of a grade of Assistant Procurement and Supply Officer to be recruited by selection from among officers operating at the level of Clerical Officer/Higher Clerical Officers and who reckon four years' experience in a substantive capacity at that level.

47.17 The Assistant Procurement and Supply Officer would, among others, be responsible for the procurement, store keeping and stock control duties and to assist in any assignment related to procurement, supply and warehouse operations.

**Secretary (Personal)****Coordinating Officer (Personal)**

47.18 The posts of Secretary (Personal) and Coordinating Officer (Personal) have become vacant following the appointment of incumbents as Council Secretary and Coordinator respectively. Consequently, the posts should be abolished.

**Recommendation 5**

47.19 We recommend the abolition of the grades of Secretary (Personal) and Coordinating Officer (Personal) from the establishment of the Council.

**47. NATIONAL CHILDREN'S COUNCIL****SALARY SCHEDULE**

<b>NCC 1</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 10950</b> Attendant (Nursery)
<b>NCC 2</b>	<b>:</b>	<b>Rs 7600 x 200 – 10200 x 250 – 11700</b> Child Caregiver
<b>NCC 3</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>NCC 4</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13200</b> Craftworker
<b>NCC 5</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>NCC 6</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</b> Assistant Nursery Matron
<b>NCC 7</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Assistant Child Programme Officer
<b>NCC 8</b>	<b>:</b>	<b>Rs 10450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Nursery Matron

47. NATIONAL CHILDREN'S COUNCIL (Contd.)

- NCC 9 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator
- NCC 10 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 22000**  
Executive Officer  
Assistant Procurement and Supply Officer (New Grade)  
Accounts Clerk (New Grade)
- NCC 11 : Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500  
– 16000 x 600 – 23200 x 800 – 24000**  
Child Programme Officer
- NCC 12 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**  
Coordinator
- NCC 13 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 45000**  
Council Secretary

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## 48. NATIONAL COMPUTER BOARD

- 48.1 The National Computer Board (NCB), set up under Act 43 of 1988, operates under the *aegis* of the Ministry of Information Technology and Telecommunications. It is managed by a Board of Directors and its day-to-day administration rests with the Executive Director.
- 48.2 To achieve its objectives, the NCB has undertaken various activities to bridge the digital divide and create an information-based society to e-power people. It plays a strategic role in empowering the public sector by assisting in the formulation and implementation of e-Government initiatives. Its defined core mission is now to accelerate the transition of Mauritius into a regional ICT hub.
- 48.3 In the 2003 PRB Report, we made, among others, appropriate recommendations to enhance the total remuneration package of professionals in scarce supply, both in terms of pay and other conditions of service, in order to overcome the problems of recruitment and retention.
- 48.4 Today, the organisation structure of the NCB comprises nine divisions, namely Planning, Research and Development; Business Development and Promotion; ICT Culture Promotion; ICT Incubator Centre; Government Online Centre (GOC); Administration; Finance; Communication; and Universal ICT Educational Programme (UIEP).
- 48.5 Against the changing ICT environment and with a view to contributing effectively in the implementation and the swift realisation of Government declared policy to make ICT the fifth pillar of the economy, the NCB has had to review its strategies including attracting and recruiting experienced talents on contractual employment to the following positions: Manager, Government Online Centre; Manager, ICT Incubator Centre; Information Security Analyst; Database Administrator; Systems Administrator; Web Developer; and Portal Administrator.
- 48.6 The NCB is presently facing serious threat of turnover as well as poaching. The present form of contractual employment does not evidently guarantee a career to officers in post nor the enjoyment of a number of benefits attached to permanent and pensionable posts.
- 48.7 The Management of NCB has proposed that the positions mentioned above be placed on the permanent and pensionable establishment, based on the respective profiles and responsibilities. This approach would provide management with flexibility to recruit either on contract or on permanent establishment depending on operational and situational needs.

- 48.8 **The Bureau is agreeable to this request and recommends accordingly. The posts of Manager, Government Online Centre; Manager, ICT Incubator Centre; Information Security Analyst; Database Administrator; Systems Administrator; Web Developer; and Portal Administrator have been graded on the basis of their respective profiles and job responsibilities.**

#### **Restyling of Departmental Job Appellations**

- 48.9 Currently, the technical divisions are manned by IT Professionals having departmental job appellations thus limiting lateral movement. These IT Professionals possess more or less similar and equivalent qualifications. In line with modern management practice, it is in the best interest of organisations to render staff multi-functional and polyvalent for a judicious and optimum utilisation of available talents.
- 48.10 The Bureau is agreeable to Management proposals to do away, as far as practicable, with the multiplicity of job appellations and to replace them with generic appellations.

#### **Recommendation 1**

- 48.11 **We recommend that the grades of Manager, Government Online Centre; Manager, ICT Incubator Centre; Manager, Business Development and Promotion Division; and Manager, Planning, Research and Development Division be restyled Manager.**
- 48.12 **We further recommend that the grades of Assistant Manager, Business Development and Promotion Division and Assistant Manager, Planning, Research and Development Division be restyled Assistant Manager.**
- 48.13 **We also recommend that Management prescribes new schemes of service for the posts of Manager and Assistant Manager to encompass all the activities that incumbents may be called upon to perform in any one of the divisions.**

#### **Creation of Grades of IT Support Specialist, Help Desk Officer and Senior Human Resource Officer**

- 48.14 Management has submitted that, at the Government On line Centre, there is urgent need for an IT Support Specialist to, *inter alia*, administer all the IT devices including servers and implement network access procedures as per IT Security Policy.
- 48.15 Moreover, Management has now found it essential for the setting-up of a help desk at the NCB to provide first level help to callers requiring assistance in the area of ICT. In that respect, it is proposed to create a grade of Help Desk Officer to provide first level assistance to callers and general administrative support to the GOC team.

- 48.16 The Administration Section is presently headed by the Administrative Secretary, who also assumes responsibility for the personnel function. This arrangement, which in the early years of the organisation was administratively practical, has proved to be, in the course of time, no longer convenient. With the creation of new divisions accompanied by recruitment of additional staff, the number of staff has increased from 18 in year 2001 to 60 in April 2007. This has resulted in a considerable increase in the workload of the Administrative Secretary. Moreover, Human Resource management at the organisation has become critical for sound industrial relations. It is, therefore, imperative to have a full-time qualified person to look after personnel administration. Hence, the need to create a grade of Personnel Officer.
- 48.17 In the light of the foregoing, we are making appropriate recommendations.

### **Recommendation 2**

- 48.18 **We recommend the creation of a grade of IT Support Specialist. Promotion thereto should be made, on the basis of experience and merit, of IT Support Officer holding a substantive appointment and possessing a post 'A' Level Degree in Informatics or Engineering or an equivalent qualification acceptable to the Board. In the absence of suitably qualified serving officers, appointment should be made by selection from among candidates possessing a post 'A' Level Degree in Information and Communication Technology or an equivalent qualification acceptable to the Board and reckoning at least two years' relevant experience.**
- 48.19 Incumbent would be required, *inter alia*, to administer all devices at the GOC including servers; monitor all logs pertaining to the above equipment; implement procedures regarding network access as per the IT Security Policy and monitor day-to-day network activity.

### **Recommendation 3**

- 48.20 **We also recommend the creation of a grade of Help Desk Officer. Appointment thereto should be made by selection from among holders of a Higher School Certificate or a GCE 'A' level with pass in at least two subjects together with an Internet and Computing Core Certification (IC3); and reckoning at least one year's relevant experience.**
- 48.21 Incumbent would be required, *inter alia*, to act as Receptionist/Telephonist; perform simple clerical/secretarial duties, as and when required; maintain a register of all visitors/clients and provide general administrative support to the GOC team.

**Recommendation 4**

- 48.22 **We further recommend the creation of a grade of Senior Human Resource Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Personnel Management or equivalent qualification acceptable to the Board and reckoning at least two years' relevant experience.**
- 48.23 Incumbent would be required, *inter alia*, to deal with all personnel matters relating to recruitment, appointment, training, promotion, retirement; develop policies on issues such as working conditions, performance management and disciplinary procedures; implement procedures relating to staff discipline, health and safety; identify relevant training needs; ensure that personnel policies, rules, regulations and procedures are properly and consistently applied; ensure the promotion of good industrial relations and the taking of prompt action to settle grievances and conflicts through negotiations and discussions; and attend to Court cases in connection with personnel matters.

**48. NATIONAL COMPUTER BOARD****SALARY SCHEDULE**

<b>NCB 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>NCB 2</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver Office Attendant/Driver
<b>NCB 3</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Word Processing Operator/Telephonist
<b>NCB 4</b>	<b>:</b>	<b>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b> Administrative Support Assistant Help Desk Officer (New Grade)
<b>NCB 5</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk

## 48. NATIONAL COMPUTER BOARD (Contd.)

- NCB 6 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- NCB 7 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer  
Senior Administrative Support Assistant
- NCB 8 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Documentation Officer  
IT Support Officer  
Marketing Assistant
- NCB 9 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer (New Grade)
- NCB 10 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Marketing Officer
- NCB 11 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant  
IT Support Specialist (New Grade)
- NCB 12 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Administrative Secretary
- NCB 13 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Network Administrator
- NCB 14 : Rs 30000 x 1250 – 45000**  
Business Analyst/IT Consultant/Research Officer  
Database Administrator  
Information Security Analyst  
Portal Administrator  
Systems Administrator  
Web Developer



**48. NATIONAL COMPUTER BOARD (Contd.)**

- NCB 15 : Rs 33750 x 1250 – 50000**  
Assistant Manager  
*formerly Assistant Manager, Business Development  
and Promotion Division  
Assistant Manager, Planning, Research and  
Development Division*
- NCB 16 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Manager  
*formerly Manager, Business Development and  
Promotion Division  
Manager, Planning, Research and  
Development Division  
Manager, Government Online Centre  
Manager, ICT Incubator Centre*
- NCB 17 : Rs 80000**  
Executive Director

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## 49. NATIONAL HERITAGE FUND

- 49.1 The National Heritage Fund, *formerly the National Heritage Trust Fund*, which operates under the *aegis* of the Ministry of Arts and Culture was established by Act No 40 of 2003. Its mission is to ensure the sound management of declared national heritage; identify and safeguard our tangible and intangible heritage; sensitise the public of its significance, value and importance; and develop a sense of belonging by caring for the past and bequeathing it to the future.
- 49.2 The main objectives of the Fund are to safeguard, manage and promote the national heritage of Mauritius, preserve the national heritage sites as a source of material for scientific and cultural investigation and as an enduring basis for the purpose of development, leisure, tourism and enjoyment of present and future generations worldwide. The Fund is also required to educate and sensitise the public on cultural values and national heritage; and instill a sense of belonging and civic pride with respect to national heritage.
- 49.3 The organisation structure of the Fund comprises two sections: the Technical Section and the Administrative and Finance Section. The Administrative and Finance Section has two officers on its establishment whereas two other officers servicing the Technical Section are employed on a contractual basis.
- 49.4 With Government ratification of a number of UNESCO Conventions – World Heritage Convention, Convention for the Safeguarding of the Intangible Cultural Heritage, there is need to review the organisation structure to satisfy the requirements of the Conventions as regards the protection, preservation and safeguarding of national and world heritage.
- 49.5 We are, in this Report, reinforcing the Technical Section of the organisation to enable it to meet its mission and objectives in a more meaningful way.

### TECHNICAL SECTION

- 49.6 The Technical Section is responsible for the sound management of declared national heritage. At present, an officer on contract employment heads the Section. The post of Research and Publication Officer has remained vacant. Management submits that the functions attributed to the post of Research and Publication Officer would be taken over by incumbents in other grades to cater for the following functions and responsibilities: identifying, safeguarding and managing of declared heritage – tangible and intangible; for planning, organising, coordinating of heritage research projects and publication of reports. We are, therefore, reviewing the present structure of the Technical Section and making provision for the creation of the grades of new levels against abolition of the grade of Research and Publication Officer.

## Recommendation 1

### 49.7 We recommend:

- (i) the creation of a grade of Head, Technical Section to be recruited from among candidates possessing a post 'A' Level Degree in either Archaeology, History, Architecture or Anthropology and reckoning at least five years' experience in fieldwork and research;
- (ii) the creation of a grade of Heritage Technical Officer. Appointment thereto should be made from among candidates possessing a post 'A' Level Diploma in either Archaeology, History, Architecture, Anthropology or equivalent qualifications acceptable to the Board;
- (iii) the creation of a grade of Heritage Protection Assistant. Appointment thereto should be made from among holders of a Cambridge School Certificate with credit in at least five subjects and a Cambridge Higher School Certificate.
- (iv) the creation of a grade of Heritage Officer against abolition of the grade of Research and Publication Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in either Archaeology, History, Architecture or Anthropology and reckoning at least two years' experience in fieldwork and research;

49.8 Incumbent in the grade of Head, Technical Section would be required to, among others, be responsible to ensure the smooth running of the Research and Technical Section; provide advice on matters relating to heritage; assist in implementing heritage projects; ensure that policies and programmes are implemented; and prepare technical reports.

49.9 Incumbent in the grade of Heritage Technical Officer would be required to, among others, undertake research in archival duties, carry out field work and gather information on heritage issues; assist in preparing reports on heritage projects and in the enforcement of legislation.

49.10 Incumbent in the grade of Heritage Protection Assistant would be required, *inter alia*, to carry out regular inspections on national heritage sites and other potential heritage sites; ensure that the requirements of the National Heritage Fund Act are complied with; maintain regular contact with owners/managing bodies of national heritage sites and investigate into requests and complaints.

49.11 Incumbent in the grade of Heritage Officer would be required to, *inter alia*, undertake research/survey on heritage structures; plan, organise, coordinate heritage research projects with governmental and non-governmental organisations; and prepare research reports and heritage materials.

**Staggered Hours**

49.12 Incumbents in the grades of Head, Technical Section, Heritage Officer, Heritage Technical Officer, and Heritage Protection Assistant would be required to work at staggered hours. This element has been taken into consideration in arriving at the recommended salary for the grades.

**49. NATIONAL HERITAGE FUND****SALARY SCHEDULE**

<b>NHF 1</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b>
		Office Attendant/Driver
<b>NHF 2</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b>
		Clerk / Word Processing Operator Heritage Protection Assistant (New Grade)
<b>NHF 3</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b>
		Accounts Clerk
<b>NHF 4</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b>
		Confidential Secretary
<b>NHF 5</b>	<b>:</b>	<b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b>
		Heritage Technical Officer (New Grade)
<b>NHF 6</b>	<b>:</b>	<b>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b>
		Administrative Secretary Heritage Officer (New Grade)
<b>NHF 7</b>	<b>:</b>	<b>Rs 30000 x 1250 – 45000</b>
		Head, Technical Section (New Grade)
<b>NHF 8</b>	<b>:</b>	<b>Rs 66000</b>
		Director

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## **50. NATIONAL INSTITUTE FOR CO-OPERATIVE ENTREPRENEURSHIP**

- 50.1 The National Institute for Co-operative Entrepreneurship (NICE), a body corporate, established by Act No. 12 of 2005, operates under the aegis of the Ministry of Industry, Small and Medium Enterprises, Commerce and Co-operative. The NICE took over the activities of the former National Co-operative Training Centre. Its main objectives are to provide facilities and engage in research and training for the promotion and development of co-operative entrepreneurship; act as a centre for the consolidation and development of the co-operative movement; and develop capacity building through entrepreneurship and business leadership.
- 50.2 To attain these objectives, NICE organises and conducts co-operative management and information technology courses; organises and conducts examinations and awards certificate on its own or in collaboration with other recognised bodies; establishes links with foreign training institutes and provides consultancy and advisory services in the field of co-operatives.
- 50.3 NICE is, presently, functioning with a skeleton staff of five officers on secondment up to 30 June 2008 from the Co-operatives Division of the Ministry.
- 50.4 The grades of Director, Clerk/Word Processing Operator and General Worker have recently been created on the establishment of the Institute. We are, in this Report, providing for the grades of Programme Officer, Executive Officer and Office Attendant/Driver.

### **Recommendation 1**

- 50.5 We recommend the creation of the following grades:- Programme Officer, Executive Officer and Office Attendant/Driver.**

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

- 50.6 Recruitment to the grade of Programme Officer should be made by selection from among candidates possessing a Degree in Management or Economics or an equivalent qualification acceptable to the Council and reckoning at least two years' experience in management/vocational field and demonstrating good communication skills and should be a MQA registered trainer.**
- 50.7 Incumbent would be required, among others, to assist the Director in the discharge of his duties; ensure effective and efficient direction and coordination of the human and material resources and establish the annual training programmes of the Institute.

**Executive Officer (New Grade)**

- 50.8 Appointment to the grade of Executive Officer should be made by selection from among 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 public service or private sector.
- 50.9 Incumbent would, among others, provide support in general administration and personnel management.

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

- 50.10 Recruitment to the grade of Office Attendant/Driver 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.
- 50.11 Incumbent would be required, among others, to drive vehicle of the Institute, carry out simple maintenance tasks, perform messengerial duties and clean office premises.

**50. NATIONAL INSTITUTE FOR CO-OPERATIVE ENTREPRENEURSHIP**

**SALARY SCHEDULE**

<b>NICE 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>NICE 2</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver (New Grade)
<b>NICE 3</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator
<b>NICE 4</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Executive Officer (New Grade)
<b>NICE 5</b>	<b>:</b>	<b>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b> Programme Officer (New Grade)
<b>NICE 6</b>	<b>:</b>	<b>Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000</b> Director

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## 51. NATIONAL LIBRARY

- 51.1 The National Library set up by virtue of the National Library Act No.32 of 1996, operates under the *aegis* of the Ministry of Arts and Culture. Its objectives are: to build up a comprehensive national collection of all literary output of Mauritius and pertaining to Mauritius; and to collect, process and preserve for posterity such national heritage and make them available to the Mauritian public.
- 51.2 The National Library is the legal depository of all publications in Mauritius. It acts as the national bibliographic centre and maintains the national bibliography. It is also the designated United Nations depository library and as such, it makes available to the general public United Nations publications and masthead documents.
- 51.3 The National Library aims to be a top class library in the provision of information services, the nation's leading documentary resource on Mauritius and the apex library serving users.
- 51.4 The National Library provides free access to the Internet and the World Wide Web facilities. It is the first library in Mauritius to offer its catalogue online.
- 51.5 The present organisation structure of the National Library comprises three functional divisions and two support divisions namely, Acquisition and Bibliographic; Public Research and Reference, Resources and Planning; Conservation and Preservation; Administration and IT; and Finance.
- 51.6 The structure of the organisation is being reviewed and new levels in the relevant divisions are being recommended to allow the organisation to provide its services more efficiently and effectively. We are also reviewing the scheme of service of the grade of Senior Librarian to provide an avenue of promotion for Librarians in post.

### ACQUISITION AND BIBLIOGRAPHIC DIVISION

#### Senior Librarian

- 51.7 The Library is, at present, manned by officers in the grades of Senior Librarian, Librarian, Library Officer, Senior Library Clerk and Library Clerk.
- 51.8 At present, recruitment to the grade of Senior Librarian is made through open competition from among candidates possessing a post 'A' Level Degree in Library and Information Science or a degree in an academic field and a post graduate Diploma in Library and Information and having at least four years' experience as Librarian in the Library Sector.

51.9 Representations have been made to the effect that the post of Senior Librarian ought to be promotional for the Librarian in post at the organisation reckoning more than four years' service in a substantive capacity rather than from outsiders.

51.10 We have examined the request carefully and are of the view that the mode of recruitment should be maintained but, with a provision for consideration to be given to Librarians serving the organisation.

**Recommendation 1**

**51.11 We recommend that the scheme of service for the post of Senior Librarian be amended such that consideration be given to Librarians who have served in the organisation for at least four years' in a substantive capacity.**

**Senior Library Attendant (New Grade)**

51.12 With the expansion of the activities of the organisation and with a view to providing better support library service, we are making provision for a grade of Senior Library Attendant.

**Recommendation 2**

**51.13 We recommend the creation of a grade of Senior Library Attendant. Promotion thereto should be made on the basis of experience and merit of Library Attendant reckoning at least five years' service in a substantive capacity.**

51.14 Incumbent would be required to perform supervisory functions in addition to the duties of Library Attendant.

***CONSERVATION AND PRESERVATION DIVISION***

**Microfilm Operator (New Grade)**

51.15 Microfilming is an important process in the conservation and preservation of library materials. At present, microfilming is being done by an Office Attendant/Driver under the supervision of a Library Officer against payment of a monthly allowance. Given the volume of materials to be microfilmed, we are making provision for a new grade for this function.

**Recommendation 3**

**51.16 We recommend the creation of a grade of Microfilm Operator. Appointment thereto should be made by selection from among candidates holding the Cambridge School Certificate with credit in five subjects including English Language, French and Chemistry or Physics.**



- 51.17 Incumbent would be required to, among other activities, operate microfilm cameras and film developer processor, as well as the microfilm reader and printer; be involved in the coding of documents for microfilming, sort documents to be microfilmed into proper sequence and inspect processed film for technical quality and accuracy.

#### **Senior Binder (New Grade)**

- 51.18 At present, the Binding Unit is serviced by officers in the grade of Binder. As the number of books and documents requiring upgrading and conservation are quite considerable, there is need for a supervisory level to coordinate the activities of the Unit.

#### **Recommendation 4**

- 51.19 **We recommend the creation of a grade of Senior Binder. Promotion thereto should be made on the basis of experience and merit of Binder reckoning at least four years' experience in a substantive capacity.**
- 51.20 Incumbent, in addition to doing binding duties, would also co-ordinate and supervise the work of the Binders.

### **51 NATIONAL LIBRARY**

#### **SALARY SCHEDULE**

<b>NL 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Library Attendant
<b>NL 2</b>	<b>:</b>	<b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13500</b> Senior Library Attendant (New Grade)
<b>NL 3</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
<b>NL 4</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Binder
<b>NL 5</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephone Operator

## 51 NATIONAL LIBRARY (Contd.)

- NL 6 : **Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Microfilm Operator (New Grade)
- NL 7 : **Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 QB 16600 x 600 – 18400**  
Binder (Personal)
- NL 8 : **Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator  
Library Clerk
- NL 9 : **Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Senior Binder (New Grade)
- NL 10 : **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Procurement and Supply Officer  
*formerly Purchasing and Supply Officer*
- NL 11 : **Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Senior Library Clerk
- NL 12 : **Rs 15000 x 500 – 16000 x 600 – 23200**  
Office Supervisor
- NL 13 : **Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- NL 14 : **Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer  
Procurement and Supply Officer  
*formerly Higher Purchasing and Supply Officer*
- NL 15 : **Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Library Officer

**51 NATIONAL LIBRARY (Contd.)**

- NL 16 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Accounts Officer
- NL 17 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 33750**  
Senior Library Officer
- NL 18 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**  
Administrative Assistant
- NL 19 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**  
Librarian  
Systems Administrator
- NL 20 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**  
Accountant
- NL 21 : Rs 30000 x 1250 – 45000**  
Senior Librarian
- NL 22 : Rs 75000**  
Director

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## **52. NATIONAL TRANSPORT CORPORATION**

- 52.1 The National Transport Corporation (NTC) is the only public sector bus operator. Being the leader in the transport sector, it carries 200,000 commuters and operates 86,000 kms on a daily basis throughout the year.
- 52.2 The National Transport Corporation was established in 1979 as a body corporate to provide public transport services and other ancillary services throughout the country. It operates under the aegis of the Deputy Prime Minister's Office, Ministry of Public Infrastructure, Land Transport and Shipping (Land Transport Division) and is headed by a General Manager who is assisted by a Deputy General Manager and four departmental heads responsible respectively for traffic, engineering, human resource and finance. The support services are provided by the following sections: Secretariat, Stores and Information Technology (IT).
- 52.3 The mission of the Corporation is to provide high quality transport services which is safe, comfortable, economic, reliable and customer-friendly. It operates on commercial principles and ensures that it earns a reasonable return on its capital investments.
- 52.4 In line with its mission and objectives, the Corporation has introduced new innovative products such as the Blue Line Services and implanted a Tyre Retreading Plant. This plant, apart from catering for the Corporation's buses, provides services also to the public/parastatal sectors and the private sector.
- 52.5 With the high degree of innovation required at various levels of the Corporation, the NTC has had to strengthen the management and middle management cadres in all departments by having recourse to contractual employment in the absence of posts on its establishment and this, in spite of the consolidation of the structures of the Traffic Management and Human Resource Departments in the 2003 PRB Report.
- 52.6 In order to facilitate the Corporation to pursue efficiently and effectively its mission, we are further strengthening its organisation structures at the different levels in all the departments.

### **Traffic Manager**

- 52.7 The Corporation is the largest and most important transport organisation in the country with a fleet of over 500 buses serving over 65 bus routes from six depots.
- 52.8 The post of Traffic Manager is a key one at the Corporation as the incumbent has to manage the traffic operations i.e. provision of regular bus transport facilities on various routes – the very basic and most important activity of the Corporation.

- 52.9 At present, appointment to the grade of Traffic Manager is made by selection from among holders of a post 'A' level honours degree having at least three years' experience in a responsible position. However, the NTC has not been able to fill the vacancy in the grade after two public advertisements due to the non-availability of proper candidates.
- 52.10 To facilitate the NTC to recruit the right person with the right profile and calibre, we are reviewing the qualification requirements.

**Recommendation 1**

- 52.11 **We recommend that, in future, appointment to the grade of Traffic Manager should be made by selection from among candidates possessing a post 'A' Level Degree in the fields of Logistics and Transport or Economics or equivalent qualification and reckoning at least four years' post qualification experience at Management level.**
- 52.12 The Traffic Manager would be responsible for the day-to-day management of the Traffic Department and would be required, among others, to ascertain that route operations are carried out in the most efficient way; supervise the regular review of route operations by the Planning Department to adapt to changing passenger demands; ensure proper coordination between depots of the Corporation with regards to normal route operations; prepare management and other statutory reports required by the Board and other Authorities and represent the Corporation in committees.

**Traffic Management Unit**

- 52.13 The Corporation depot structure is such that under the Depot Managers, there are two main sections, namely traffic and engineering. While the engineering section is headed by a qualified officer holding a Diploma, the traffic section has no equivalent qualified personnel at its head. Former Traffic Supervisors have been made Traffic Controllers and Senior Traffic Controllers.
- 52.14 We are, therefore, providing for a new cadre comprising grades of Traffic Executive and Traffic Superintendent to assist the Depot Managers.

**Traffic Executive (New Grade)**

**Recommendation 2**

- 52.15 **We recommend the creation of a grade of Traffic Executive on the establishment of the National Transport Corporation. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate or equivalent qualification.**

- 52.16 Incumbent would be required, among others, to investigate into complaints from members of the public and implement and monitor plans and schedules of the traffic operations of the depot.

### **Traffic Superintendent (New Grade)**

#### **Recommendation 3**

- 52.17 **We recommend the creation of a grade of Traffic Superintendent. Appointment thereto should be made by selection from among candidates possessing a Diploma awarded by the Institute of Logistics and Transport or a Diploma in a related field from a recognised University.**

- 52.18 Incumbent would be required, among others, to ensure the effective operation control and supervision of bus routes allocated at the depot and ensure that the depot's requirements with regard to control and supervision of services are carried out.

- 52.19 With the creation of the grades of Traffic Executive and Traffic Superintendent, the existing grades of Traffic Controller and Senior Traffic Controller would no longer be required.

#### **Recommendation 4**

- 52.20 **We recommend that the existing grade of Traffic Controller be abolished on vacancy. We have provided personal salary scale for officers in post.**

### **Retread Plant Superintendent (New Grade)**

- 52.21 The Tyre Retreading Plant, apart from catering for the Corporation's buses, is now running on commercial principles. The Corporation targets to be the number one provider of retread tyres to the public/parastatal sectors and also the private sector in Mauritius. There is, therefore, need for an appropriate grade to manage the Tyre Retreading Plant, to market the products of the plant and to ensure, *inter alia*, prompt service whilst attracting new business and upholding good customer relations.

#### **Recommendation 5**

- 52.22 **We recommend the creation of a grade of Retread Plant Superintendent. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Electrical Engineering or equivalent qualification and having at least three years' post qualification experience.**

- 52.23 Incumbent would be responsible for the day-to-day management of the retread plant and would be required, among others, to attend to the needs of the retread plant regarding materials and equipment; ensure proper storage of materials and tyres within the plant; liaise with other stakeholders to ensure proper marketing of tyres; and ensure that the retread plant operates on a profitable basis.

**Chief Engineer formerly Head, Engineering Department**

- 52.24 With the coming into operation of the retreading plant, the Head, Engineering Department has to shoulder added responsibilities. We are, therefore, restyling the grade to a more appropriate appellation to reflect the nature of duties and responsibilities devolving upon incumbent.

**Recommendation 6**

- 52.25 We recommend that the grade of Head, Engineering Department be restyled Chief Engineer.**

**Stores Section**

- 52.26 The Stores cadre of the Corporation comprises the grades of Head of Stores, Purchasing and Supply Officer and Assistant Stores Officer. At present, the post of Head of Stores is vacant.
- 52.27 Given the importance and complexity of the Stores at the Corporation with over 5500 bins covering some eight makes of buses and the unavailability of spare parts to match the needs of the Corporation, we are reinforcing the Stores cadre through the provision of distinct grades to supervise the procurement systems of the Corporation and the shelving and binning of spare parts respectively.

**Assistant Stores Manager (Purchasing and Supply) (New Grade).**

**Recommendation 7**

- 52.28 We recommend the creation of a grade of Assistant Stores Manager (Purchasing and Supply). Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Mechanical Engineering/Finance or equivalent qualification and having experience in stores management.**
- 52.29 Incumbent would be required, *inter alia*, to manage the Procurement Unit of the Corporation; supervise the procurement systems of the Corporation and ensure timely submission of quotations, tender documents and any relevant documents in relation to procurement and supply; gather market intelligence on prices, quality and sources of supply; and make appropriate recommendations for improvement in the procurement system of the Corporation.

**Assistant Stores Manager (Inventory Management and Administration)  
(New Grade)**

**Recommendation 8**

52.30 We recommend the creation of a grade of Assistant Stores Manager (Inventory Management and Administration). Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Mechanical Engineering or equivalent qualification and having experience in inventory management and stores administration.

52.31 Incumbent would be required, among others, to supervise shelving and binning of spare parts and materials at central stores and depot stores of the Corporation; coordinate proper inter depot liaisons for better productivity at the level of the Corporation's stores; develop and monitor Management Information Systems on consumption, safekeeping, flow, availability of spare parts; and regularly monitor requirements from depot stores.

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

**Recommendation 9**

52.32 We recommend the creation of a grade of Procurement and Supply Officer. Promotion thereto should be, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer *formerly Purchasing and Supply Officer* having successfully followed a course in Purchase and Supply Management.

52.33 Incumbent would, among others, be in charge of the depot stores and required to prepare tender reports and be responsible for purchase and supply.

**Stores Manager *formerly Head of Stores***

52.34 Pursuant to the foregoing changes in the structure of the Stores cadre at the Corporation, we are restyling the grade of Head of Stores to a more appropriate job appellation to reflect the nature of duties and responsibilities being performed and reviewing its qualification requirements.

**Recommendation 10**

52.35 We recommend that the grade of Head of Stores be restyled Stores Manager. In future, appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Mechanical Engineering or Supply Chain Management or Logistics and Finance together with four years' experience in stores management.



52.36 Incumbent would be required, among others, to supervise the day-to-day running of the central and depot stores of the Corporation; ensure that purchasing, supply, warehousing and scrap disposal are carried out in accordance with provisions laid down in approved stores procedures and within budgetary limits; constantly keep under review the organisational set-up, stores systems and procedures and inventory procedures; appraise stores staff and identify training needs of stores staff and provide necessary training and establish proper control systems on all items stored; and ensure maximum security in all the stores compounds.

**Technical Officer (Quality Inspection) (New Grade)**

52.37 The Corporation has a Quality Control Unit within the Central Stores. Previously this Unit was headed by a Workshop Supervisor having no technical qualification. To address the issue, Management of the NTC has recruited an officer on contract to reorganise the Unit, to give the staff the necessary technical training so that quality control activities are performed on more professional lines, and to upgrade and devise proper procedures so that work flow within that Unit is not disrupted in the event of irregular supply of spare parts.

**Recommendation 11**

**52.38 We recommend the creation of a grade of Technical Officer (Quality Inspection). Appointment thereto should be made by selection from among candidates possessing a Diploma in Mechanical Engineering or equivalent qualification.**

52.39 Incumbent would be required, among others, to carry out inspection of all spare parts, assemblies, float units of vehicles, as per specifications; follow approved pre-inspection and post inspection procedures for any assignment in connection with quality inspection and control; investigate into any sub-standard items received; and report thereon with appropriate recommendations.

**Manager (Safety and Health/Welfare) (New Grade)**

52.40 The Corporation has five depots, one central workshop and a staffing complement of 3000 employees. There is now a statutory requirement with the enactment of the Occupational, Health and Safety Act 2005 which provides that:

- (i) an employer having 500 or more, but not more than 2000, employees at one or more places of work shall employ at least one Safety and Health Officer on full-time employment to perform solely the duties of Safety and Health Officer;

- (ii) an employer shall, for every additional 2000 employees or fraction thereof, employ one additional Safety and Health Officer on full-time or part-time employment as may be directed by the Permanent Secretary.

52.41 To be in conformity with the Act, it is considered that there is need for a full fledged unit to manage the health and safety and welfare functions at the Corporation.

### **Recommendation 12**

**52.42 We recommend the creation of a grade of Manager (Safety and Health/Welfare). Appointment thereto should be made by selection from among candidates holding a Degree in Occupational Health and Safety or Diploma in Occupational Health and Safety and a Degree in Science together with five years' experience in the field.**

52.43 Incumbent would be responsible for the efficient performance of the Health and Safety Unit; and would be required, among others, to direct the formulation and administration of safety, health and welfare policies at the Corporation; formulate and recommend effective policies and procedures to be applied for accident prevention, health hazards, accident investigation, training of personnel in safety and health matters; plan, organise and exercise proper control over welfare activities; and monitor various activities in the safety, health and welfare areas.

**52.44 With the creation of the grade of Manager (Safety and Health/Welfare), the post of Safety and Health /Senior Safety and Health/Welfare Officer should be abolished on vacancy. We have provided a personal salary scale to the officer in post.**

### **Safety and Health Officer/Senior Safety and Health Officer (New Grade)**

52.45 As the NTC has over 3000 employees, there is need for an additional person to handle the safety and health function to be in conformity with the Act. We are making appropriate recommendation to that effect.

### **Recommendation 13**

**52.46 We recommend the creation of a grade of Safety and Health Officer/Senior Safety and Health Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in five subjects including English Language and any two science subjects viz., Biology, Chemistry or Physics and a Diploma in Occupational Health and Safety of the University of Mauritius or equivalent qualification.**

52.47 Incumbent would, *inter alia*, advise on all matters relating to safety and health; assist in the preparation, elaboration and implementation of plans to maintain adequate safety and health measures, ensure compliance with legislation in force; inspect all sites of work, assess all risks and make recommendations thereon; and investigate any occupational accident and recommend measures to prevent its recurrence.

#### **Communication and Public Relations Officer (New Grade)**

52.48 The Corporation has a hotline to receive calls throughout the time of operation i.e. 0500 – 2100 hours. It has also introduced innovative products such as Blue Line Services, electronic ticketing and travel cards. Thus, there is need for putting the communication and public relations management function on more solid and professional footing.

#### **Recommendation 14**

**52.49 We recommend the creation of a grade of Communication and Public Relations Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Communication Studies or Journalism and/or Media Studies or Transport and Logistics together with two years' post qualification experience in the field of Communications/Public Relations.**

52.50 Incumbent would be required, *inter alia*, to set up and manage the Public Relations Unit of the Corporation; monitor the activities of the Control Unit and hotline telephone and to ensure that public queries/complaints are properly attended to; gather write up and edit information material for internal and external publication; deal with the press and media in relation to matters such as adverts, publicity and replies to press queries and articles; produce briefs, newsletters or any in-house journals; liaise, when necessary, with public bodies and local authorities, and plan and organise award ceremonies and any official function, as and when required.

52.51 With the creation of the grade of Communication and Public Relations Officer, the post of Public Relations Officer, which is currently vacant, would no longer be required.

#### **Recommendation 15**

**52.52 We recommend that the grade of Public Relations Officer be abolished.**

#### **Information Technology (IT) Section**

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

52.53 In recent years the Corporation has invested heavily on computerisation. It has computerised the stores, the access system and revenue collection system. All these systems have to be properly formulated, devised and manned. Trouble-shooting has to be within the minimum time with no adverse consequences.

- 52.54 At present, the Information Technology Section is manned by the IT Administrator/Analyst, Senior Computer Operator, Data Entry Supervisor and Computer Operator. The IT Administrator/Analyst has to be often present round the clock to attend to ad hoc problems.
- 52.55 To assist the IT Administrator/Analyst in his duties, we are providing for a new grade of Systems Analyst.

**Recommendation 16**

- 52.56 We recommend the creation of a grade of Systems Analyst. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Computer Science or equivalent qualification together with at least one year's post qualification experience in IT fields.**
- 52.57 Incumbent would be required, among others, to assist the IT Administrator/Analyst in his duties; programme and generate reports; set up and configure all computer systems; perform network administration and management; perform database and server administration; configure and maintain operating systems and perform software application maintenance.

**Secretary/Administrative Manager formerly Secretary**

- 52.58 With the implementation of the code of Corporate Governance at the Corporation, the duties and responsibilities of the Secretary have increased both in volume and complexity. We are restyling the grade to reflect the span of control and have taken into account the additional duties and responsibilities in the grading of the post.

**Recommendation 17**

- 52.59 We recommend that the grade of Secretary be restyled Secretary/Administrative Manager.**

**Assistant Secretary**

- 52.60 At present, the qualification requirement for the grade of Assistant Secretary is a degree together with at least two years' experience in an administrative or executive position. The post of Assistant Secretary is, at present, vacant.
- 52.61 To reflect the complexity and nature of the work devolving on the Assistant Secretary, there is need to revisit the scheme of service such that, the qualification requirements are in consonance with the job content.

**Recommendation 18**

**52.62 We recommend that, in future, appointment to the grade of Assistant Secretary should be made by selection from among candidates who either are members of the Institute of Chartered Secretaries and Administrators or possess a post 'A' Level Degree in Management or Business Administration or Legal Studies or equivalent qualification together with at least three years' post qualification experience in the related field.**

52.63 Incumbent would be required, among others, to assist the Secretary/Administrative Manager in the day-to-day management of the Secretariat; supervise the work of the personnel in the Secretariat; act as secretary to various committees; assist in the compilation of committee papers and tender documents; and assist in the implementation of policy decisions.

**Higher Executive Officer (New Grade)**

52.64 In addition to the foregoing major structural changes in the organisation structures of the Corporation, we are further strengthening the supporting cadres both in administration and finance through the creation of the grades of Higher Executive Officer and Principal Finance Officer respectively.

**Recommendation 19**

**52.65 We recommend the creation of a grade of Higher Executive Officer. Promotion thereto should be, on the basis of experience and merit, of officers in the grade of Executive Officer.**

52.66 The Higher Executive Officer would be in charge of the Registry and would be required, among others, to ensure that all correspondence received are sorted, registered and distributed to officers concerned; supervise and ensure fair distribution of work; supervise the work of the Telephone Operator; and draft simple letters, whenever required.

**Principal Financial Operations Officer (New Grade)**

52.67 The Finance Section is manned by officers in the grades of Financial Controller, Accountant, Senior Finance Officer, Finance Officer and Assistant Finance Officer. 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 20**

**52.68 We recommend the creation of a grade of Principal Financial Operations Officer. Promotion thereto should be, on the basis of experience and merit, of officers in the grade of Senior Financial Operations Officer formerly Senior Finance Officer.**

52.69 Incumbent would be required, among others, to advise on financial and accounting business; implement decisions on financial matters within the framework of the Corporation in financial policy; supervise all activities relating to financial administration and ensure that financial accounting and stores regulations are understood, correctly applied and fully complied with.

**Car Loan to Traffic Controller and Senior Traffic Controller**

52.70 In the 2003 PRB Report, we recommended that the provisions of the recommendation in respect of 'Car Loan to Officers not Entitled to Duty Remission' be also extended to officers in the grades of Traffic Controller and Senior Traffic Controller.

**Recommendation 21**

**52.71 The relevant provision in respect of car loan to officers not entitled to duty remission at paragraph 18.2.49 of Volume I, should also be applicable to officers in the grades of Traffic Controller and Senior Traffic Controller.**

**52. NATIONAL TRANSPORT CORPORATION****SALARY SCHEDULE**

<b>NTC 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>NTC 2</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Telephone Operator
<b>NTC 3</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> General Manager's Personal Driver (Personal)
<b>NTC 4</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Senior/Head Office Attendant

## 52. NATIONAL TRANSPORT CORPORATION (Contd.)

- NTC 5 : **Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400**  
Assistant Stores Officer (Personal)
- NTC 6 : **Rs 16000 x 600 – 18400**  
Trainee Depot Manager
- NTC 7 : **Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator
- NTC 8 : **Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerical Officer/Higher Clerical Officer
- NTC 9 : **Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Computer Operator
- NTC 10 : **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Financial Operations Officer  
*formerly Assistant Finance Officer*  
Assistant Procurement and Supply Officer (New Grade)  
Executive Officer  
Purchasing and Supply Officer (Personal)
- NTC 11 : **Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Traffic Controller (Personal)
- NTC 12 : **Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Data Entry Supervisor  
Senior Computer Operator
- NTC 13 : **Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary  
Traffic Executive (New Grade)

52. NATIONAL TRANSPORT CORPORATION (Contd.)

- NTC 14 : **Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Data Entry Supervisor (Personal to Officer in post as at 30.6.03)
- NTC 15 : **Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer  
*formerly Finance Officer*  
Higher Executive Officer (New Grade)  
Personnel Secretary  
Procurement and Supply Officer (New Grade)
- NTC 16 : **Rs 17800 x 600 – 23200 x 800 – 26400**  
Senior Traffic Controller
- NTC 17 : **Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Safety and Health Officer/Senior Safety and Health Officer (New Grade)  
Technical Officer (Quality Inspection) (New Grade)
- NTC 18 : **Rs 17800 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Traffic Superintendent (New Grade)
- NTC 19 : **Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer  
*formerly Personnel Officer*
- NTC 20 : **Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Financial Operations Officer  
*formerly Senior Finance Officer*
- NTC 21 : **Rs 16600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250**  
Industrial Relations Officer



## 52. NATIONAL TRANSPORT CORPORATION (Contd.)

- NTC 22 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
 Safety and Health/Senior Safety and Health/Welfare Officer (Personal)  
 Technical and Mechanical Officer/Senior Technical and Mechanical Officer  
 Technical Officer/Senior Technical Officer  
*formerly Technical Officer (Building and Civil Engineering)*
- NTC 23 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
 Principal Financial Operations Officer (New Grade)
- NTC 24 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Depot Manager  
 Manager (Safety and Health/ Welfare) (New Grade)  
 Systems Analyst (New Grade)  
 Traffic Planner
- NTC 25 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Assistant Secretary  
 Communication and Public Relations Officer (New Grade)
- NTC 26 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Accountant  
 Internal Auditor
- NTC 27 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Retread Plant Superintendent (New Grade)
- NTC 28 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
 IT Administrator/Analyst  
 Mechanical Engineer/Senior Mechanical Engineer
- NTC 29 : Rs 31250 x 1250 – 45000**  
 Assistant Stores Manager (Purchasing and Supply) (New Grade)  
 Assistant Stores Manager (Inventory Management and Administration) (New Grade)

52. NATIONAL TRANSPORT CORPORATION (Contd.)

- NTC 30 : Rs 37500 x 1250 – 50000**  
Stores Manager  
*formerly Head of Stores*
- NTC 31 : Rs 37500 x 1250 – 50000 x 1500 – 54500**  
Financial Controller  
HR Manager  
*formerly Human Resource Manager*  
Secretary/Administrative Manager  
*formerly Secretary*
- NTC 32 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Chief Engineer  
*formerly Head, Engineering Department*  
Traffic Manager
- NTC 33 : Rs 66000**  
Deputy General Manager
- NTC 34 : Rs 80000**  
General Manager

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## **53. NATIONAL WOMEN ENTREPRENEUR COUNCIL**

- 53.1 The National Women Entrepreneur Council, established by Act No. 20 of 1999, operates under the *aegis* of the Ministry of Women's Rights, Child Development and Family Welfare and Consumer Protection to promote women entrepreneurship. Its vision is to become a reference entrepreneurship promotion organisation inculcating the right business culture in Mauritian Women.
- 53.2 As a driver and facilitator in empowering women entrepreneurs, the Council is responsible for establishing and maintaining effective communication with women entrepreneurs; ensuring coordination of activities of women entrepreneurs associations, identifying actions and projects; establishing training programmes aimed at improving the skills and management aptitudes of women entrepreneurs; developing working links and affiliation with other bodies having similar objectives, whether in Mauritius or abroad; and studying specific areas where the development of women entrepreneurship needs to be strengthened.
- 53.3 In furtherance of its mission to promote economic independence of women and encourage the developmental growth of women entrepreneurs, the Council provides, among others, the following services: information, counselling, international linkages, development of micro-projects and organisation of exhibitions. To facilitate their empowerment and economic independence, it also puts at the disposal of women entrepreneurs a business incubator and a market centre.
- 53.4 The Council additionally provides assistance and support services to other institutions and programmes including Small Enterprises and Handicraft Development Authority, Caravane de L'Entrepreneuriat and Empowerment Programme.
- 53.5 The Council is headed by the Secretary who is responsible for the execution of its policy and the control and management of its day-to-day business.
- 53.6 The organisation structure of the Council comprises, at present, the Technical, Administration and Finance Sections. We are, in this Report, bringing appropriate structural changes to facilitate the Council to meet its operational requirements in terms of strategies and objectives.

### **Business Development Officer**

- 53.7 With the enlargement of activities of the Council to include the operations of commercial activities, officers in the grade of Business Development Officer would be required to work on Saturdays, Sundays and Public Holidays. The scheme of service needs to be revised to reflect these changes.

### **Recommendation 1**

- 53.8 We recommend that future recruits in the grade of Business Development Officer should be required to work on roster basis including Saturdays, Sundays and Public Holidays. The scheme of service of the grade should be amended to that effect.
- 53.9 We also recommend that Business Development Officers in post as at 30 June 2008 opting to work on roster, should be granted two additional increments over and above the salary point reached in the salary scale of the grade, subject to the maximum salary of the grade.

### **Accounts Officer (New Grade)**

- 53.10 With the expansion of the activities of the Council, there is need for a grade at the level of Accounts Officer to be responsible for all financial transactions of the Council and to maintain a proper system of accounts.

### **Recommendation 2**

- 53.11 We recommend the creation of a grade of Accounts Officer. Appointment 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; and 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 Accounting or a pass in all papers of the Fundamentals (Knowledge) (*formerly Part I of the ACCA examinations*) or equivalent qualification acceptable to the Board and reckoning at least two years' experience in financial duties.
- 53.12 Incumbent would be responsible, among other activities, for the day-to-day financial transactions of the Council and to prepare and monitor the budget of the Council; ensuring that all financial transactions comply with established rules and regulations; and maintaining a proper system of accounts.

### **Accounts Clerk**

- 53.13 With the creation of the grade of Accounts Officer, the duties presently performed by the Accounts Clerk will be taken over by the Accounts Officer. We are, therefore, making provision for the abolition of the grade of Accounts Clerk.

### **Recommendation 3**

- 53.14 We recommend that the grade of Accounts Clerk be abolished on vacancy. We are providing personal salary to holder of the post.

### Commercial Activities

- 53.15 The Council operates sales outlets to provide commercial facilities to women entrepreneurs. Two outlets had to close down because of very low sales mainly attributed to the limitations in the business hours of the outlets coinciding with the Public Sector office hours.
- 53.16 To render this service viable and feasible, it is proposed that the opening and closing hours of these outlets should be aligned with private commercial outlets.
- 53.17 We concur with the proposals that the remuneration and conditions of employment of persons engaged in the commercial activities of the Council be governed by the provisions of the relevant remuneration orders applicable in the private sector and **we recommend accordingly.**

### Salesperson

#### Recommendation 4

- 53.18 **We further recommend that the grade of Salesperson which is presently vacant, be abolished.**

### 53. NATIONAL WOMEN ENTREPRENEUR COUNCIL

#### SALARY SCHEDULE

NWEC 1	: Rs 6425 x 175 – 6600 x 200 – 10200
	General Worker
NWEC 2	: Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600
	Office Attendant/Driver
NWEC 3	: Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000
	Instructor
NWEC 4	: Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600
	Clerical Officer/ Higher Clerical Officer Clerk/Word Processing Operator
NWEC 5	: Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000
	Accounts Clerk (Personal) Executive Officer

**53. NATIONAL WOMEN ENTREPRENEUR COUNCIL (Contd.)**

**NWEC 6 : Rs 11200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500  
– 16000 x 600 – 23200**

Business Development Assistant

**NWEC 7 : Rs 17200 x 600 – 23200 x 800 – 26400**

Accounts Officer (New Grade)

**NWEC 8 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**

Business Development Officer (Personal to officers in post as  
at 30 June 2008)

**NWEC 9 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**

Business Development Officer (Roster)

**NWEC 10 : Rs 30000 x 1250 – 45000**

Secretary

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## 54. NATIONAL WOMEN'S COUNCIL

- 54.1 The National Women's Council set up under the National Women's Council Act No. 27 of 1985 operates under the *aegis* of the Ministry of Women's Rights, Child Development and Family Welfare and Consumer Protection. It caters for the development and implementation of programmes to integrate women in all sectors of national development. Its main functions are to examine and evaluate the contribution of women to the various sectors of development in the light of national needs and priorities, and study specific areas where the participation of women should be invited/strengthened.
- 54.2 The Council is managed and administered by the National Committee which is chaired by the Permanent Secretary of the Ministry of Women's Rights, Child Development and Family Welfare and Consumer Protection. The Secretary is the custodian of all books, deeds and documents of the Council as well as of all minutes of proceedings of the National Committee. The post holder provides secretarial service and looks after the day-to-day business of the Council.
- 54.3 The organisation structure of the National Women's Council comprises five units, viz., Personnel and Administration, Finance and Purchasing, Dressmaking and Craft, Women's Association, and Adult Literacy.
- 54.4 In the 2003 PRB Report, the organisation structure was reinforced with the creation of appropriate levels in the respective units to allow the organisation to provide its services more efficiently and effectively. In this Report, we are making provision for an additional level to provide support services and bringing in some changes to the schemes of service of a few grades for better work organisation.

### **Office/Field Assistant (New Grade)**

- 54.5 The activities of the Council at the regional level have expanded considerably particularly with the increase in the number of Regional Committees and Women's Associations. There is need for a level to provide service at the Women's Centres, carry out field duties related to social work and community service, and assist in the collection of information in connection with women's activities and welfare.

### **Recommendation 1**

- 54.6 **We recommend the creation of a grade of Office/Field Assistant. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education and showing proof of having read up to Form II.**

- 54.7 The Office/Field Assistant would be required to, among other activities, perform under supervision simple office work and related duties; assist officers in the discharge of routine work in relation to tasks which are carried out according to predetermined procedures and precise rules; operate modern office equipment such as telefax machine, electronic photocopying machine; perform simple operations on computers; assist in the progress and welfare of women; assist in the running of appropriate courses; motivate women at grass roots level to participate in social work and community service; and assist in the collection of information in connection with women's activities and welfare.

**Head, Women's Association Unit *formerly Supervisor, Women's Association***

- 54.8 The role and functions of the National Women's Council have expanded with the increasing number of Women's Associations over the years bringing along additional responsibilities on the incumbent in the grade of Supervisor, Women's Association such as to liaise, network and collaborate with all Women's Associations working for the empowerment of women and to act as a link between Women's Associations and the National Women's Council. We are restyling the grade to reflect its nature of duties and responsibilities.

**Recommendation 2**

- 54.9 **We recommend that the grade of Supervisor, Women's Association be restyled Head, Women's Association Unit and its scheme of service amended to include the additional duties. This element has been taken into consideration in the salary recommended for the grade.**
- 54.10 **We also recommend that the grade of Assistant Supervisor, Women's Association be restyled Supervisor, Women's Association.**

**Family Support Officer**

- 54.11 The Family Support Officer is, at present, appointed from among candidates possessing a Cambridge School Certificate or an equivalent qualification acceptable to the Council and reckoning at least two years' proven experience in social work.
- 54.12 Incumbents in the grade are involved in the performance of field duties and are required to advise, motivate and assist women on the setting up of Women's Associations, disseminate information on projects, activities and programmes organised by the Council and motivate members of the public to participate therein, conduct surveys, home visits and report on problems affecting the family.



- 54.13 It has been represented that in view of the increasing activities of the Council both at regional and national level, incumbents in the grade of Family Support Officer are also called upon to be in attendance at the office whenever required for the performance of office duties.

### **Recommendation 3**

- 54.14 We recommend that the scheme of service of the grade of Family Support Officer be amended so that incumbents should also be required to give assistance in the performance of office duties. This element has been taken into consideration in the salary recommended for the grade.**

### **Craftcoach formerly Craft Worker**

- 54.15 The Craft Worker is appointed from among candidates possessing the Certificate of Primary Education and reckoning at least 10 years' experience in craftsmanship.
- 54.16 At present, the Craft Worker is required to, among other activities, assist in devising and implementing training programmes related to crafts; sensitise women at large on these programmes and other projects of the Council; conduct classes and design, develop and produce materials relevant for training; and assist in the organisation of exhibitions and sales of craft products.
- 54.17 The activities related to craftwork are, at present, organised on a part-time basis, and Management has submitted that in order to provide effective and full-fledged training, incumbents in the grade of Craftcoach *formerly Craft Worker* should henceforth, be required to operate on a full-time basis.
- 54.18 Representation has been received from the Staff Association for a change in the job appellation of Craft Worker in order to better reflect the nature of the duties and responsibilities.

### **Recommendation 4**

- 54.19 We recommend that the grade of Craft Worker be restyled Craftcoach and henceforth, incumbents should be required to operate on a full-time basis and this condition of service has been taken into consideration in the salary recommended for the grade.**

### **Dressmaking Teacher**

- 54.20 Dressmaking Teacher is responsible to run sewing, dressmaking and related crafts classes at Social Welfare Centres, Community Centres and Village Halls. At present, these activities are carried out on a part-time basis. Management has represented that in order to provide enhanced training and to have better control and supervision of performance of the trainees, incumbents in the grade of Dressmaking Teacher should be called upon to operate on a full-time basis.

### Recommendation 5

54.21 We recommend that Dressmaking Teachers should henceforth, be required to work on a full-time basis and this condition of service has been taken into consideration in the salary recommended for the grade.

## 54. NATIONAL WOMEN'S COUNCIL

### SALARY SCHEDULE

<b>NWC 1</b>	<b>:</b>	<b>Rs 8800</b> Temporary Instructress in Adult Literacy
<b>NWC 2</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>NWC 3</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant Office/Field Assistant (New Grade)
<b>NWC 4</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13500</b> Craftcoach <i>formerly Craft Worker</i>
<b>NWC 5</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>NWC 6</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</b> Dressmaking Teacher
<b>NWC 7</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400</b> Clerk, National Women's Council (Personal)
<b>NWC 8</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Adult Literacy Instructor/Instructress Family Support Officer Instructor
<b>NWC 9</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator

## 54. NATIONAL WOMEN'S COUNCIL (Contd.)

- NWC 10 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200**  
Senior Dressmaking Teacher
- NWC 11 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800**  
Supervisor, Women's Association  
*formerly Assistant Supervisor, Women's Association*
- NWC 12 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Executive Officer  
*formerly Executive Assistant*  
Liaison Officer
- NWC 13 : Rs 16000 x 600 – 23200 x 800 – 26400**  
Head, Women's Association Unit  
*formerly Supervisor, Women's Association*  
Supervisor, Dressmaking and Craft
- NWC 14 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer/Purchasing and Supply Officer
- NWC 15 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer  
*formerly Personnel Officer*
- NWC 16 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Project Coordinator  
Supervisor, Women's Association (Personal)
- NWC 17 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Secretary

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**55. NELSON MANDELA CENTRE FOR AFRICAN CULTURE**

- 55.1 The Nelson Mandela Centre for African Culture, formerly known as the African Cultural Centre Trust Fund, was set up following the celebration of the 150<sup>th</sup> Anniversary of the Abolition of Slavery. It is managed by a Board of Trustees and operates under the *aegis* of the Ministry of Arts and Culture.
- 55.2 The key objectives of the Centre are, among others, to preserve and promote the African and Creole arts and culture; do research and reflect the impact slavery has had in Mauritius. In this context, the Centre collects, publishes and disseminates information and organises regularly conferences, debates, seminars/workshops, literacy competitions as well as exhibitions to improve the awareness of the general public on African and Creole culture. It provides assistance to Mauritians wishing to trace their slave ancestry and establishes links with organisations engaged in similar activities locally and internationally in line with cultural bilateral agreements existing with Senegal, Mozambique, Seychelles and the Malagasy Republic.
- 55.3 In our 2003 PRB Report, we made provisions for grades at the administrative, technical and supportive levels to meet the operational requirements of the organisation. The organisational structure is appropriate. We are, therefore, maintaining the present set-up.

**55. NELSON MANDELA CENTRE FOR AFRICAN CULTURE**

**SALARY SCHEDULE**

<b>NMCAC 1</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800</b> Cultural Adviser Cultural Animator
<b>NMCAC 2</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14200</b> Handy Worker (Semi Skilled)
<b>NMCAC 3</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver/Handy Worker
<b>NMCAC 4</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</b> Audio Visual/Public Address Operator

**55. NELSON MANDELA CENTRE FOR AFRICAN CULTURE (Contd.)**

- NMCAC 5 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator
- NMCAC 6 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk
- NMCAC 7 : Rs 16000 x 600 – 23200 x 800 – 24800**  
Documentation Officer
- NMCAC 8 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- NMCAC 9 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer
- NMCAC 10 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Secretary's Assistant  
Secretary's Assistant (Personal)
- NMCAC 11 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Secretary  
Events Management Officer  
Research Officer
- NMCAC 12 : Rs 30000 x 1250 – 45000**  
Head, Documentation and Research
- NMCAC 13 : Rs 48750 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Director

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## **56. OUTER ISLANDS DEVELOPMENT CORPORATION**

- 56.1 The Outer Islands Development Corporation (OIDC), established under Act No. 41 of 1982, operates under the aegis of the Ministry of Rodrigues and Outer Islands, which portfolio is held by the Prime Minister. It is responsible for the management and development of the Islands of Agalega and St. Brandon.
- 56.2 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 of the Corporation.
- 56.3 The Outer Islands Development Corporation also advises the Minister on the development of such activities as may lead to a more economic exploitation of the Outer Islands and the grant or determination of leases over the Outer Islands on such terms and conditions as shall warrant their optimum use.

### **Agalega**

- 56.4 Agalega, situated at 1000 km North of Mauritius comprises two islands with a total area of 2600 hectares and is mainly covered with coconut plantations. Its population is around 300. The head of the administration at Agalega is the Resident Manager.

### **St Brandon Islands**

- 56.5 St Brandon Group of Islands (Cargados Carajos) constitutes 28 islets lying about 400 km to the North East of Mauritius. The total area of the islets is about 500 acres. These islets are spread over an area of approximately 1000 km. The Archipelago supports several valuable fishery stocks and a diversity of marine fauna and flora. There is no permanent population on St. Brandon but only fishermen working on a temporary basis.
- 56.6 The organisation structure of the Corporation comprises the following sections: Administration, Project Management, Finance, and Marketing. As the socio-economic activities in Agalega and St Brandon Islands are increasing, we are making provision for the grades of Social Worker and Fisheries Officer and restyling certain grades to enable the organisation to operate more effectively.

### **Social Worker (New Grade)**

- 56.7 At present, an officer employed on contract, is providing assistance to students from Agalega pursuing studies in Mauritius. He is required, among others, to look after accommodation facilities, school admissions for the students; ensure that they are provided with healthy recreational facilities for their proper upbringing and integration in the society; establish links with the Heads of schools to address problems that may impede the education and adaptation of the Agalean students and provide any practical assistance.

- 56.8 As these duties and responsibilities would necessitate an officer on a full-time basis, we are, therefore, providing for the grade of Social Worker on the establishment of the organisation.

#### **Recommendation 1**

- 56.9 **We recommend the creation of a grade of Social Worker to be filled on the expiry of the contract appointment of the Social Worker presently serving the organisation. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics; a Cambridge Higher School Certificate with passes in at least two subjects together with a Diploma in Social Work or its equivalent from a recognised institution. Candidates should reckon at least two years' experience in Social Work.**

- 56.10 Incumbent would be required to, *inter alia*, maintain permanent contact with all students from Agalega studying in Mauritius; implement schemes for their welfare and studies; monitor the allocation of school materials/stipends to students and their guardians; and work closely with appropriate authorities and organisations for the implementation of activities regarding education, sports, culture and their integration in society.

#### **Fisheries Officer (New Grade)**

- 56.11 With the growing need to foster fisheries development of the Outer Islands, it is imperative to ensure that related activities are properly carried out within the boundaries of the islands. Implementation of projects relating to fisheries management, marine resources and marine conservation need to be carried out under appropriate technical guidance. To this effect, we are providing for an appropriate level.

#### **Recommendation 2**

- 56.12 **We recommend the creation of a grade of Fisheries Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Diploma in one of the following fields: Aquaculture/Biology/Fish Technology/Fisheries Science/Marine Biology/Biological/Oceanography/Botany/Microbiology/Natural Resources/Zoology or any fishing related discipline.**

- 56.13 Incumbent would be required to, *inter alia*, be responsible for the marine activities around Agalega; train employees in the techniques relating to fishing and processing activities; advise the corporation on activities that would lead to the exploitation of marine produce and perform duties related to fisheries management, fishing technology, aquaculture research and extension.

**Inducement Allowance**

56.14 An inducement allowance equivalent to 50% of monthly salary is presently being paid to Mauritian officers posted to Agalega islands on a contract basis. We are maintaining this provision.

**Recommendation 3**

56.15 We recommend that the inducement allowance equivalent to 50% of the monthly salary presently paid to officers on contract posted to Agalega Islands to serve for a period of not less than six months, be maintained.

**56. OUTER ISLANDS DEVELOPMENT CORPORATION**

**SALARY SCHEDULE**

<b>OIC 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>OIC 2</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
<b>OIC 3</b>	<b>:</b>	<b>Rs 11700 x 300 – 13800 x 400 – 15000</b> Head Office Attendant
<b>OIC 4</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Telephone Operator/Receptionist
<b>OIC 5</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</b> Clerk Assistant
<b>OIC 6</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400</b> Assistant Stores Officer (Personal)
<b>OIC 7</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Purchasing and Marketing Assistant



**56. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd.)**

- OIC 8 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk  
Clerk/ Word Processing Operator
- OIC 9 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800**  
Data Records Officer
- OIC 10 : Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800**  
Maintenance Technician
- OIC 11 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Works Officer
- OIC 12 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Public Relations Officer
- OIC 13 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Accounts Officer  
Assistant Procurement and Supply Officer  
*formerly Purchasing & Supply Officer*  
Field Supervisor
- OIC 14 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200**  
Office Coordinator
- OIC 15 : Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Social Worker (New Grade)
- OIC 16 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary

**56. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd.)**

- OIC 17 : Rs 15500 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Senior Maintenance Technician
- OIC 18 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Administrative Assistant  
Fisheries Officer (New Grade)  
Safety and Health Officer/ Welfare Officer
- OIC 19 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer  
*formerly Personnel Officer*
- OIC 20 : Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Accounts Officer/Senior Accounts Officer  
Purchasing and Marketing Officer/Senior Purchasing and Marketing Officer
- OIC 21 : Rs 16600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250**  
Assistant Resident Manager
- OIC 22 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Agricultural Development Officer
- OIC 23 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Development Officer
- OIC 24 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Accountant/Senior Accountant  
Administrative Manager  
Internal Auditor/Senior Internal Auditor
- OIC 25 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Engineer/Senior Engineer

**56. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd.)**

**OIC 26 : Rs 30000 x 1250 – 45000**  
Resident Manager

**OIC 27 : Rs 66000**  
General Manager

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## 57. PRE-SCHOOL TRUST FUND

- 57.1 The Pre-School Trust Fund (PSTF), instituted under Act No. 41 of 1984, functions under the aegis of the Ministry of Education and Human Resources. Its main objectives are to, *inter alia*, assist in promoting and providing pre-school education and services; support relevant activities initiated by the parent Ministry, non-governmental pre-school organisations and local authorities; encourage teacher education, activities and research in the pre-school sector; and promote the general welfare of pre-school children, pre-school teachers and child care workers.
- 57.2 The mission of the organisation is to provide, with the involvement of parents, equal access for all children to quality pre-schooling through a child-centred and play-based approach.
- 57.3 The PSTF also caters for children who are at risk of delayed development and with disabilities. In line with reforms in the pre-primary sector, the structure of the PSTF has undergone certain changes with the setting up of educational zones, creation of new posts, provision of a new career structure for the teacher grade and the permanent employment of all pre-primary school teachers and non-teaching staff attached to Government Primary Schools.
- 57.4 We are, in this Report, reinforcing the organisational structure of the PSTF with new grades to enable the organisation to better fulfil its objectives.

### Director (New Grade)

- 57.5 The PSTF has undergone changes over the years and has now become an important organisation in the pre-school education sector. In this context, the Early Childhood Care and Education Authority Bill has been passed by the National Assembly on 07 December 2007 which, when proclaimed, will replace the Pre-School Trust Fund Act. The Bill provides for a new grade of Director who shall be the Chief Executive of the Authority. The Director shall be responsible to the Board for the attainment of the corporate objectives of the Authority and for the control and management of the day-to-day business of the Board. We are making provision for this grade which should be filled after proclamation of the Act.

### Recommendation 1

- 57.6 **We recommend the creation of a grade of Director. Appointment thereto should be made from among candidates possessing a post 'A' Level Degree in Education/ Management/Business Administration or equivalent qualification together with one year postgraduate qualification in Education or Education Administration and reckoning at least two years' experience in early childhood care and education.**

- 57.7 Incumbent would, *inter alia*, be responsible to the Board for planning and management of all the activities and functions of the Fund; maintain services and operations to meet quality standards; and provide information and advice for action towards meeting organisational objectives.

#### **Accountant (New Grade)**

- 57.8 At present, the Accounts Clerk and the Secretary/Treasurer assist the Chairman in handling the financial matters of the PSTF. In view of the increased responsibilities of the Fund with a budget of over Rs 100m annually, the need for a new grade of Accountant is felt. The Accountant would be responsible to the Director for the financial management of the PSTF.

#### **Recommendation 2**

- 57.9 We recommend the creation of a grade of Accountant. Appointment thereto should be made by selection from among candidates possessing a pass at the final examination required for admission to membership of a recognised professional accounting body and be registered with the Mauritius Institute of Professional Accountants (MIPA).**

- 57.10 The Accountant would, *inter alia*, be responsible for all financial and accounting business of the organisation; ascertain that statutory provisions and internal regulations are being complied with; prepare and submit the budget estimates, final accounts and annual periodical report on financial matters of the PSTF; and ensure that all audit programmes are well coordinated.

#### **Human Resource Management Officer (New Grade)**

- 57.11 The PSTF has a workforce of around 540 employees and currently a Liaison Officer is shouldering the responsibility of administering the Human Resources Department. For better industrial relations and proper management of human resources, there is need for a full fledged Human Resource Management Officer.

#### **Recommendation 3**

- 57.12 We recommend the creation of a grade of Human Resource Management Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Human Resource Management and a one-year postgraduate qualification in Education or Educational Administration.**

- 57.13 Incumbent would be responsible, among others, for the formulation and implementation of manpower planning, development and training schemes and policies relating to industrial relations and for giving appropriate advice on Human Resource matters.

#### **Liaison Officer**

- 57.14 With the creation of the grade of Human Resource Management Officer, the Liaison Officer will no longer head the Human Resource Department. However, he will continue to assist in duties relating to the Board and its Sub-Committees, take minutes of proceedings in Board Meetings, ensure follow-up actions and prepare Board papers. At the request of Management, we are restyling the grade to an appropriate appellation in line with the duties performed.

#### **Recommendation 4**

- 57.15 We recommend that the grade of Liaison Officer be restyled Executive Officer.**

#### **Safety and Health Officer/Senior Safety and Health Officer (New Grade)**

- 57.16 To ensure compliance with the legislation related to occupational safety and health in the pre-schools, there is need for a new grade to help in the implementation of the relevant laws. We are providing for the grade to cater for the maintenance of safety and health measures in the organisation.

#### **Recommendation 5**

- 57.17 We recommend the creation of a grade of Safety and Health Officer/Senior Safety and Health Officer. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Diploma in Occupational Health and Safety of the University of Mauritius or equivalent qualification.**

- 57.18 Incumbent would, *inter alia*, be required to inspect all places of work to assess all risks; audit and review any health and safety measures and procedures; investigate any occupational accident; and advise on all matters relating to health and safety.

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

- 57.19 At present, Attendants of the PSTF operate the telephone switchboard and perform receptionist duties. As the activities of the organisation have increased, there is need for a full time employee to perform the duties at this level.

### Recommendation 6

**57.20 We recommend the creation of a grade of Receptionist/Telephone Operator. Appointment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least English Language and French.**

57.21 Incumbent would, *inter alia*, be required to operate the telephone switchboard, record incoming and outgoing calls and convey messages; attend to and direct visitors; and perform related clerical duties.

### Office Attendant/Driver

57.22 Drivers, when not performing driving duties during part of the day, are also required to perform certain other duties such as running errands and effecting despatch of letters and files. We are, therefore, restyling the grade of Driver and amending the scheme of service to reflect the additional duties.

### Recommendation 7

**57.23 We recommend that the grade of Driver be restyled Office Attendant/Driver. Consequently, the scheme of service of Driver should be amended to include duties such as running errands and despatch duties. This element has been taken into consideration in arriving at the salary recommended for the grade.**

### Ex-Teacher (Sugar Industry Labour Welfare Fund)

57.24 In 1992, a batch of 16 Teachers from the Sugar Industry Labour Welfare Fund was transferred to the PSTF to help in the setting up of the Pre-Primary Schools. Some of them, in addition to their normal teaching duties, have also been involved in reform programmes in that sector and have been offered acting appointment as Teacher Educator/Supervisor with effect from 25 January 2007.

57.25 Both management and staff have made representations to the Bureau that, as these Teachers have passed in some subjects at Cambridge School Certificate level and hold a Certificate in Pre-Primary Education in addition to performing the duties of Teacher Educator/Supervisor for a number of years, they should be absorbed in the latter grade. The Bureau considers that there are merits in this case and recommends accordingly.

### Recommendation 8

**57.26 We recommend that Teachers transferred from the Sugar Industry Labour Welfare Fund, who have been acting as Teacher Educator/Supervisor as from 25 January 2007, should be absorbed in the grade of Teacher Educator/Supervisor provided they hold the Certificate in Pre-Primary Education.**

**57. PRE-SCHOOL TRUST FUND**

**SALARY SCHEDULE**

<b>PSTF 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>PSTF 2</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 10950</b> Attendant
<b>PSTF 3</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Handy Worker
<b>PSTF 4</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11450</b> Caretaker
<b>PSTF 5</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Stores Attendant
<b>PSTF 6</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Library Attendant
<b>PSTF 7</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 12900</b> Caretaker (Personal to officers in post as at 30.06.93)
<b>PSTF 8</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver <i>formerly Driver</i>
<b>PSTF 9</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephone Operator (New Grade)
<b>PSTF 10</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</b> Teacher
<b>PSTF 11</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator
<b>PSTF 12</b>	<b>:</b>	<b>Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Teacher-in-Charge



**57. PRE-SCHOOL TRUST FUND (Contd.)**

- PSTF 13 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Procurement and Supply (New Grade)  
Executive Officer  
*formerly Liaison Officer*  
Purchasing and Supply Officer (Personal)
- PSTF 14 : Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22600**  
Teacher Educator/Supervisor
- PSTF 15 : Rs 19000 x 600 – 23200 x 800 – 27200**  
Senior Teacher Educator/Supervisor
- PSTF 16 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
IT Support Officer  
Library and Documentation Officer  
Safety and Health Officer/Senior Safety and Health Officer  
(New Grade)  
Technical Officer
- PSTF 17 : Rs 17800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250**  
Secretary/Treasurer
- PSTF 18 : Rs 24000 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
Principal Teacher Educator/Supervisor
- PSTF 19 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Human Resource Management Officer (New Grade)
- PSTF 20 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant (New Grade)  
Internal Auditor
- PSTF 21 : Rs 66000**  
Director (New Grade)

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## 58. PRIVATE SECONDARY SCHOOLS AUTHORITY

- 58.1 The Private Secondary Schools Authority (PSSA) set up under Act No. 20 of 1976, started its activities on 20 September of the same year. The Act was amended in the year 2000 and since May 2001, the pedagogical inspection function at the Authority has been taken over by the Ministry of Education and Human Resources.
- 58.2 The PSSA operates under the *aegis* of the Ministry of Education and Human Resources and acts as an enforcement agency overseeing the standard of infrastructure and pedagogical activities in private secondary schools. It manages the disbursement of grants based on an assessment of school facilities under the New Comprehensive Grant Formula. It is also responsible for promoting and encouraging education in secondary and pre-vocational schools; setting up and operating, with the Minister's approval, schemes to provide aid; registration of secondary and pre-vocational schools; licensing of teachers, rectors and managers; ensuring that terms and conditions of employment of staff in secondary and pre-vocational schools are fair and reasonable, and enforcement of regulations covering various aspects of school management such as promotion, transfer and rustication/expulsion of students.
- 58.3 At present, a total of 110 grant-aided and non grant-aided private secondary schools in Mauritius and Rodrigues are registered with the Authority. It is actually paying grants towards the salary of some 3923 teaching staff and 1575 non-teaching staff of private secondary schools.
- 58.4 The organisation structure of the PSSA comprises different sections namely, Administrative, Finance, Stores, Information Technology (IT) and Inspectorate. It has, at its apex, a Director who is the Chief Executive of the organisation.
- 58.5 For this Review, we have received representations from both Management and Unions and revisited the organisation structure of the Authority. After an in-depth examination of the representations, we are, in this Report, providing for a new grade in the Inspectorate Section so as to allow the organisation to deliver its mandate more efficiently and effectively.

### INSPECTORATE SECTION

- 58.6 The Inspectorate Section of the Authority comprised the Inspectorate and the Supervisors Cadre. In the wake of the setting up of a National Inspectorate at the Ministry of Education and Human Resources in the year 2001, all PSSA Inspectors were transferred to the said Ministry except two who opted to stay at the PSSA. Some of the administrative responsibilities formerly

devolving upon the grade of Inspector were shifted to the Supervisor/Senior Supervisor. We are, therefore, bringing the necessary changes to the scheme of service of the Supervisor/Senior Supervisor to reflect these additional duties as well as amending the qualification requirements of the grade and creating a level to reinforce the structure of the Section.

### **Supervisor/Senior Supervisor**

#### **Recommendation 1**

- 58.7** We recommend that the scheme of service of the grade of Supervisor/Senior Supervisor be amended so that, in future, appointment should be made by selection from among candidates possessing a Degree along with a Post Graduate qualification in the field of Education or Management or Administration and reckoning five years' post degree teaching experience in an approved secondary school or five years' post degree experience in an administrative or management capacity.
- 58.8** We also recommend that incumbent would be required to perform duties related to approval of recruitment/replacement of teaching and non-teaching staff for both mainstream and pre-vocational, organise training programmes and workshops, and assess the educational and recreation facilities to make recommendations for grant purposes. These duties have been considered in arriving at the salary recommended for the grade.

#### **Recommendation 2**

##### **Principal Supervisor (New Grade)**

- 58.9** We recommend the creation of a grade of Principal Supervisor. Appointment thereto should be made by selection from among officers in the grade of Supervisor/Senior Supervisor reckoning at least six years' experience in a substantive capacity. In the absence of suitable candidates, appointment thereto should be made by selection from among candidates possessing a Degree from a recognised university together with a Post Graduate Degree in the field of Education or Management or Administration and either 10 years' post degree teaching experience in an approved secondary school or 10 years' post degree experience in an administrative capacity.
- 58.10** Incumbent would, among other responsibilities, advise the Director on all matters pertaining to the administration and Management of Private Secondary Schools Sector including the location/relocation and construction of private secondary schools; coordinate, monitor, evaluate and report on the implementation of any policies and schemes set up by the Authority and the Ministry; and organise seminars, meetings and courses for the benefit of the

private secondary schools and advise on the proper management and administration of the schools.

### INFORMATION TECHNOLOGY DIVISION

58.11 The Information Technology (IT) Division is manned by an Analyst Programmer, employed on contract, and a Computer Officer. The Authority has embarked on a major overhauling of its IT Systems. In order to ensure that the computer section meets its future challenges, there is need for a grade on the establishment of the organisation to head the Section.

#### Systems Analyst

##### Recommendation 3

58.12 **We recommend the creation of a grade of Systems Analyst against abolition of the post of Analyst Programmer. Recruitment to the grade should be made by selection from among holders of a post 'A' Level Degree in Computer Science or Computing and Information System and reckoning at least two years' experience in Database Design/Administration.**

58.13 Incumbent would be required to, *inter alia*, perform database and system administration; set up and configure all computer systems; prepare network administration and management; perform software application maintenance and ensure confidentiality and security of information.

## 58. PRIVATE SECONDARY SCHOOLS AUTHORITY

### SALARY SCHEDULE

<b>PSSA 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>PSSA 2</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Handy Worker
<b>PSSA 3</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>PSSA 4</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Gardener Office Attendant
<b>PSSA 5</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200</b> Senior Gardener

58. PRIVATE SECONDARY SCHOOLS AUTHORITY (Contd.)

PSSA 6	:	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
PSSA 7	:	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Binder
PSSA 8	:	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Senior/Head Office Attendant
PSSA 9	:	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephone Operator
PSSA 10	:	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Word Processing Operator
PSSA 11	:	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer
PSSA 12	:	<b>Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b> Senior Word Processing Operator
PSSA 13	:	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Assistant Financial Operations Officer <i>formerly Assistant Finance Officer</i> Assistant Procurement and Supply Officer (New Grade) Executive Officer Stores Officer (Personal)
PSSA 14	:	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary

58. PRIVATE SECONDARY SCHOOLS AUTHORITY (Contd.)

- PSSA 15 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Computer Officer  
Financial Operations Officer  
*formerly Finance Officer*  
Higher Executive Officer  
Procurement and Supply Officer  
*formerly Higher Stores Officer*
- PSSA 16 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Safety and Health Officer/Senior Safety and Health Officer
- PSSA 17 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Financial Operations Officer  
*formerly Senior Finance Officer*
- PSSA 18 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Assistant Manager, Financial Operations  
*formerly Principal Finance Officer*
- PSSA 19 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Assistant
- PSSA 20 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Systems Analyst
- PSSA 21 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Internal Auditor
- PSSA 22 : Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Supervisor/Senior Supervisor
- PSSA 23 : Rs 30000 x 1250 – 45000**  
Inspector (Personal)
- PSSA 24 : Rs 31250 x 1250 – 45000**  
Manager, Financial Operations  
*formerly Chief Finance Officer*

**58. PRIVATE SECONDARY SCHOOLS AUTHORITY (Contd.)**

- PSSA 25 : Rs 37500 x 1250 – 50000**  
Finance Manager  
Principal Supervisor (New Grade)
- PSSA 26 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Secretary
- PSSA 27 : Rs 58000 x 2000 –62000**  
Deputy Director
- PSSA 28 : Rs 80000**  
Director

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## 59. PUBLIC OFFICERS' WELFARE COUNCIL

- 59.1 The Public Officers' Welfare Council set up by Act No. 28 of Parliament operates under the *aegis* of the Ministry of Civil Service and Administrative Reforms, with the mission to promote the welfare of public officers and their families.
- 59.2 The Council organises every year a wide spectrum of recreational, leisure, cultural and social activities for public officers including sport competitions, cruises round the island, excursions, debate competitions and "kermesse". It has also established exchange programmes and ties between Mauritian and Rodriguan Public Officers.
- 59.3 Through its different activities, the Council provides opportunities to create greater synergies among public officers of different departments and ministries as well as among retirees of public service.
- 59.4 At present, officers on secondment from the Ministry of Civil Service and Administrative Reforms are servicing the Council to enable it to meet its objectives. The grade of Organising Secretary on the establishment of the Council is not filled in a substantive capacity and its duties have been entrusted to an Executive Officer on secondment from the Ministry.
- 59.5 In view of the increasing number of activities being organised throughout the year, we are making provision for the grades of Senior Officer and Clerk/Word Processing Operator to enable the Council to meet its objectives in a more effective manner.

### Senior Officer (New Grade)

#### Recommendation 1

- 59.6 **We recommend the creation of a grade of Senior Officer. Appointment thereto should be made by selection from among incumbents in the new grade of Officer reckoning at least four years' service and possessing excellent analytical, technical and interpersonal skills together with ability to demonstrate initiatives in various situations.**
- 59.7 Incumbent would be required to, *inter-alia*, organise, implement and direct office operations; deal with personnel, general administration, finance, purchasing and supplies and assist in the organisation of cultural and other activities.



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

**Recommendation 2**

- 59.8 We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment 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.
- 59.9 Incumbent would be required to perform general clerical and typing duties, amongst others.

**59. PUBLIC OFFICERS' WELFARE COUNCIL**

**SALARY SCHEDULE**

**POWC 1 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**

Clerk/Word Processing Operator (New Grade)

**POWC 2 : Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200**

Senior Officer (New Grade)

**POWC 3 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**

Organising Secretary

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## 60. RABINDRANATH TAGORE INSTITUTE

- 60.1 The Rabindranath Tagore Institute (RTI) was created by Act No. 48 of 2002 as a centre of studies of Indian Culture and for promoting education and culture generally.
- 60.2 In line with the provisions of the Act, a grade of Director was created in 2006 to be responsible to the Director General (MGI/RTI) for maintaining and promoting good order and efficiency and for the finances of the Institute. Subsequently, three other grades were created on the establishment to allow it to kickstart its activities. We are, in this Report, providing for the following grades based on the operational requirements of the Institute at this stage.

### Recommendation 1

- 60.3 **We recommend the creation of the following grades on the establishment of the Rabindranath Tagore Institute: Assistant Lecturer/Lecturer, Library Officer, Accounts Clerk, Gardener/Nurseryman and General Worker.**

#### Assistant Lecturer/Lecturer (New Grade)

- 60.4 **Recruitment to the grade of Assistant Lecturer/Lecturer should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects, the Cambridge Higher School Certificate and a degree in the relevant field. In the absence of qualified candidates in scarcity areas, consideration should be given to candidates possessing a degree in the relevant subject although they lack part or whole of the Cambridge School Certificate qualification, provided the post Cambridge School Certificate degree has been deemed equivalent to a post 'A' Level Diploma.**
- 60.5 The Assistant Lecturer/Lecturer would, *inter alia*, be required to teach the relevant subjects, prepare examinations papers, conduct examinations, mark examinations scripts, participate in the drawing up of programmes of studies and carry out research work.

#### Library Officer (New Grade)

- 60.6 **Recruitment to the grade of Library Officer should be made by selection from among candidates possessing a post 'A' Level Diploma in Library and Information Science or an equivalent qualification**
- 60.7 The Library Officer would, *inter alia*, be required to look after the day-to-day management of the library; promote the library service and its best use with teaching colleagues and students; and select and acquire material on a variety of media.

**Accounts Clerk (New Grade)**

60.8 Recruitment to the grade of Accounts Clerk should be made by selection 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

**Either**

A pass in Accounting at the Cambridge Higher School Certificate (Principal Level) and reckoning at least two years' experience in finance/audit duties

**Or**

A pass in Accounting at Third Level of the London Chamber of Commerce and Industry and reckoning at least two years' experience in finance/audit duties

**Or**

A Certificate in Book Keeping (Level 2) *formerly Intermediate Stage* from the London Chamber of Commerce and Industry with at least four years' experience in finance/audit duties;

60.9 The Accounts Clerk would, among others, be responsible for the accounting and financial duties of the organisation.

**Gardener/Nurseryman (New Grade)**

60.10 The grade of Gardener/Nurseryman should be filled by promotion from General Workers on the permanent and pensionable establishment who possess the Certificate of Primary Education and have at least four years' experience in gardening and nursery techniques.

60.11 The Gardener/Nurseryman would, *inter alia*, be responsible for gardening and for all operations in a nursery.

**General Worker (New Grade)**

60.12 The grade of General Worker should be filled from candidates possessing the Certificate of Primary Education.

60.13 The General Worker would, among others, perform manual work not requiring any skill; clean and keep premises tidy; and watch over classrooms and premises during school hours.

**Incentives to Assistant Lecturer/Lecturer**

60.14 In line with what obtains at the MGI, we are making appropriate recommendations for the grade of Assistant Lecturer/Lecturer at the RTI.

## Recommendation 2

- 60.15 We recommend that Assistant Lecturer/Lecturers who possess a PhD in the relevant field should, on having drawn their top salary for a year, proceed incrementally up to a maximum of two increments to be read from the master salary scale.

### Duty Free Facilities for Assistant Lecturer/Lecturers

- 60.16 Assistant Lecturer/Lecturers drawing salary of Rs 19400 a month are eligible for loan facilities and 70% duty remission for the purchase of a car on certain terms and conditions. We are maintaining this recommendation but revising the salary point for eligibility to the duty free facilities.

## Recommendation 3

- 60.17 We recommend that Assistant Lecturer/Lecturers drawing a monthly salary of Rs 29000 should be eligible for loan facilities and 70% duty remission for the purchase of a car on the terms and conditions as per relevant provisions at paragraphs 18.2.26 and 18.2.49 of the 2008 PRB Report (Volume I) notwithstanding the salary level required therein.

## 60. RABINDRANATH TAGORE INSTITUTE

### SALARY SCHEDULE

<b>RTI 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker (New Grade)
<b>RTI 2</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Gardener/Nurseryman (New Grade)
<b>RTI 3</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
<b>RTI 4</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator
<b>RTI 5</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk (New Grade)

**60. RABINDRANATH TAGORE INSTITUTE (Contd.)**

**RTI 6 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**

Library Officer (New Grade)

**RTI 7 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**

Administrative Officer  
*formerly Administrative Assistant*

**RTI 8 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**

Assistant Lecturer/Lecturer (New Grade)

**RTI 9 : Rs 75000**

Director (Rabindranath Tagore Institute)

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## 61. RAJIV GANDHI SCIENCE CENTRE TRUST FUND

- 61.1 The Rajiv Gandhi Science Centre Trust Fund (RGSCTF) was set up by Act No. 6 of 1994 to be in charge of and manage the Rajiv Gandhi Science Centre. It operates under the *aegis* of the Ministry of Education and Human Resources.
- 61.2 The objects of the RGSCTF are, *inter alia*, to create awareness for Science and Technology; encourage creativity and innovation particularly among young people; supplement education in Science and Technology at all levels and enhance public understanding of Science and Technology. It also offers Education Extension Programmes to teachers and students.
- 61.3 The mission of the RGSCTF is to serve as a Centre for non-formal education and popularisation of Science and Technology through various media. Its vision is to be a Centre of Excellence in the promotion of Science and Technology.
- 61.4 The Centre is housed in a new building at Bell Village with various facilities, namely five permanent Galleries, a temporary Exhibition Hall, a Science Park, an Exhibit Development Workshop, an Art Section, an Auditorium, a Conference Room, space for Cafeteria and parking facilities for about 50 vehicles. The Indian Government has provided exhibits on donation, trained key staff and helped in the planning of the Science Centre. The Government of Mauritius has, on its part, provided land, building, furniture and equipment and meets the running cost of the Centre.
- 61.5 In this Report, we are making appropriate recommendations to strengthen the organisational structure of the RGSCTF so that it can better meet its objectives.

### Curator

- 61.6 At present, there are three Curators and each is responsible for a different field namely: Electronics/Computer, Mechanical Engineering and Physical Science. Each Curator reports to the Director and has several staff working under his direct supervision. The duties of the incumbents which were of curatorial nature related to the design, research and development of exhibitions and educational programmes, have now evolved and include responsibility for the maintenance and repair as well as for procurement of new equipment and administrative duties for all works performed by subordinates. We are, therefore, restyling the grades to reflect the duties performed by each of the Curators.

**Recommendation 1**

61.7 We recommend that the grades of Curator be restyled as hereunder:-

Grade	Restyled to
Curator (Electronics/Computer)	Manager/Curator (Electrical/Electronics/IT)
Curator (Mechanical Engineering)	Manager/Curator (Mechanical Engineering)
Curator (Physical Science)	Manager/Curator (Education)

61.8 The duties of incumbents have been taken into consideration in arriving at the salary recommended for the grades.

**Manager (Graphics and Exhibition) (New Grade)**

61.9 While different activities are coordinated by the different Curators and Resource Officers, they all rely on the Exhibition Officer to carry out various tasks for the different activities of the Centre. To keep pace with technological advances, the organisation has purchased sophisticated equipment to realise exhibitions and generate funds for the Centre. There is, therefore, need for a specialist in the field of multimedia to make optimum use of the equipment and new developments in the field of Communication.

**Recommendation 2**

61.10 We recommend the creation of a grade of Manager (Graphics and Exhibition). Appointment to the grade should be made by selection from among candidates possessing a post 'A' Level Degree in Applied or Commercial Art and a postgraduate Degree in Fine Arts or Management together with two years' experience in Exhibition Design in a Science Centre environment.

61.11 Incumbent would, *inter alia*, be responsible to supervise all the arts, graphics and printing activities; prepare artworks, illustrations and layout; develop computer graphics animations and supervise the making of dummies, models and dioramas.

**Maintenance and Development Officer (New Grade)**

61.12 Given that the Centre is constantly expanding its infrastructure, exhibitions and other science activities, there is need for a new grade to better assist in the maintenance of the building and infrastructure, design and development of interactive exhibits and improvement of the educational activities. Incumbent would perform duties relating to Civil Engineering or Electronics and Electrical Engineering or Information Technology and Systems or Graphics and Multimedia, depending on his posting.

### Recommendation 3

- 61.13 **We recommend the creation of a grade of Maintenance and Development Officer. Appointment thereto should be made by selection from among holders of a post 'A' level diploma in the relevant field.**
- 61.14 **We also recommend that candidates possessing a post 'A' level degree in the relevant field and appointed as Maintenance and Development Officer should join the recommended salary scale at salary point Rs 19600.**
- 61.15 Incumbent would, *inter alia*, be responsible to prepare estimates and tender documents and supervise any civil works undertaken for the maintenance of the building and infrastructure of the Centre; develop models and exhibits for the popularisation of science and technology; supervise electronics/electrical engineering works undertaken by external repair and maintenance agencies; develop, maintain and protect an effective computerised information system for the development of databases and software; create multimedia presentations and interactive educational software; and provide general technical guidance to end-users.

### Multi-skilled Trades Worker (New Grade)

- 61.16 The Mechanical Department of the Centre undertakes all the fabrication works in connection with exhibits development. It also ensures the maintenance and repairs of around 150 interactive exhibits displays, information panels and dioramas, which are prone to damage due to continuous manipulation by visitors. Although the development and maintenance of interactive exhibits require the services of several categories of Tradesman (e.g., Carpenter, Welder, Fitter, Electrician, Painter, Sheet Metal etc.), there is need for a polyvalent grade to perform duties related to more than one trade.

### Recommendation 4

- 61.17 **We recommend the creation of a grade of Multi-skilled Trades Worker. Appointment thereto should be made by selection from among candidates possessing the NTC Level 3 in one specific trade and knowledge/competencies in at least two other trades. The Multi-skilled Trades Worker would be required to perform duties of more than one trade.**
- 61.18 **We also recommend that incumbents in the grade of Tradesman should, on joining the grade of Multi-skilled Trades Worker, be granted one additional increment over and above the salary point reached in the salary scale, subject to the maximum salary of the grade.**



**On-Call Allowance**

61.19 The Rajiv Gandhi Science Centre is open to visitors from 1000 hours to 1630 hours on all days including weekends and public holidays. At present, the technical staff of the Centre attend duty during the weekends and public holidays on a roster basis. The Ministry of Education and Human Resources has approved the decision of the Board to assign the responsibility of work on weekends and public holidays to the Manager/Curator, Exhibition Officer and Resource Officer on an alternate basis and that they be placed on-call. We are providing for an all inclusive on-call allowance to these officers who will have the responsibility of allocating tasks and overseeing the smooth running of the Centre during weekends and public holidays.

**Recommendation 5**

61.20 We recommend that the all inclusive on-call allowances to be paid to senior officers assigned the responsibility of allocating tasks and overseeing the smooth running of the Centre during weekends and public holidays, be as follows:-

On-Call	Manager/ Curator	Exhibition Officer	Resource Officer
Saturdays between 1000 hours and 1630 hours	500	400	400
Sundays and Public Holidays between 1000 hours and 1630 hours	600	480	480

**61. THE RAJIV GANDHI SCIENCE CENTRE TRUST FUND  
SALARY SCHEDULE**

- RGSC 1 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600  
Office Attendant  
Gardener
- RGSC 2 : Rs 8200 x 200 – 10200 x 250 – 11700 x 300 – 13500  
Handy Worker
- RGSC 3 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000  
Carpenter  
Electrician  
Fitter  
Painter  
Welder

**61. THE RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd.)**

<b>RGSC 4</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephone Operator
<b>RGSC 5</b>	<b>Rs 9000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Tradesman/Senior Tradesman (Electronics)
<b>RGSC 6</b>	<b>Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Multi-skilled Trades Worker (New Grade)
<b>RGSC 7</b>	<b>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Driver/Handy Worker
<b>RGSC 8</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Word Processing Operator
<b>RGSC 9</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator
<b>RGSC 10</b>	<b>Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800</b> Visual Artist/Photographer (Personal)
<b>RGSC 11</b>	<b>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800</b> Technical Assistant
<b>RGSC 12</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Assistant Financial Operations Officer <i>formerly Assistant Finance Officer</i> Executive Officer
<b>RGSC 13</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary

61. THE RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd.)

- RGSC 14 :**    **Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer  
*formerly Finance Officer*
- RGSC 15 :**    **Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800**  
**– 28000 x 1000 – 29000**  
Technical Officer (Civil)  
Technical Officer (Electronics)  
Technical Officer (Exhibition)  
Technical Officer (Mechanical)
- RGSC 16 :**    **Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800**  
**– 28000 x 1000 – 30000 x 1250 – 33750**  
Maintenance and Development Officer (New Grade)
- RGSC 17 :**    **Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x**  
**1250 – 40000**  
Administrative Officer  
Exhibition Officer
- RGSC 18 :**    **Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x**  
**1250 – 40000**  
Resource Officer
- RGSC 19 :**    **Rs 30000 x 1250 – 45000**  
Manager/Curator (Education)  
*formerly Curator (Physical Science)*  
Manager/Curator (Electrical/Electronics/IT)  
*formerly Curator (Electronic/Computer)*  
Manager (Graphics and Exhibition) (New Grade)  
Manager/Curator (Mechanical Engineering)  
*formerly Curator (Mechanical Engineering)*
- RGSC 20 :**    **75000**  
Director

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## 62. ROAD DEVELOPMENT AUTHORITY

- 62.1 The Road Development Authority (RDA), established as a corporate body by Act No. 6 of 1998, operates under the *aegis* of the Deputy Prime Minister's Office, Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division).
- 62.2 The mission of the RDA is to provide a cost efficient mobility in comfort and safety to the Mauritian population and its economic operators to all parts of the island by developing, preserving and maintaining a high standard of classified road network through the judicious use of human, material, financial and technological resources.
- 62.3 The Authority is responsible for the construction, care, maintenance and improvement of motorways and main roads. Its 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; and plan, design and supervise the construction and reconstruction of bridges, tunnels and associated works on motorways and main roads. It also advises on the formulation of a road development policy; prepares and implements road development schemes; and conducts and coordinates research and investigation on materials required for road construction.
- 62.4 The RDA is managed by a Board and headed by a General Manager who is assisted by a Deputy General Manager in the execution of the policy of the Board and for the control and management of the day-to-day business of the Authority.
- 62.5 To enable the RDA to carry out its functions in a most efficient and judicious manner, an appropriate organisation structure was designed in the 2003 PRB Report. The Report made provisions for appropriate grades at the professional, engineering, technical, inspectorate and other supporting levels on the permanent and pensionable establishment of the Authority for the absorption of personnel on temporary transfer from the Ministry of Public Infrastructure, Land Transport and Shipping as well as for the recruitment of new skills. However, because of budgetary and administrative constraints, the filling of posts has been done gradually.
- 62.6 At present, the activities of the RDA are organised under two executive arms namely, Administration and Technical. The Administration arm encompasses Secretariat, Finance and Audit while the Technical arm comprises the Planning Division, Implementation Division and the Maintenance Division.

Each division is headed by a Divisional Manager. The Secretariat is under the administrative control of an Administrative Manager who is also responsible for the Stores Section. The Financial Controller is the head of the Finance Section whilst the Internal Auditor for the Audit Section.

- 62.7 Over the past years, the RDA has been able to put to test its operating structure and has proposed certain amendments to further improve its effectiveness. In the process, due regard has been given to the experience acquired over the last five years of operation, particularly after the permanent appointment of officers who were on temporary transfer from the Ministry of Public Infrastructure, Land Transport and Shipping. The organisation structure has, therefore, been revisited specifically to enable the Authority to meet its role and objectives efficiently and effectively.

### **ADMINISTRATION**

#### **Administrative Manager**

##### **Human Resource Management Officer (New Grade)**

- 62.8 The Administrative Manager is responsible to the General Manager and the Deputy General Manager for the general administration of the Authority. According to the scheme of service of the grade, the incumbent is required to possess a degree and to have two years' experience at senior/middle management level. On the other hand, the human resource management function rests with a Personnel Officer. At the initial phase, these arrangements were suitable. However, in the course of time, they have become inadequate.

- 62.9 The RDA has now become fully autonomous and is developing itself into a complex organisation which demands rigorous administrative management. Given the establishment size of the Authority with more than 350 employees at several levels and the nature of duties and responsibilities devolving upon the Administrative Manager and the Personnel Officer, there is need to review the qualification requirements for the grade of Administrative Manager and provide for a professional to handle the human resource management functions.

#### **Recommendation 1**

- 62.10 We recommend that, in future, appointment to the grade of Administrative Manager should be made by selection from among candidates possessing a degree and a post graduate qualification together with at least four years' post qualification experience at senior/middle management level.**

- 62.11 **We recommend the creation of a grade of Human Resource Management Officer to head the Human Resources Development Section of the Authority. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and a post ‘A’ Level Degree in Human Resources Management or an equivalent qualification acceptable to the Authority and reckoning at least two years’ relevant post qualification experience.**
- 62.12 The Human Resource Management Officer would be responsible to the Chief Executive, *inter alia*, for the proper management of the Human Resources Development Section; advising on all matters pertaining to human resources; and keeping under constant review the organisation procedures and staffing requirements of the Authority. Incumbent would also be required to advise on matters relating to recruitment, appointment, training, promotion, discipline, retirement; identify relevant training needs for strategic training direction, improved performance and career development; ensure that performance programmes are established, implemented and periodically reviewed in collaboration with respective heads of section; assist Management in instilling conducive industrial relations within the Authority; attend to Court cases and meetings with other Departments and Ministries; and effect site visits upon instruction by the Responsible Officer.

### **FINANCE SECTION**

#### **Financial Manager *formerly Financial Controller***

- 62.13 The Finance Section is, at present, headed by a Financial Controller who is in charge of the control and direction of the finances of the Authority as a whole.
- 62.14 In view of the continuing expansion of the activities of the Authority and with Government’s policy to implement the Medium Term Expenditure Framework, the Finance Section is called upon to shoulder a heavier responsibility and workload. There has been a subtle shift from the mere control of finances to financial management, resulting in the increase in the responsibility of the Financial Controller. The latter is called upon to handle a Capital Budget of Rs 364m (for roads), Rs 108m (for bridges) and a Recurrent Budget of Rs 92m for the financial year 2007-2008. We are, therefore, restyling the grade more appropriately to reflect the level at which the incumbent is operating.

## Recommendation 2

**62.15 We recommend that the grade of Financial Controller be restyled Financial Manager.**

### Principal Procurement and Supply Officer (New Grade)

62.16 The structure of the cadre handling the stores function at the Authority comprises officers in the grades of Purchasing and Supply Officer, Higher Purchasing and Supply Officer and Senior Purchasing and Supply Officer.

62.17 The Senior Purchasing and Supply Officer is the Head of the Stores Section which deals with purchases and supplies for the Maintenance Section, Administration and Materials Testing Laboratory. The officer is responsible for the procurement and supplies of road construction materials, road signs, safety barriers, heavy and light vehicles, plant such as welding machines, compressors, office and laboratory equipment and materials. Incumbent also manages storage space and other miscellaneous stores items such as street lighting poles, water pipes etc.

62.18 To enable the section to cope with the expansion and increase in the activities of the RDA, there is need to consolidate the structure of the Stores cadre.

## Recommendation 3

**62.19 We recommend the creation of a grade of Principal Procurement and Supply Officer. Promotion thereto should be, on the basis of experience and merit, of officers in the grade of Senior Procurement and Supply Officer formerly Senior Purchasing and Supply Officer reckoning three years' service in a substantive capacity.**

62.20 Incumbent would be responsible for the day-to-day conduct of purchasing, supply and warehouse operations, and would, *inter alia*, advise on matters related to purchasing and supply management; ensure that all purchasing, supply and warehouse operations are carried out with due regard to economy, efficiency and effectiveness; and carry out/assist in the appraisal and review of organisational set-up, systems and procedures related to purchasing, supply and warehouse operations.

## TECHNICAL SECTION

### Technical and Mechanical Officer (New Grade)

62.21 The Road Development Authority has a fleet of some 22 vehicles comprising cars, vans, 4x4's, trucks, dumpers and other mechanical plant and equipment. Although the servicing and repairs are carried out by private firms, it is essential that there should be in the Authority, an officer with knowledge in mechanical engineering to monitor the condition of the fleet, plant and equipment as well as the maintenance and repair works carried out on the

vehicles and plant by the private firms, keep track of the interventions on the fleet and ensure that maintenance is carried out on time.

#### **Recommendation 4**

**62.22 We recommend the creation of a grade of Technical and Mechanical Officer. Appointment thereto should be made by selection from among candidates holding a Diploma in Mechanical Engineering or Automobile Engineering or an equivalent qualification.**

62.23 Incumbent would, among others, assist and advise on the purchase and operation of electro-mechanical equipment, vehicles and spareparts; organise and supervise the work of subordinate staff and train them in the operation and maintenance of plant and equipment; and be responsible for the installation, repair and maintenance of plant, electro-mechanical equipment and vehicles.

#### **Trainee Assistant Inspector of Works (New Grade)**

62.24 At present, there exists a grade of Assistant Inspector of Works on the establishment of the RDA. The qualification requirements for the grade are the Cambridge School Certificate with credit in five subjects and the Ordinary Technician Diploma in Building and Civil Engineering or Brevet de Technicien.

62.25 It has been reported that difficulties are encountered to fill vacancies in the grade as candidates with such profiles are no longer available on the market. We are, therefore, providing for a new grade of trainee to resolve recruitment problem.

#### **Recommendation 5**

**62.26 We recommend the creation of a grade of Trainee Assistant Inspector of Works. Enlistment should be made from among candidates possessing the Cambridge Higher School Certificate with passes in three subjects including Mathematics and one Science or Technical subject. Trainees would be required to undergo two years' on-the-job training followed by a work-oriented examination.**

**62.27 Trainees would be considered for appointment to the grade of Assistant Inspector of Works upon successful completion of training and on vacancy arising.**

#### **Survey Field Worker**

62.28 At present, the survey team, which assists the Surveyors in the Road Development Authority, consists of officers in a three-level hierarchy i.e. Chainman, Poler and Head Poler. Chainmen are appointed by selection from among General Workers on the permanent and pensionable establishment who possess, among others, as a minimum the Certificate of Primary



Education. An examination of the job descriptions has revealed that the Chainmen and the Polers are performing similar duties. In keeping with the philosophy favouring delayering and flatter structures, we are merging the grades of Chainman and Poler. We are also restyling the grades in the cadre more appropriately and reviewing the qualification requirements for entry to the cadre.

#### **Recommendation 6**

**62.29** We recommend that the grades of Chainman and Poler on the establishment of the RDA be merged and restyled Survey Field Worker/Senior Survey Field Worker and that of Head Poler be restyled Head Survey Field Worker. We also recommend that, in future, appointment to the grade of Survey Field Worker/Senior Survey Field Worker should be made by selection from among General Workers on the permanent and pensionable establishment showing proof of having sat for the Cambridge School Certificate or the General Certificate of Education “Ordinary Level” examination in at least five subjects or an examination of equivalent standard acceptable to the Board.

#### **Handy Worker (Special Class) (New Grade)**

#### **Handy Worker (New Grade)**

**62.30** The grades of Sprayerman and Lorry Loader at the RDA are involved in specific tasks in consonance with their job appellations. This does not allow for polyvalency and mobility. Given the specificity of the organisation, we are providing for new polyvalent grades of Handy Worker (Special Class) and Handy Worker and this for the sake of greater flexibility and efficiency.

#### **Recommendation 7**

**62.31** We recommend the creation of a grade of Handy Worker (Special Class) on the establishment of the Authority. Appointment thereto should be made by selection from among employees on the permanent and pensionable establishment who possess the Certificate of Primary Education and reckon two years’ service in the grade.

**62.32** Incumbent would be required to perform one or more of the following core duties or related ones: effecting simple maintenance and repairs of equipment; giving assistance on sites for survey duties; effecting simple repairs and maintenance of roads, bridges, drains, canals and pipelines etc.

#### **Recommendation 8**

**62.33** We also recommend the creation of a grade of Handy Worker. Appointment thereto should be made by selection from among General Workers on the permanent and pensionable establishment of the Authority who possess the Certificate of Primary Education.

- 62.34 Incumbent would be required to perform one or more of the following core duties or related ones: cleaning duties (offices, cloakrooms, toilets, drains, gutters); handling, carrying, packing, loading and unloading of materials and other items; reading meters and gauges; simple maintenance of machines and vehicles; mixing and grading of materials; opening/closing of gates and control of entry of traffic; attending to visitors and other duties of the same level or related to the above.
- 62.35 With this new arrangement, the grades of Lorry Loader and Sprayerman would no longer be required on the establishment of the Authority.

**Recommendation 9**

- 62.36 **We recommend that the grades of Lorry Loader and Sprayerman should be phased out.**
- 62.37 **We further recommend that the Lorry Loader and the Sprayerman on integrating the new grades of Handy Worker and Handy Worker (Special Class) respectively should be granted one additional increment on conversion.**

**62. ROAD DEVELOPMENT AUTHORITY**

**SALARY SCHEDULE**

<b>RDA 1</b>	<b>:</b>	<b>Rs 9600 x 200 – 10000</b> Trainee Assistant Inspector of Works (New Grade)
<b>RDA 2</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>RDA 3</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 10950</b> Lorry Loader
<b>RDA 4</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Handy Worker (New Grade)
<b>RDA 5</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Sprayerman Stores Attendant Tradesman's Assistant
<b>RDA 6</b>	<b>:</b>	<b>Rs 7600 x 200 – 10200 x 250 – 11700 x 300 – 12000</b> Handy Worker (Special Class) (New Grade)

**62. ROAD DEVELOPMENT AUTHORITY (Contd.)**

- RDA 7 : Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300**  
Watchman
- RDA 8 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Herbicide Sprayerman  
Office Attendant
- RDA 9 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200**  
Plant and Equipment Operator
- RDA 10 : Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Survey Field Worker/Senior Survey Field Worker  
*formerly Chainman*  
*Poler*
- RDA 11 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver
- RDA 12 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Gangman  
Leading Hand
- RDA 13 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Blacksmith  
Carpenter  
Mason  
Painter  
Welder
- RDA 14 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant
- RDA 15 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephone Operator

**62. ROAD DEVELOPMENT AUTHORITY (Contd.)**

- RDA 16 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
 Driver (Heavy Vehicles above 5 tons)  
 Driver (Mechanical Unit)
- RDA 17 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
 Laboratory Attendant
- RDA 18 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
 Senior Gangman  
 Senior Leading Hand (New Grade)
- RDA 19 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800**  
 Plan Printing Operator
- RDA 20 : Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400**  
 Head Survey Field Worker  
*formerly Head Poler*
- RDA 21 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
 Word Processing Operator
- RDA 22 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
 Assistant Foreman/Foreman (Personal)
- RDA 23 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
 Clerical Officer/Higher Clerical Officer
- RDA 24 : Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
 Computer Operator (Personal)

**62. ROAD DEVELOPMENT AUTHORITY (Contd.)**

- RDA 25 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Chief Blacksmith  
Chief Carpenter  
Chief Mason  
Chief Painter  
Chief Welder  
Foreman
- RDA 26 : Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800**  
Senior Laboratory Attendant
- RDA 27 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Assistant Inspector of Works
- RDA 28 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Senior Word Processing Operator
- RDA 29 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Procurement and Supply Officer (New Grade)  
Executive Officer  
Purchasing and Supply Officer (Personal)
- RDA 30 : Rs 15000 x 500 – 16000 x 600 – 23200**  
Office Supervisor
- RDA 31 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Draughtsman
- RDA 32 : Rs 16000 x 600 – 23200 x 800 – 24800**  
Inspector of Works
- RDA 33 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary

**62. ROAD DEVELOPMENT AUTHORITY (Contd.)**

- RDA 34 : Rs 17200 x 600 – 23200 x 800 – 26400**  
 Accounts Officer  
 Assistant Personnel Officer  
 Higher Executive Officer  
 Procurement and Supply Officer  
*formerly Higher Purchasing and Supply Officer*
- RDA 35 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Safety and Health Officer/Senior Safety and Health Officer  
 Technical Officer (Civil Engineering)  
 Technical Officer (Materials Testing Laboratory)  
 Technical and Mechanical Officer (New Grade)
- RDA 36 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Senior Draughtsman  
 Senior Inspector of Works
- RDA 37 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
 Senior Accounts Officer  
 Senior Human Resource Officer  
*formerly Personnel Officer*  
 Senior Procurement and Supply Officer  
*formerly Senior Purchasing and Supply Officer*
- RDA 38 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500**  
 Office Superintendent
- RDA 39 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
 Chief Inspector of Works  
 Senior Technical Officer (Civil Engineering)  
 Senior Technical Officer (Materials Testing Laboratory)
- RDA 40 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
 Principal Draughtsman
- RDA 41 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
 Principal Procurement and Supply Officer (New Grade)
- RDA 42 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Administrative Officer  
 Surveyor

62. ROAD DEVELOPMENT AUTHORITY (Contd.)

- RDA 43 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant  
Human Resource Management Officer (New Grade)  
Internal Auditor
- RDA 44 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Manager (Civil Engineering)
- RDA 45 : Rs 28000 x 1000 – 30000 x 1250 – 40000**  
Materials Testing Officer  
Principal Technical Officer (Civil Engineering)  
Superintendent of Works
- RDA 46 : Rs 28000 x 1000 – 30000 x 1250 – 42500**  
Chief Draughtsman
- RDA 47 : Rs 30000 x 1250 – 45000**  
Senior Manager (Civil Engineering)  
Senior Surveyor
- RDA 48 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 47500**  
Administrative Manager
- RDA 49 : Rs 37500 x 1250 – 50000**  
Assistant Divisional Manager (Civil Engineering)  
Financial Manager  
*formerly Financial Controller*  
Head Surveyor
- RDA 50 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Divisional Manager (Civil Engineering)
- RDA 51 : Rs 66000**  
Deputy General Manager
- RDA 52 : Rs 80000**  
General Manager

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### **63. SMALL ENTERPRISES AND HANDICRAFT DEVELOPMENT AUTHORITY**

- 63.1 The Small Enterprises and Handicraft Development Authority (SEHDA), which has been set up by the SEHDA Act of 2005, operates under the *aegis* of the Ministry of Industry, Small and Medium Enterprises, Commerce and Cooperatives to boost the entrepreneurial sector with increasing focus on the development of small and medium enterprises so as to generate more employment. It took over the operation and activities of the former Small and Medium Industries Development Organisation (SMIDO) and former National Handicraft Promotion Agency (NHPA). Its mission is to enhance the competitiveness of small entrepreneurs and develop entrepreneurship through the provision of an integrated and comprehensive range of business support services.
- 63.2 The objectives of the Authority as regards the small enterprises and handicraft enterprises are, among others, to promote and sustain their development at national and international levels, act as a regulatory body for their registration, promote the marketing and sale of their products and services and provide information and documentation services to develop an entrepreneurial culture.
- 63.3 The SEHDA is operating on the basis of a 'functional merger' with staff of the former Small and Medium Industries Development Organisation and former National Handicraft Promotion Agency. The Managing Director is the Responsible and Accounting Officer of the organisation.
- 63.4 The Ministry of Industry, Small and Medium Enterprises, Commerce and Cooperatives has submitted the proposals contained in the report of the International Development Partners (IDP) Consultants for consideration in as far as the new structure of the SEHDA is concerned.
- 63.5 We have examined the proposals for the new organisation structure and are making appropriate provision to enable the organisation to enhance its service delivery.
- 63.6 The new structure would consist of the following core services namely, Business Development Service; Documentation and Research Centre; Training and Skills Development Service; Marketing and Promotion Service; and Business Support Service. The Internal Support functions would comprise Administration and Finance. We are making provisions for a new structure to enable the organisation to operate with optimal efficiency.



### **Recommendation 1**

**63.7** We recommend that the overall activities of the Organisation should be carried out by the six Divisions and each one should be under the responsibility of a Manager namely, Business Development; Training and Skills Development; Marketing and Promotion; Business Support; and Administration and Finance save for the Documentation and Research Centre Division which would also be under the responsibility of the Manager of the Business Development Division.

### ***BUSINESS DEVELOPMENT DIVISION***

**63.8** The Business Development Division would comprise the Facilitation and Counselling Units which would be responsible for facilitating the setting up of enterprises by providing the required administrative support and counselling to potential and existing entrepreneurs on business planning, human resources, finance and marketing. The Manager who would head the division would be assisted by officers in the grades of Assistant Manager, Business Development Officer and Clerical Officer/Higher Clerical Officer.

### **Recommendation 2**

**63.9** We recommend that:

- (i)** the grade of Manager should be filled from serving officers possessing a post 'A' Level Degree in Business Administration or Management or Economics or Accounting or Marketing or Engineering or Tourism and Hotel Management from a recognised institution or a pass at the final examination required for admission to membership of a recognised professional accounting body or equivalent qualification acceptable to the Board and reckoning at least five years' experience at middle to senior management level;
- (ii)** the grade of Assistant Manager should be filled from serving officers possessing a post 'A' Level Degree in Business Administration or Management or Economics or Accounting or Marketing or Engineering from a recognised institution or a pass at the final examination required for admission to membership of a recognised professional accounting body or equivalent qualification acceptable to the Board and reckoning at least three years' experience at middle management level; and
- (iii)** the grade of Business Development Officer should be filled from serving officers possessing a post 'A' Level Degree in Business Administration or Management or Economics or Accountancy or Marketing from a recognised institution or equivalent qualification acceptable to the Board and reckoning at least two years' industrial experience.

### ***DOCUMENTATION AND RESEARCH CENTRE***

63.10 The Documentation and Research Centre would be responsible to provide business-related resources and materials to potential and existing entrepreneurs and to carry out survey and market research on new areas of business on a regular basis. The Centre falls under the responsibility of the Manager of the Business Development Division and would be staffed by officers in the grades of Documentation Officer and Clerical Officer/Higher Clerical Officer.

#### **Recommendation 3**

**63.11 We recommend that the grade of Documentation Officer should be filled from candidates possessing a post 'A' Level Diploma in Library Studies or equivalent qualification acceptable to the Board and reckoning at least two years' relevant experience.**

### ***TRAINING AND SKILLS DEVELOPMENT DIVISION***

63.12 The Training and Skills Development Division would be responsible to implement Entrepreneurship Development Programmes for potential entrepreneurs, improve skills and knowledge of existing entrepreneurs in management and technical areas and assess training needs of the small and medium enterprises. The Manager would be assisted by officers in the grades of Training Coordinator and Clerical Officer/Higher Clerical Officer.

#### **Recommendation 4**

**63.13 We recommend the creation of a grade of Training Coordinator. Appointment thereto should be made from among candidates possessing a post 'A' Level Degree in an engineering subject from a recognised institution or equivalent qualification acceptable to the Board and reckoning at least five years' experience in an industrial environment.**

### ***MARKETING AND PROMOTION DIVISION***

63.14 The Marketing and Promotion Division would be responsible to provide marketing assistance and advice to entrepreneurs in the setting up, launching and development of their business; build business links and promote joint ventures between local entrepreneurs and foreign businessmen to optimise complementary resources and competencies; and provide entrepreneurs with the commercial support to test, launch and market their products. The Manager who would head this division would be assisted by officers in the grades of Marketing Officer and Clerical Officer/Higher Clerical Officer.

**Recommendation 5**

- 63.15 We recommend the creation of a grade of Marketing Officer. Appointment thereto should be made from among candidates possessing a post 'A' Level Degree in Marketing from a recognised institution or equivalent qualification acceptable to the Board and reckoning at least three years' experience in marketing.

***BUSINESS SUPPORT DIVISION***

- 63.16 The Business Support Division would be responsible for providing technical advice to entrepreneurs in terms of Quality/Design/Process improvements; managing internal and consultancy projects; and processing and reviewing of applications for available schemes. The Manager who would head this division would be assisted by officers in the grades of Assistant Manager, Business Analyst, IT Officer and Clerical Officer/Higher Clerical Officer.

**Recommendation 6**

- 63.17 We recommend that the grade of IT Officer should be filled from candidates possessing a post 'A' Level Degree in Computer Science from a recognised institution or equivalent qualification acceptable to the Board and reckoning at least two years' experience in Information Technology.
- 63.18 We also recommend the creation of a grade of Business Analyst. Appointment thereto should be made from among candidates possessing a post 'A' Level Degree in Business Administration or Management or Economics or Accountancy or Marketing or Engineering from a recognised institution or equivalent qualification acceptable to the Board and reckoning at least three years' service in industrial environment.

***ADMINISTRATION AND FINANCE DIVISION***

***ADMINISTRATION DEPARTMENT***

- 63.19 The Administration and Finance Division would comprise the Administration Department and Finance Department. The Administration Department would be responsible for Registry (despatch, filing and transport) and Personnel Administration. The Manager would have the overall responsibility for both the Administration and Finance Departments. The Administration Department would be headed by the Administrative Officer who would be assisted by officers of the general service grades.

**Recommendation 7**

**63.20 We recommend that:**

- (i) the grade of Manager (Administration and Finance) should be filled from serving officers possessing a post 'A' Level Degree in Business Administration or Management or Economics or Accounting or Marketing or Engineering or Tourism and Hotel Management from a recognised institution or equivalent qualification acceptable to the Board or a pass at the final examination required for admission to membership of a recognised professional accounting body and be registered with the Mauritius Institute of Professional Accountants (MIPA) and reckoning at least five years' experience at middle or senior management level;**
- (ii) the grade of Administrative Officer should be filled from serving officers possessing a post 'A' Level Degree in Administration or Economics or Management from a recognised institution or equivalent qualification acceptable to the Board and reckoning at least three years' experience in administrative position;**
- (iii) the grade of Higher Executive Officer should be filled, on the basis of experience and merit, from Executive Officers reckoning at least four years' service in a substantive capacity;**
- (iv) the grade of Executive Officer should be made by selection from Clerical Officer/Higher Clerical Officers reckoning at least four years' service in a substantive capacity;**
- (v) the grade of Clerical Officer/Higher Clerical Officer should be made from candidates possessing a 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 'A' Level in at least two subjects;**
- (vi) the grade of Receptionist/Telephone Operator should be made from candidates possessing a Cambridge School Certificate with credit in at least English Language and French obtained at not more than two sittings or equivalent qualification acceptable to the Board;**
- (vii) the grade of Senior/Head Office Attendant should be filled by promotion, on the basis of experience and merit, from Office Attendants reckoning at least three years' service in a substantive capacity;**

- (viii) the grade of Driver/Messenger should be filled from candidates possessing a Certificate of Primary Education and a valid driving licence;
- (ix) the grade of Office Attendant should be filled from candidates possessing a Cambridge School Certificate or equivalent qualification acceptable to the Board; and
- (x) the grade of General Worker should be filled from candidates possessing a Certificate of Primary Education.

#### **FINANCE DEPARTMENT**

63.21 The Finance Department falling under the responsibility of the Manager of Administration and Finance Department would be responsible for Accounts, Procurement and Warehouse and financial activities of the sale outlets and would be headed by incumbent in the grade of Assistant Manager. He would be assisted by officers in the grades of Accountant, Assistant Procurement and Supply Officer *formerly Stores Officer*, Accounts Clerk and Stores Attendant.

#### **Recommendation 8**

63.22 We recommend that:

- (i) the grade of Assistant Manager (Administration and Finance) should be filled, on the basis of experience and merit, from candidates possessing a post 'A' Level Degree in Business Administration or Management or Economics or Accounting or Marketing or Engineering from a recognised institution or equivalent qualification acceptable to the Board or a pass at the final examination required for admission to membership of a recognised professional accounting body and be registered with the Mauritius Institute of Professional Accountants (MIPA) together with at least three years' experience at middle management level;
- (ii) the grade of Accountant should be filled from candidates holding a pass at the final examination required for admission to membership of a recognised professional accounting body and registered with the Mauritius Institute of Professional Accountants (MIPA) or equivalent qualification acceptable to the Board;
- (iii) the grade of Assistant Procurement and Supply Officer *formerly Stores Officer* should be filled from candidates possessing a post 'A' Level Certificate in Purchasing and Supply Management or equivalent qualification acceptable to the Board;

- (iv) the grade of Accounts Clerk should be filled from candidates possessing a post 'A' Level Certificate of the London Chamber of Commerce and Industry in Book-keeping Level 2 or equivalent qualification acceptable to the Board; and
- (v) the grade of Stores Attendant should be filled from candidates possessing a Certificate of Primary Education and having a good knowledge of stores duties and are familiar with common items of stores or equivalent qualification acceptable to the Board.

#### Recommendation 9

63.23 We also recommend that the grade of Stores Officer be restyled Assistant Procurement and Supply Officer.

63.24 We are providing personal salary scales to officers in the existing grades and equally giving them the opportunity to join the new structure at appropriate level provided they possess the required qualification, skills and competencies for the respective grade. We are making provision to this effect for the transition.

#### Recommendation 10

63.25 We recommend that, in the first instance, consideration be given to staff of the former Small and Medium Industries Development Organisation (SMIDO) and former National Handicraft Promotion Agency (NHPA) serving at SEHDA to join the new structure at appropriate level.

### 63. SMALL ENTERPRISES AND HANDICRAFT DEVELOPMENT AUTHORITY

#### SALARY SCHEDULE

SEH 1	:	Rs 6425 x 175 – 6600 x 200 – 10200
		General Worker
SEH 2	:	Rs 7400 x 200 – 10200 x 250 – 11700
		Stores Attendant
SEH 3	:	Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300
		Watchman (Personal)
SEH 4	:	Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600
		Attendant (Workshop) (Personal) Office Attendant

**63. SMALL ENTERPRISES AND HANDICRAFT DEVELOPMENT  
AUTHORITY (SEHDA) (Contd.)**

- SEH 5 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 14200**  
General Assistant (Personal)
- SEH 6 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 14600**  
Driver/Messenger  
Driver (Personal)  
Office Attendant/Driver (Personal)
- SEH 7 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000**  
Handy Worker (Skilled) (Personal)
- SEH 8 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000**  
Senior/Head Office Attendant
- SEH 9 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000**  
Receptionist/Telephone Operator
- SEH 10 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 17200**  
Assistant Handicraft Promotion Officer (Personal)
- SEH 11 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19000**  
Receptionist/Word Processing Operator (Personal)
- SEH 12 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600**  
Clerical Officer/Higher Clerical Officer  
Clerk/Word Processing Operator (Personal)
- SEH 13 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500  
– 16000 x 600 – 20800**  
Technical Assistant (Personal)
- SEH 14 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 22000**  
Senior Clerk/Word Processing Operator (Personal)

**63. SMALL ENTERPRISES AND HANDICRAFT DEVELOPMENT  
AUTHORITY (SEHDA) (Contd.)**

- SEH 15 : Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 22000**  
Extension Officer (Personal)
- SEH 16 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 22000**  
Accounts Clerk  
Assistant Procurement and Supply Officer  
*formerly Stores Officer*  
Executive Officer
- SEH 17 : Rs 17200 x 600 – 23200 x 800 – 24000**  
Senior Extension Officer (Personal)
- SEH 18 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 23200 x 800 – 26400**  
Information and Documentation Officer (Personal)  
Marketing Assistant (Handicraft) (Rodrigues)
- SEH 19 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 26400**  
Confidential Secretary
- SEH 20 : Rs 16000 x 600 – 23200 x 800 – 26400**  
Documentation Officer
- SEH 21 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Higher Executive Officer
- SEH 22 : Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x  
1000 – 29000**  
Designer (Personal)
- SEH 23 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**  
Business Analyst (New Grade)  
Business Development Officer  
Marketing Officer (New Grade)  
Training Coordinator (New Grade)



**63. SMALL ENTERPRISES AND HANDICRAFT DEVELOPMENT  
AUTHORITY (SEHDA) (Contd.)**

- SEH 24 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**  
IT Officer
- SEH 25 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**  
Accountant
- SEH 26 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 45000**  
Administrative Officer  
Commercial Executive/Senior Commercial Executive  
(Personal)
- SEH 27 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 45000**  
Administrative Secretary (Personal)  
Assistant Manager
- SEH 28 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Manager
- SEH 29 : Rs 66000**  
Director (Personal)
- SEH 30 : Rs 80000**  
Managing Director

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## **64. SMALL PLANTERS WELFARE FUND**

- 64.1 The Small Planters Welfare Fund (SPWF), established under Act No. 12 of 2002, operates under the *aegis* of the Ministry of Agro Industries and Fisheries and caters for small planters growing sugar cane, tea, tobacco or food crops including fruits and ornamentals on an extent of land not exceeding 10 hectares.
- 64.2 The main objective of SPWF is to advance and promote the economic and social welfare of small planters and their families. For the benefit of a larger customer base, the SPWF intends, in the near future, to extend its services to small breeders and those farmers who process and add value to their products. As a result, the vision, mission and customer charter of the organisation would be redefined.
- 64.3 The staffing complement of the Fund comprises a Manager at the head of the Fund, an Accounts Officer, an Internal Controller, three Technical Officers, three Clerk/Word Processing Operators and a Driver/Office Attendant. There are other posts on the establishment of the Fund which are yet to be filled, viz., Programmer/Analyst, Welfare Schemes Coordinator, Marketing Officer, Accounts Clerk, Purchasing and Supply Officer, Executive Officer and Confidential Secretary.
- 64.4 Since its inception, the Fund has implemented many projects and participated in a series of social activities for the benefit of the small planting community. Moreover, it is at present working on several other projects.
- 64.5 With the government policy to provide additional land for farming purposes and to promote entrepreneurship, the Fund is expecting a high demand for qualitative service from its stakeholders, both in Mauritius and Rodrigues.
- 64.6 In face of such changing conditions, and to better organise its activities, the Fund has made representations for the creation of grade of Programme Coordinator; restyling of existing ones; revision of schemes of service; and alignment of salaries.
- 64.7 We have carefully examined all the above representations and are making appropriate recommendations for organisational effectiveness and to allow the Fund to respond to the changes in its operational environment.

### **Programme Coordinator (New Grade)**

- 64.8 At present, the Manager is responsible for coordinating all the activities of the various sections of the Small Planters Welfare Fund leaving him with very little time for strategic planning.

- 64.9 The need is, therefore, felt for a grade to assist the Manager in coordinating the activities of the Fund to achieve its set objectives.

**Recommendation 1**

- 64.10 **We recommend the creation of a grade of Programme Coordinator. Recruitment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Social Science and reckoning at least seven years' experience in project design and project management.**

- 64.11 The Programme Coordinator would, among others, be required to assist the Manager in the day-to-day administration of the Fund and in controlling and coordinating the activities of the Welfare, Marketing and Technical departments; conduct feasibility studies on schemes and projects prior to implementation; and evaluate and review schemes implemented by the Fund.

**Programme Welfare Officer *formerly Welfare Schemes Coordinator***

- 64.12 With the creation of the grade of Programme Coordinator, the grade of Welfare Schemes Coordinator needs to be restyled and its duties redefined.

**Recommendation 2**

- 64.13 **We recommend that the grade of Welfare Schemes Coordinator be restyled Programme Welfare Officer and its scheme of service amended so that, in future, the incumbent should be responsible, *inter-alia*, for the organisation of seminars, symposiums and talks related to welfare in general; conceptualising, designing and formulating innovative project relating to the welfare of planters; carrying out needs assessment in all major active areas for project designs and implementing and developing audio visual materials, leaflets and newsletters related to project activities.**

- 64.14 The duties and responsibilities of the grade of the Programme Welfare Officer have been taken into account in arriving at the salary recommended for the grade.

**Marketing Officer**

- 64.15 According to its present scheme of service, the Marketing Officer is required to, *inter-alia*, develop schemes and projects set up by the Board, interact with the planters community to identify appropriate schemes for their welfare; and assist in identifying, planning and organising training programmes for staff of the Fund and planters.

- 64.16 It has been represented that the existing scheme of service does not reflect the true nature of duties of the grade and there is need to revisit the scheme of service.
- 64.17 We are, therefore, amending the scheme of service of the grade so that they are more atuned with the Marketing activities.

**Recommendation 3**

- 64.18 We recommend that the scheme of service of the grade of Marketing Officer be amended so that, in future, incumbent be required to, *inter alia*, develop communication plan and marketing strategies and demonstrate knowledge of principles and methods for promoting and presenting products and services; organise events from conception to implementation including publicity, marketing and follow up; liaise and build relationships with the range of stakeholders and carry out market research and customer surveys.**
- 64.19 The above has been taken into consideration in arriving at the recommended salary for the grade.

**64. SMALL PLANTERS WELFARE FUND**

**SALARY SCHEDULE**

<b>SPWF 1</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b>
		Driver/Office Attendant
<b>SPWF 2</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b>
		Clerk/Word Processing Operator
<b>SPWF 3</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b>
		Accounts Clerk Assistant Procurement and Supply Officer (New Grade) Executive Officer Purchasing and Supply Officer (Personal)

64. SMALL PLANTERS WELFARE FUND (Contd.)

- SPWF 4 : **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Internal Control Officer  
*formerly Internal Controller*
- SPWF 5 : **Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- SPWF 6 : **Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer
- SPWF 7 : **Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Technical Officer
- SPWF 8 : **Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Marketing Officer  
Programme Welfare Officer  
*formerly Welfare Schemes Coordinator*
- SPWF 9 : **Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Programmer/Analyst
- SPWF 10 : **Rs 30000 x 1250 – 45000**  
Programme Coordinator (New Grade)
- SPWF 11 : **Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Manager

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**65. ST ANTOINE PLANTERS CO-OPERATIVE TRUST**

- 65.1 The St Antoine Planters Co-operative Trust (The Trust) set by Act No. 28 of 1994, became operational in March 1996 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.
- 65.2 The objectives of the Trust are, among others, to receive and manage funds obtained from the Société 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.
- 65.3 The establishment of the Trust comprises only two posts namely Secretary/Manager and Clerk/Word Processing Operator. These posts are not filled substantively to limit administrative cost on account of mandatory provisions of the Act to contain management cost up to 1%.
- 65.4 In view of the financial constraint to contain cost and the limited activities of the Trust, we are maintaining the existing structure.

**65. ST ANTOINE PLANTERS CO-OPERATIVE TRUST**

**SALARY SCHEDULE**

**SPCT 1 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600**

Clerk/Word Processing Operator

**SPCT 2 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**

Secretary/Manager

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## 66. STATE TRADING CORPORATION

- 66.1 The State Trading Corporation (STC), established by Act No. 24 of 1982, took over the activities of the Department of Supplies which was then mainly responsible for the importation and sale of ration rice and wheat flour. This institution is the trading arm of the government and, presently, operates under the *aegis* of the Ministry of Industry, Small and Medium Enterprises, Commerce and Co-operatives (Commerce Division).
- 66.2 The STC, responsible for importing certain essential commodities such as rice and flour, has also to ensure the continuous provision of these commodities at subsidised prices and other basic and strategic products and services at the most competitive prices. It not only maintains supplies of essential commodities but also ensures their efficient marketing, distribution/supply on wholesale or retail. With a view to keeping energy, transport and construction costs at reasonable and affordable levels, the STC is also responsible for the import of the total quantity of the country's petroleum products, including Liquefied Petroleum Gas (LPG) as well as one third of the country's cement requirement.
- 66.3 Besides its core activities, the STC is often called upon by Government to intervene in case of market dysfunctioning or when market forces cannot respond efficiently. In this connection, it had in the past to intervene in several activities including import and supply of fruits; helmets; fertilizers; cement; basmati rice; mosquito repellent and milk powder.
- 66.4 The STC is, at present, exploring the possibility of entering into new lines of business and to that end, it had recently signed Memoranda of Understanding with India and Pakistan.
- 66.5 The organisational structure of the STC comprises the Commercial Division with two Sections, viz., Import and Export and the Administrative; Finance; Internal Audit and the Risk and Projects Divisions. The General Manager is the executive head of the Corporation and is supported by a staffing complement of specialised and general services employees.
- 66.6 We are, in this Report, consolidating the present structure with the creation of appropriate grades and restyling others to respond to the needs of the organisation.

## **COMMERCIAL DIVISION**

66.7 With a view to shifting the Corporation from being an import-centred organisation towards becoming an international trading house dealing in both import and export of a range of commodities, the Commercial Division is segmented into the Commercial Division (Import) and Commercial Division (Export). At present, the Commercial Division (Export) is headed by a Commercial Manager who is supported by staff of the Import Division. Representations have been made to restyle the Commercial Division (Export) to that of Business Development Division so as to cater mainly for market development, export and re-export (import for re-export) business activities. The Unit should comprise initially a Business Development Manager at its head and supported by Business Development Officers for better co-ordination of the activities and obtain greater efficiency.

### **Recommendation 1**

66.8 **We recommend that the Commercial Division (Export) be renamed Business Development Division.**

### **Business Development Manager (New Grade)**

#### **Recommendation 2**

66.9 **We recommend the creation of a grade of Business Development Manager. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in either Economics or Marketing or Finance or Management and a Master's Degree in either Economics or Marketing or Finance or Management together with at least five years' post graduate experience at middle or senior management level in the public/private sector.**

66.10 The Business Development Manager would, *inter alia*, be in charge of the Business Development Division and be responsible for its efficient running; advise the General Manager on policy formulation on marketing, profitability and operations related to trade; formulate division related management strategies; develop sound Business Development System and be responsible for the export and re-export functions.

### **Business Development Officer (Research and Development) (New Grade)**

#### **Business Development Officer (Marketing) (New Grade)**

66.11 Marketing and research activities, being the core business of this division, product knowledge and knowledge of the characteristics of each market need to be targeted. In this context, appropriate levels need be created to carry out these functions. We are, therefore, providing for two grades.



### Recommendation 3

66.12 We recommend the creation of the following grades:

- (i) **Business Development Officer (Research and Development) and appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in either Economics, Marketing, Finance, Management or International Trade together with at least two years' experience in Research and Development.**
- (ii) **Business Development Officer (Marketing) and appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in either Economics, Marketing, Finance, Management or International Trade together with at least two years' experience in Marketing.**

66.13 The Business Development Officer (Research and Development) would, *inter alia*, conduct research and prepare analysis while the Business Development Officer (Marketing) would, *inter alia*, be responsible for all marketing aspects which include the development of marketing and exporting strategies, the establishment of client portfolios and seeking and securing new markets for the purposes of exports and re-exports.

### Commercial Manager

66.14 With the creation of the grades of Business Development Manager and Business Development Officer, the duties and responsibilities of the Commercial Manager and the Commercial Analyst would need to be streamlined and their qualifications reviewed.

### Recommendation 4

66.15 **We recommend that, in future, recruitment to the grade of Commercial Manager should be made by selection from among candidates possessing a post 'A' Level Degree in either Commerce, Economics, Marketing, International Trade, Management or Finance and a Post Graduate Degree in either Economics, Marketing, General Management or Commerce together with at least five years' post graduate experience in a commercial environment in the public/private sector.**

66.16 Incumbent would, *inter alia*, be in charge of the commercial division; advise the General Manager on policy/strategy formulation relating to commercial operations; be responsible for import functions, attend tender evaluation committees and risk committees; ensure compliance of commercial procedures with ISO requirements; and liaise with local and international trading partners.

### Commercial Analyst

66.17 Presently, Commercial Analysts are recruited from among candidates possessing a post 'A' Level Degree in either Economics, Marketing, Commerce, Business Administration, International Trade or Chemical Engineering. Following the structural changes of the Commercial Division, there is need to review the scheme of service of the Commercial Analyst as regards to qualification requirements and include new duties, while doing away with some others. Incumbent would also be required to, *inter alia*, ensure that all commercial procedures are in compliance with ISO requirements; compile, analyse and prepare reports on the statistics for import and co-ordinate with the Finance Section in the operation of the Automatic Pricing Mechanism.

### Recommendation 5

**66.18 We recommend that, in future, recruitment to the grade of Commercial Analyst be made by selection from among candidates possessing a post 'A' Level Degree in either Economics, Marketing, Commerce, International Trade or Management together with two years' experience in a commercial environment in the public/private sector.**

66.19 Incumbent would be required, *inter alia*, to ensure that all commercial procedures are in compliance with ISO requirements; compile, analyse and prepare reports on the statistics for import; and coordinate with the Finance Section for the implementation and operation of the Automatic Pricing Mechanism (APM).

66.20 These duties have been taken into consideration in arriving at the salary recommended for the grade.

### Clearing and Forwarding Officer (New Grade)

66.21 The Shipping Unit of the Commercial Division is presently staffed by personnel from the Supplies and Sales cadre. Being given that the duties of the shipping unit consist mainly of functions related to customs procedures and forward clearing activities for the goods imported by the STC, there is need for a specific grade to process the import permit requirements and seek customs clearance.

### Recommendation 6

**66.22 We recommend the creation of a grade of Clearing and Forwarding Officer. Appointment 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, and a post 'A' Level Diploma in either Commerce, Economics, Marketing or Management.**

66.23 Incumbent would be required, *inter alia*, to process import permit requirements; seek customs and phyto-sanitary clearance; liaise with the supplies and sales division for organising shipping of goods to Rodrigues and liaise with the Business Development Division on matters pertaining to shipping of goods to exporting countries.

### **Risk and Projects Division**

66.24 At present, the Risk and Projects Division (RPD) is manned by a Risk and Projects Manager and Risk Management Officers. The two major core activities of the division consist of Commodity Price Hedging and Treasury Management. With the increasing role of Treasury Management and being given that projects are being handled by respective departments of the organisation, representations have been made to restyle the Risk and Projects Division to that of Risk and Treasury Division. The Bureau concurs with the representations made.

### **Recommendation 7**

**66.25 We recommend that the Risk and Projects Division be restyled Risk and Treasury Division.**

### **Risk and Projects Manager**

66.26 The Risk and Projects Manager is responsible to the General Manager, *inter alia*, for monitoring of the import of products by the STC and market news related to Liquefied Petroleum Gas; elaborating hedging strategies; advising the Risk Management Steering Committee; and monitoring, evaluation and follow up of projects. With the increasing role of the Treasury Management, the Risk and Projects Manager would no longer be called upon to monitor, evaluate and do follow up of projects. Incumbent would rather be required to undertake other duties, such as, understanding derivative products, discussing with the overseas Legal Adviser regarding the International Swap and Derivative Association Document, participating in Asset & Liability Committee (ALCOM) and Risk Committees.

66.27 In order to better reflect the above duties and responsibilities, we are restyling the grade of Risk and Projects Manager.

### **Recommendation 8**

**66.28 We recommend that the grade of Risk and Projects Manager be restyled Risk and Treasury Manager.**

66.29 The additional duties and responsibilities of the incumbent have been taken into consideration in arriving at the recommended salary.

### **Assistant Risk and Treasury Manager**

66.30 Submissions have been made by Management of the STC for the creation of a grade of Assistant Risk and Treasury Manager against abolition of one post of Risk and Treasury Officer *formerly Risk Management Officer*, so that the Head of Section can delegate some of his duties to enable him to devote more time to strategic planning and explore the new instruments that can be used in order to reduce costs. We are, therefore, providing for this new level.

### **Recommendation 9**

**66.31 We recommend the creation of a grade of Assistant Risk and Treasury Manager on the establishment of the organisation against abolition of one post of Risk and Treasury Officer formerly Risk Management Officer. The post of Assistant Risk and Treasury Manager should be filled in by promotion, on the basis of experience and merit, of officers in the grade of Risk and Treasury Officer reckoning at least two years' experience in the grade.**

### **Risk Management Officer**

66.32 Presently, recruitment to the grade of Risk Management Officer is made from among candidates possessing a Degree in Economics or Finance or Mathematics or Banking with at least two years' experience in Finance or Banking.

66.33 It is understood that candidates possessing a degree in Mathematics and reckoning work experience in Banking or Finance are very few on the market, whilst candidates possessing professional qualification in Accountancy (ACCA, ICA and CIMA) have the required competencies to serve in higher positions in the field of Banking or Finance. Therefore, candidates with such profile are considered to have the necessary skills and experience to occupy the post of Risk Management Officer.

66.34 Management has made submissions that the qualification requirement of a Degree in Mathematics for the grade of Risk Management Officer be replaced by qualifications in Accountancy such as ACCA, ICA and CIMA and the prospective candidates for the grade be registered with the Mauritius Institute of Professional Accountants (MIPA).

66.35 Risk Management Officers would no longer be required to compile data on CIF prices paid on the Corporation's consignment for petroleum products nor to analyse the impact of CIF prices for the purpose of Automatic Pricing. Incumbents would have in lieu to perform, *inter alia*, duties such as daily analysis of Global Foreign Exchange Market Drivers, participate in daily

divisional meeting regarding market analysis, prepare and evaluate tender documents for line of credit; participate in ALCOM and Risk Committees and read and interpret live international FOREX Screen and International Petroleum Exchange Screen.

66.36 In view of the above and in order to reflect the true nature of the duties and responsibilities befalling on Risk Management Officers, we are restyling the grade and are also agreeable to submission made with regards to amending the qualification requirements.

#### **Recommendation 10**

**66.37 We recommend that:**

- (i) the grade of Risk Management Officer be restyled Risk and Treasury Officer.**
- (ii) the scheme of service of the grade of Risk Management Officer formerly Risk and Treasury Officer be amended so that in future, in lieu of a Degree in Mathematics, appointment could also be made by selection from among candidates who are member of one of the following bodies:**
  - (a) The Association of Chartered Certified Accountants;**
  - (b) The Institute of Chartered Accountants of England and Wales;**
  - (c) The Institute of Chartered Accountants of Scotland;**
  - (d) The Institute of Chartered Accountants of Ireland;**
  - (e) The Chartered Institute of Management Accountants;**
  - (f) The Chartered Institute of Public Finance and Accounting;****as well as a member of Mauritius Institute of Professional Accounting (MIPA).**

66.38 Incumbent would be required to perform additional duties such as daily analysis of Global Foreign Exchange Market Drivers, participate in daily divisional meeting regarding market analysis; prepare and evaluate tender documents for line of credit, participate in ALCOM and Risk Committees; and read and interpret live international FOREX Screen and International Petroleum Exchange Screen. These new duties have been considered in arriving at the recommended salary.

## **FINANCE DIVISION**

### **Accountant/Senior Accountant**

66.39 The Finance Division of the STC is headed by a Financial Manager who is supported by officers in the grades of Accountant/Senior Accountant, Senior Accounting Technician and Accounting Technician. In view of the expansion in the scope and complexity of the role of the Finance Division, the Accountant/Senior Accountants have been involved to a greater extent in assisting the Financial Manager in the Financial Management role of the Finance Division. Additional duties and responsibilities are being shouldered by the Accountant/ Senior Accountants. We are, therefore, restyling the grade of Accountant/ Senior Accountant to a more appropriate appellation.

### **Recommendation 11**

**66.40 We recommend that the grade of Accountant/Senior Accountant be restyled Assistant Financial Manager.**

66.41 Incumbent would additionally be required, *inter alia*, to assist the Financial Manager in the evaluation of international tenders for the supply of commodities and in dealing with legal matters with regard to contract Management; attend and participate along with the Financial Manager in the decision making process in the Risk Committee and ALCOM; and ensure the accuracy of claims and settlement thereof, with counterparts for commodity hedging.

66.42 These additional duties and responsibilities have been taken into consideration in determining the salary of the grade.

### **Accounting Technician**

66.43 In view of the evolution of the role of the Finance Division due to the expansion of the activities of the STC, the Accounting Technician would, in future, have to perform additional duties such as verifying banking transactions through E-banking facilities offered by banks, computing interest payable on line of credit/loan and arranging for payment thereof, and assisting Senior Accounting Technicians in the preparation of price schedules defined under the Consumer Protection (Control of price of petroleum products).

### Recommendation 12

66.44 We recommend that the scheme of service of the Accounting Technician be amended:

- (i) so that in future, appointment thereto should be made by selection from among candidates possessing a pass in all papers of Fundamentals (Knowledge) (*formerly Part I of the ACCA*) and any four papers of Fundamentals (Skills) (*formerly Part II of the ACCA*). Incumbent should be allowed to cross the QB in the salary scale on obtention of the full Fundamentals (Skills);
- (ii) to include the duties listed at paragraph 66.43 which have been taken into consideration in arriving at the recommended salary.

### Senior Accounting Technician

66.45 Senior Accounting Technicians are posted in both the Finance Division and the Risk and Treasury Division *formerly Risk and Projects Division*. With the changes in the structure of the Finance Division, they would, in future, be called upon to, *inter alia*, prepare under the guidance of the Assistant Financial Manager price schedules of Mogas, Gas oil, Fuel oil, Kerosene and LPG, confirm purchases (spot/forward), swaps, investments as initiated by the Risk and Treasury Division *formerly RPD* and ALCOM with banks/dealers, send invoices to counter parties and participate in Local Tender Evaluation Committees.

### Recommendation 13

66.46 We recommend that the scheme of service of the grade of Senior Accounting Technician be amended:

- (i) so that in future, the grade be filled in by promotion, on the basis of experience and merit, from among incumbents in the grade of Accounting Technician having completed the Fundamentals (Knowledge) (*formerly Part I of the ACCA*) and Fundamentals (Skills) (*formerly Part II of the ACCA*);
- (ii) to include the duties listed at paragraph 66.45 which have been taken into consideration in the salary recommended for the grade.

### INTERNAL AUDIT DIVISION

#### Audit Manager

66.47 At present, the Internal Audit Division comprises officers in the grade of Senior Internal Auditor and Internal Auditor. With the continuous increase in the volume of trade and given the complexity and nature of transactions along with the possibility of further expansion in the trade of other

commodities, the Internal Audit Division would not be able to cope with the services demanded without the requisite manpower with specialised competencies. In view of the above, we are reviewing the structure through the provision of a new level to head the division.

#### **Recommendation 14**

**66.48 We recommend the creation of a grade of Audit Manager on the establishment of the organisation against abolition of the grade of Senior Internal Auditor. Appointment thereto should be made by selection from among candidates who are a member of one of the following bodies:**

- (a) The Association of Chartered Certified Accountants**
- (b) The Institute of Chartered Accountants of England and Wales**
- (c) The Institute of Chartered Accountants of Scotland**
- (d) The Institute of Chartered Accountant of Ireland**
- (e) The Chartered Institute of Management Accountants**
- (f) The Chartered Institute of Public Finance and Accounting**

**as well as a member of Mauritius Institute of Professional Accountants (MIPA) and have at least five years' experience in auditing/accounting in the public/private sector with two years at a supervisory level.**

#### **INFORMATION TECHNOLOGY (IT) DIVISION**

##### **Systems Administrator**

66.49 At present, the IT Division is manned by the IT Manager and three Systems Analysts. Submissions have been made for the creation of a grade of Systems Administrator to ensure the smooth running of the IT infrastructure and services. In view of the above, we are creating a grade of Systems Administrator against abolition of one post of Systems Analyst.

#### **Recommendation 15**

**66.50 We recommend the creation of a grade of Systems Administrator to be on the establishment of the organisation against abolition of one post of Systems Analyst. Appointment thereto should be made by selection from among candidates holding a post 'A' Level Degree in Computer Engineering or related fields together with two years' post qualification experience in systems administration and support.**

66.51 Incumbent would be required, *inter alia*, to develop and implement proper security policies and standards; manage and monitor enterprise security systems such as firewalls, intrusion detection systems, antivirus systems; and purchase and maintain IT equipment and accessories.



**Information Technology (IT) Technician (New Grade)**

66.52 With the expansion of the corporation network system and the considerable increase in the number of computers in use, there is need for a grade to be responsible for the maintenance and repairs of these computers. We are, therefore, providing for a new level.

**Recommendation 16**

66.53 **We recommend the creation of a grade of IT Technician. Recruitment thereto should be made by selection from among holders of a Higher School Certificate with passes in at least two subjects at principal level and a Diploma in Information Technology or related fields and reckoning at least two years' relevant experience in the field of IT.**

66.54 The IT Technician would be responsible for the maintenance of computer equipment, liaise with suppliers for repairs, perform computer/data processing work, provide support to the Corporation users in order to make best use of the IT infrastructure and applications available.

**ADMINISTRATIVE DIVISION**

**Office Superintendent (New Grade)**

66.55 Following the expansion in the activities of the STC, responsibilities in terms of transport arrangements, effective use of office equipment, and responsibilities relating to infrastructure, have increased considerably. There is, therefore, need for a new level to undertake the above duties and responsibilities.

**Recommendation 17**

66.56 **We recommend the creation of a grade of Office Superintendent. Appointment thereto should be made by selection from among Higher Executive Officers and Executive Officers reckoning at least 15 years' service in a substantive capacity in the Executive Cadre.**

**66. STATE TRADING CORPORATION**

**SALARY SCHEDULE**

<b>STC 1</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Handy Worker
<b>STC 2</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Lift Operator (Personal)

**66. STATE TRADING CORPORATION (Contd.)**

<b>STC 3</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>STC 4</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>STC 5</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Granary Operative
<b>STC 6</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>STC 7</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Tradesman <i>formerly Blacksmith Carpenter Electrician Fitter Mason Painter Welder</i>
<b>STC 8</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Senior/Head Office Attendant
<b>STC 9</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephone Operator
<b>STC 10:</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Forklift Driver
<b>STC 11</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Assistant Supplies and Sales Officer Word Processing Operator

**66. STATE TRADING CORPORATION (Contd.)**

<b>STC 12</b>	<b>:</b>	<p><b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b></p> <p>Clerical Officer/Higher Clerical Officer</p>
<b>STC 13</b>	<b>:</b>	<p><b>Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b></p> <p>Chief Tradesman <i>formerly Foreman</i> Chief Tradesman (Fitter)</p>
<b>STC 14</b>	<b>:</b>	<p><b>Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b></p> <p>Senior Word Processing Operator</p>
<b>STC 15</b>	<b>:</b>	<p><b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b></p> <p>Executive Officer Supplies and Sales Officer</p>
<b>STC 16</b>	<b>:</b>	<p><b>Rs 16000 x 600 – 22000</b></p> <p>Workshop Supervisor</p>
<b>STC 17</b>	<b>:</b>	<p><b>Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b></p> <p>Clearing and Forwarding Officer (New Grade)</p>
<b>STC 18</b>	<b>:</b>	<p><b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b></p> <p>Confidential Secretary</p>
<b>STC 19</b>	<b>:</b>	<p><b>Rs 17200 x 600 – 23200 x 800 – 26400</b></p> <p>Computer Officer Higher Executive Officer Higher Supplies and Sales Officer</p>
<b>STC 20</b>	<b>:</b>	<p><b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b></p> <p>IT Technician (New Grade) Safety and Health Officer/Senior Safety and Health Officer</p>
<b>STC 21</b>	<b>:</b>	<p><b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000</b></p> <p>Senior Supplies and Sales Officer</p>

**66. STATE TRADING CORPORATION (Contd.)**

- STC 22 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250**  
Accounting Technician
- STC 23 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500**  
Office Superintendent (New Grade)
- STC 24 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Senior Technical and Facilities Officer
- STC 25 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Principal Supplies and Sales Officer  
Senior Accounting Technician
- STC 26 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 27200 QB 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Assistant
- STC 27 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Public Relations Officer
- STC 28 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Systems Administrator  
Systems Analyst
- STC 29 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Human Resource Management Officer  
*formerly Human Resource Officer*  
Internal Auditor
- STC 30 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Business Development Officer (Marketing) (New Grade)  
Business Development Officer (Research and Development) (New Grade)  
Commercial Analyst  
Risk and Treasury Officer  
*formerly Risk Management Officer*

66. STATE TRADING CORPORATION (Contd.)

- STC 31 : Rs 30000 x 1250 – 45000**  
Administrative Secretary  
Assistant Financial Manager  
*formerly Accountant/Senior Accountant*  
Human Resource Manager  
Senior Internal Auditor (Personal to holder in post as at  
30.06.2008)
- STC 32 : Rs 31250 x 1250 – 46250**  
Chief Supplies and Sales Officer
- STC 33 : Rs 30000 x 1250 – 50000**  
Assistant Risk and Treasury Manager  
Audit Manager  
IT Manager
- STC 34 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 –60000**  
Business Development Manager (New Grade)  
Commercial Manager  
Financial Manager  
Risk and Treasury Manager  
*formerly Risk and Projects Manager*
- STC 35 : Rs 80000**  
General Manager

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## **67. STATUTORY BODIES FAMILY PROTECTION FUND**

- 67.1 By virtue of the Widows' and Orphans' (Statutory Bodies) Pension Fund (Amendment) Act No. 29 of 1993, the Fund was renamed the Statutory Bodies Family Protection Fund. It operates under the *aegis* of the Ministry of Local Government and provides for the admission of female officers as associates to the Fund. It is a corporate body set up to further the objectives of the Widows' and Orphans' (Statutory Bodies) Pension Fund established in 1965 to run a family pension scheme for employees of Parastatal Bodies and Local Authorities, and provide financial assistance to the surviving spouse and eligible children of associates of the Fund.
- 67.2 The Statutory Bodies Family Protection Fund Regulations came into operation on 1 July 2001 with the object of rationalising the computation of beneficiaries' pension and the payment of membership contribution in line with the recommendations of the Pay Research Bureau, and also to place employees of Local Authorities and other associates of the Fund on a par with their counterparts of the Civil Service.
- 67.3 The Fund has, at present, more than 6700 contributors and sustains more than 1000 beneficiaries. However, the organisation structure has remained basically the same for years. The Fund is headed by a Manager and is staffed with one Chief Clerk, two Accounts Officers and three Clerk/Word Processing Operators.
- 67.4 In the context of this review, the Ministry of Local Government has made proposals to strengthen the organisation structure of the Fund. It has been argued that over the past years, the activities of the Fund have expanded in terms of increased number of clients and diversification in the grant of loans and the staff in post have accumulated additional responsibilities. As a result, the present structure needs to be reinforced to meet the new challenges and provide scope and career path to officers in post.
- 67.5 We are, therefore, making provision for recruitment of an Accountant on the establishment of the Fund to take over, in future, the responsibilities devolving on the post of Manager; the creation of a structured Finance Cadre in line with the requirements of the organisation; and a new grade of Confidential Secretary.

**Assistant Manager/Accountant (New Grade)**

**Recommendation 1**

67.6 We recommend the creation of a grade of Assistant Manager/Accountant on the establishment of the Statutory Bodies Family Protection Fund. Appointment 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 and be registered with the Mauritius Institute of Professional Accountants (MIPA).

67.7 The Assistant Manager/Accountant would be required, among others, to deputise the Manager in the day-to-day running of the office; provide assistance to the Manager in the formulation of appropriate accounting and financial policies including internal audit; act as Secretary of sub-committees; prepare periodical reports on financial matters with regard to revenue and expenditure; and be responsible for the implementation and monitoring of training.

**Recommendation 2**

67.8 We recommend the creation of a three-level structure comprising the grades of Assistant Financial Operations Officer, Financial Operations Officer and Senior Financial Operations Officer on the establishment of the Fund.

**Assistant Financial Operations Officer (New Grade)**

**Recommendation 3**

67.9 We recommend that appointment to the grade of Assistant Financial Operations Officer 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 and either a pass at Principal Level in Accounting at the Cambridge Higher School Certificate or a pass in Accounting at Third Level of the London Chamber of Commerce and Industry or equivalent qualification acceptable to the Board and reckoning at least two years' experience in finance/audit duties.

67.10 Incumbent in the grade of Assistant Financial Operations Officer would be required, among others, to assist the Financial Operations Officer in his duties; collect, verify, analyse and record all financial costings and budget data; prepare financial statements; and keep records of all financial transactions.

**Financial Operations Officer *formerly Accounts Officer***

**Recommendation 4**

- 67.11 We recommend that the grade of Accounts Officer be restyled Financial Operations Officer. Promotion to the grade of Financial Operations Officer should, in future, be made, on the basis of experience and merit, of officers in the grade of Assistant Financial Operations Officer who reckon at least two years' service in a substantive capacity and who possess the Diploma in Public Financial Management and Accounting from the University of Mauritius or equivalent qualification acceptable to the Board.
- 67.12 The Financial Operations Officer would be required to, *inter alia*, prepare monthly pension payroll and effect periodic transfer; write up the cash book and keep it up-to-date; supervise and coordinate the work of junior staff; compile data necessary for the actuarial valuation of the fund; help in the filling of the income tax forms at the end of each financial year for submission to the Mauritius Revenue Authority; and effect periodical stock-taking of the stationery.

**Senior Financial Operations Officer (New Grade)**

**Recommendation 5**

- 67.13 We recommend that promotion to the grade of Senior Financial Operations Officer should be made, on the basis of experience and merit, of officers in the grade of Financial Operations Officer who reckon at least two years' service in a substantive capacity and who possess the Diploma in Public Financial Management and Accounting from the University of Mauritius or equivalent qualification acceptable to the Board.
- 67.14 Incumbent in the grade of Senior Financial Operations Officer would be required, among others, to advise on financial and accounting business including stores accounting; ensure that all accounting arrangements of the Fund are properly done and collection of revenue is effected promptly; perform duties related to Income Tax; prepare and submit financial statements/returns; be responsible for the proper running of the IT Section; and arrange for junior staff to be provided with appropriate training.

**Confidential Secretary (New Grade)**

**Recommendation 6**

- 67.15 We recommend the creation of a grade of Confidential Secretary. Promotion thereto should be, on the basis of experience and merit, of officers in the grade of Clerk/Word Processing Operators reckoning at least 15 years' service in the grade as from the date they joined service.



67.16 The Confidential Secretary would be required, among others, to arrange appointment, receive visitors and deal with enquiries; make and receive telephone calls; take messages and pass on information; perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents; perform word processing and telefax duties and simple computer/data processing work; and deal with routine correspondence.

**67. STATUTORY BODIES FAMILY PROTECTION FUND**

**SALARY SCHEDULE**

<b>SBFPF 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>SBFPF 2</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Senior/Head Office Attendant
<b>SBFPF 3</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator
<b>SBFPF 4</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Assistant Financial Operations Officer (New Grade)
<b>SBFPF 5</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary (New Grade)
<b>SBFPF 6</b>	<b>:</b>	<b>Rs 17200 x 600 – 23200 x 800 – 26400</b> Financial Operations Officer <i>formerly Accounts Officer</i>
<b>SBFPF 7</b>	<b>:</b>	<b>Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b> Chief Clerk
<b>SBFPF 8</b>	<b>:</b>	<b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000</b> Senior Financial Operations Officer (New Grade)

**67. STATUTORY BODIES FAMILY PROTECTION FUND (Contd.)**

**SBFPF 9 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**

Assistant Manager/Accountant (New Grade)

**SBFPF 10 : Rs 66000**

Manager

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## **68. SUGAR INDUSTRY LABOUR WELFARE FUND**

- 68.1 The Sugar Industry Labour Welfare Fund (SILWF) set up under the SILWF Act No. 21 of 1974, operates under the aegis of the Ministry of Social Security, National Solidarity and Senior Citizens Welfare & Reform Institutions. Its prime objective is to promote the welfare of sugar and ex-dock workers and their families. To this end, it runs a housing scheme and a soft loan scheme for the purchase of household appliances and provides scholarships for secondary, tertiary and vocational courses. Over the years, the SILWF has been involved in an array of activities geared towards promoting the welfare of all Mauritians through community development activities at regional and national levels. These activities are normally held in the various Community Centres and Social Welfare Centres across the island.
- 68.2 The General Manager is the accounting head of the SILWF. He is supported in his tasks by a Commissioner, Community Development, a Financial Administrator and the Secretary. The Commissioner, Community Development is responsible for the Community Development Section staffed by officers of the Community Development Cadre whereas the Finance Administrator heads the finance section which is manned by general services and technical staff. The Secretary apart from servicing the Board is additionally in charge of the general administration. SILWF has also a Building Section, which caters for repairs of its buildings and which is under the responsibility of a Senior Inspector (Housing).
- 68.3 While maintaining the present structure which is appropriate, we are restyling certain grades to better reflect the nature of duties and responsibilities pertaining to these grades.

### **Inspector**

#### **Senior Inspector**

- 68.4 Representations have been received from Inspectors (Housing) and Senior Inspectors (Housing) to the effect that their respective appellations need to be restyled as there are no more housing estates falling under the responsibility of the SILWF. Moreover, officers in these grades are called upon to perform duties in relation to the buildings owned by the SILWF. The Bureau concurs with the above view and is making appropriate recommendation.

### **Recommendation 1**

- 68.5 We recommend that the grades of Inspector (Housing) and Senior Inspector (Housing) be restyled Inspector and Senior Inspector respectively.**

**Warden/Community Activities Assistant**

- 68.6 The duties of Warden/TV Operators comprise, among others, the delivery of sports equipment to youth club members and the collection of same thereafter, the general maintenance of order and discipline at the Centre and the operating and good running of TV sets.
- 68.7 In addition, they also assist in organising community activities in the community centres. We are, therefore, restyling the grade to reflect the duties performed.

**Recommendation 2**

- 68.8 We recommend that the grade of Warden/TV Operator be restyled Warden/Community Activities Assistant.**

**Refund for official travelling**

- 68.9 Community Development Officers and Senior Community Development Officers are refunded car mileage at the rate of Rs 7.60 per km for official travelling, that is, for travelling from office to sites of work and back and at the rate of Rs 4.00 per km for distance covered while travelling from home to office and back.
- 68.10 However, the rate of Rs 7.60 per km is payable for the first 400 km of official travelling only. Any distance of official travelling covered in excess of the 400 km is refunded at the rate of Rs 4.00 per km.
- 68.11 The present provision regarding travelling is adequate. We are, however revising the rates to Rs 8.60 per km for travelling from office to site of work and back and Rs 5.00 per km for distance covered from home to office and back.**

**68. SUGAR INDUSTRY LABOUR WELFARE FUND  
SALARY SCHEDULE**

<b>SWF 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>SWF 2</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Stores Attendant
<b>SWF 3</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman

**68. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

<b>SWF 4</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Caretaker/Gardener Office Attendant
<b>SWF 5</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13200</b> Craft Motivator Motivator
<b>SWF 6</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>SWF 7</b>	<b>:</b>	<b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Senior/Head Office Attendant
<b>SWF 8</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b> Receptionist/Telephone Operator
<b>SWF 9</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600</b> Receptionist/Telephone Operator (Personal)
<b>SWF 10</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</b> Dressmaking Teacher
<b>SWF 11</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Child Welfare Officer Community Support Officer <i>formerly Community Welfare Assistant</i> Word Processing Operator
<b>SWF 12</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer
<b>SWF 13</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</b> Senior Dressmaking Teacher

**68. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

- SWF 14 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 20800**  
Assistant Supervisor, Women's Association
- SWF 15 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 22000**  
Library Clerk/Senior Library Clerk
- SWF 16 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500  
– 16000 x 600 – 22000**  
Executive Assistant
- SWF 17 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 22000**  
Executive Officer
- SWF 18 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500  
– 16000 x 600 – 22600**  
Welfare Officer
- SWF 19 : Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 22600**  
Home Economics Officer
- SWF 20 : Rs 12900 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 23200 x 800 – 24000**  
Community Development Officer
- SWF 21 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 24000**  
Dressmaking and Related Craft Instructor
- SWF 22 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600  
– 23200 x 800 - 24800**  
Inspector  
*formerly Inspector (Housing)*

**68. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

- SWF 23 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Internal Control Officer  
*formerly Internal Controller*
- SWF 24 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- SWF 25 : Rs 16000 x 600 – 23200 x 800 – 26400**  
Supervisor Women's Association
- SWF 26 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Higher Executive Officer  
Public Relations/Welfare Officer  
Senior Social Welfare Officer
- SWF 27 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Safety and Health Officer/Senior Safety and Health Officer
- SWF 28 : Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Senior Inspector  
*formerly Senior Inspector (Housing)*
- SWF 29 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Principal Social Welfare Officer  
Senior Community Development Officer
- SWF 30 : Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Inspector of Accounts
- SWF 31 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Personnel Officer  
Senior Executive Officer  
Senior Internal Control Officer  
*formerly Senior Internal Controller*
- SWF 32 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Senior Inspector of Accounts

**68. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

- SWF 33 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Assistant Finance Administrator  
Supervisor, Women’s Association (Personal)
- SWF 34 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Secretary
- SWF 35 : Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Principal Community Development Officer
- SWF 36 : Rs 30000 x 1250 – 45000**  
Finance Administrator
- SWF 37 : Rs 37500 x 1250 – 50000**  
Commissioner, Community Development
- SWF 38 : Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Deputy General Manager
- SWF 39 : Rs 80000**  
General Manager

**68. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

**SOCIAL WELFARE CENTRES**

**SALARY SCHEDULE**

- SWF (SWC) 1 : Rs 6425 x 175 – 6600 x 200 – 10200**  
General Worker
- SWF (SWC) 2 : Rs 7200 x 200 – 10200 x 250 – 10950**  
General Worker (Personal)
- SWF (SWC) 3 : Rs 7400 x 200 – 10200 x 250 – 11700**  
Warden/Community Activities Assistant  
*formerly Warden/TV Operator*



**68. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd.)**

- SWF (SWC) 4 : Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300**  
Watchman
- SWF (SWC) 5 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Caretaker/Gardener
- SWF (SWC) 6 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Library Assistant

**PART-TIME EMPLOYEES**

**SALARY SCHEDULE**

- SWF (SWC) 7 : Rs 3975**  
Assistant General Worker
- SWF (SWC) 8 : Rs 5275**  
General Worker
- SWF (SWC) 9 : Rs 5465**  
Warden
- SWF (SWC) 10 : Rs 6140**  
Caretaker  
TV Operator
- SWF (SWC) 11 : Rs 6400**  
Extra Assistant Community Welfare  
Seamstress

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## **69. SUGAR INSURANCE FUND BOARD**

- 69.1 The Sugar Insurance Fund Board (SIFB) is a parastatal body that operates under the *aegis* of the Ministry of Finance and Economic Development. It is governed by the provisions of the Sugar Insurance Fund Act No.4 of 1974 and as subsequently amended. The objects of the Fund are to insure the Sugar Industry against loss due to cyclones, drought, excessive rainfall or fire and to carry out such activities relating to agriculture or insurance as the Board may determine.
- 69.2 As per the Sugar Insurance Fund Act (No. 4 of 1974), 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. In the exercise of his functions he is supported by a full complement of professional, technical and support staff.
- 69.3 In our 2003 PRB Report, we made recommendations to improve the overall efficiency of the organisation while ensuring the sustainability of its services. Schemes of service of some grades were opened, a grade was created, grades were restyled and payment of an allowance was recommended for duties performed over and above the normal schedule.
- 69.4 With the erosion of preferential access on the traditional export markets for sugar and trade liberalisation, the Sugar Industry is facing serious difficulties. Government has thus embarked on a sugar sector reform process. In this context, a workgroup has been set up to review the role of service institutions in the sugar sector, identify those essential services that should still be provided and propose new structures for the effective delivery of these services.
- 69.5 Pending the outcome of this exercise, we are not bringing major changes to the structure of the organisation except for the revision of certain schemes of service on the basis of representations made.

### **Revision of Schemes of Service**

- 69.6 Both staff side and management have submitted that the mode of appointment to certain grades at the SIFB is not in alignment with what obtains for similar or comparable grades in the Civil Service. They also pointed out that this is impeding the selection process and is affecting the organisation's operational effectiveness.
- 69.7 We are addressing the issue by reviewing the mode of recruitment to those grades.

### **Recommendation 1**

**69.8 We recommend that the mode of recruitment to the grades of Field/Operations Supervisor, Senior Field Officer, Field Officer, Senior Executive Officer, Higher Executive Officer, Executive Officer and Clerical Officer, be amended as follows :**

#### **Field/Operations Supervisor**

**69.9** At present recruitment to the grade of Field/Operations Supervisor is made by selection from among officers in the grades of Senior Field Officer and Assistant Inspectors possessing the prescribed qualifications. We are enlarging the mode of recruitment to facilitate the selection process.

**69.10 Recruitment to the grade of Field Operations Supervisor should, henceforth, be made by selection from officers holding the Higher School Certificate or the General Certificate of Education with passes in at least two subjects at 'A' Level and either a Diploma in Land Surveying or a Diploma in Agriculture or a Diploma in Sugar Technology or an equivalent qualification acceptable to the Board and also from among Senior Field Officers and Assistant Inspectors who hold the Cambridge School Certificate with credit in at least five subjects, reckon at least three years' experience in a substantive capacity and are computer literate. The new qualifications requirement has been taken into account in arriving at the salary recommended for the grade.**

#### **Senior Field Officer**

**69.11** As per the existing scheme of service, the post of Senior Field Officer is filled by selection from Field Officers possessing the Cambridge School Certificate with credit in at least five subjects; the Cambridge Higher School Certificate and who have successfully completed the of MSIRI course/a Certificate in Agriculture or Cane Cultivation or Land Surveying or an alternative qualification acceptable to the Board. Incumbent should be computer literate.

**69.12** In future, the grade of Senior Field Officer should be promotional for Field Officers who reckon at least three years' service in a substantive capacity and are computer literate. However, preference should be given to Field Officers who possess the Cambridge School Certificate with credit in at least five subjects and the Cambridge Higher School Certificate or the General Certificate of Education with passes in at least two subjects at 'A' Level and who have successfully completed the of MSIRI course/a Certificate in Agriculture or Cane Cultivation or Land Surveying or an alternative qualification acceptable to the Board. Incumbent should be computer literate. This element has been taken into account in arriving at the salary recommended for the grade.

### **Field Officer**

- 69.13 Recruitment to the grade of Field Officer is currently made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English, French and Mathematics at one and the same sitting. A Certificate in Cane Cultivation or Surveying constitutes an advantage and priority of consideration is given to holders of the Higher School Certificate or to those who possess passes in two subjects at 'A' Level.
- 69.14 **The post of Field Officer should, in future, be filled 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 at no more than two sittings, the Cambridge Higher School Certificate or an equivalent qualification acceptable to the Board. Candidates should in addition possess good communication and interpersonal skills and good working attitude together with computer skills. This element has been taken into account in arriving at the salary recommended for the grade.**

### **Senior Executive Officer**

- 69.15 According to the present scheme of service, the post of Senior Executive Officer is filled by selection from among Higher Executive Officers who possess the Cambridge School Certificate with credit in at least 5 subjects, the Cambridge Higher School Certificate and a pass at Level one of the ACCA Examinations or equivalent qualifications acceptable to the Board. Officers are also required to be computer literate.
- 69.16 **The post of Senior Executive Officer should, henceforth, be filled by promotion, on the basis of experience and merit, of officers in the grade of Higher Executive Officer who are computer literate. Preference should be given to officers possessing the Cambridge School Certificate with credit in at least five subjects, the Cambridge Higher School Certificate or the General Certificate of Education with passes in at least two subjects at 'A' Level and a pass at Level One of the ACCA Examinations or equivalent qualifications acceptable to the Board. This element has been taken into account in arriving at the salary recommended for the grade.**

### **Higher Executive Officer**

- 69.17 Recruitment to the grade of Higher Executive Officer is at present made by selection from among Executive Officers possessing the Cambridge School Certificate with credit in at least five subjects, the Cambridge Higher School Certificate and a pass at level one of the ACCA examinations or equivalent qualifications acceptable to the Board.

- 69.18** In future, recruitment to the grade of Higher Executive Officer should be by promotion, on the basis of experience and merit, of Executive Officers who are computer literate. Preference should be given to officers who additionally possess a pass at Level One of the ACCA examination or equivalent qualifications acceptable to the Board. This element has been taken into account in arriving at the salary recommended for the grade.

#### **Executive Officer**

- 69.19** Executive Officers are at present recruited by selection from among officers in the grade of Clerical Officer who possess the Cambridge School Certificate, the Cambridge Higher School Certificate and the Intermediate Stage of IBK or LCC in Book keeping.
- 69.20** Recruitment to the grade of Executive Officer should, in future, be on the basis of selection from among Clerical Officers who reckon at least four years' experience in a substantive capacity in the grade. Preference should be given to officers possessing the Cambridge Higher School Certificate or the General Certificate of Education with passes in at least two subjects at 'A' Level and the Intermediate Stage of IBK or LCC in Book Keeping or an equivalent qualification. This element has been taken into account in arriving at the salary recommended for the grade.

#### **Clerical Officer**

- 69.21** The grade of Clerical Officer is, according to its existing scheme of service, recruited from among candidates holding the Cambridge School Certificate with credit in five subjects including English, French and Mathematics at one and the same sitting. However, priority of consideration is given to holders of the Cambridge Higher School Certificate. Moreover, candidates are also required to be computer literate.
- 69.22** Recruitment to the grade of Clerical Officer should, in future, 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 or passes not below grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts at the General Certificate of Education "Ordinary Level"; the Cambridge Higher School Certificate or the General Certificate of Education with passes at 'A' level in at least two subjects or an equivalent qualification acceptable to the Board. Candidates should also have good communications and interpersonal skills, good working attitude and be computer literate. This element has been taken into account in arriving at the salary recommended for the grade.

**Allowance to Senior/Head Office Attendants and Office Attendants**

69.23 Senior/Head Office Attendants and Office Attendants who have to perform additional duties such as cleaning toilets, gardening, lawn mowing and related work over and above their normal schedule of duties are being paid a monthly allowance equivalent to one increment at the initial of their respective scales. We are maintaining the allowance but are revising the quantum.

**Recommendation 2**

**69.24 We recommend that the allowance payable to Senior/Head Office Attendants and Office Attendants who have to perform additional duties such as cleaning toilets, gardening, lawn mowing and related work over and above their normal schedule of duties should be revised to Rs 330 monthly.**

**Bad Road Allowance**

69.25 Eligible field staff using motorcycles are paid a Bad Road Allowance of Rs 240 per month whereas those using motor cars are paid a sum of Rs 570 monthly.

**Recommendation 3**

**69.26 We recommend that the Bad Road Allowance be revised as follows :**

<b>Bad Road Allowance for :</b>	<b>(Rs)</b>
<b>a. Eligible Field Staff using motorcycles</b>	<b>290</b>
<b>b. Eligible field staff using motorcars</b>	<b>685</b>

**Assistant Inspector**

69.27 The salary scale of the grade of Assistant Inspector should be personal for incumbents.

**69. SUGAR INSURANCE FUND BOARD**

**SALARY SCHEDULE**

- SIFB 1 : Rs 11700**  
Safety and Health Officer (Part-time)
- SIFB 2 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Office Attendant

**69. SUGAR INSURANCE FUND BOARD (Contd.)**

- SIFB 3 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 12900**  
Office Attendant (Personal)
- SIFB 4 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver/Handy Worker
- SIFB 5 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Driver/Handy Worker (Personal)
- SIFB 6 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant
- SIFB 7 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Telephonist/Receptionist
- SIFB 8 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 - 17200**  
Telephonist/Receptionist (Personal)
- SIFB 9 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator
- SIFB 10 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerical Officer
- SIFB 11 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Field Officer
- SIFB 12 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Confidential Secretary (Personal)  
Executive Officer
- SIFB 13 : Rs 16000 x 600 – 23200 x 800 – 24000**  
Senior Field Officer

**69. SUGAR INSURANCE FUND BOARD (Contd.)**

- SIFB 14 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800**  
Draughtsman (Personal)
- SIFB 15 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 25600**  
Support Officer/Senior Support Officer  
Support Officer/Senior Support Officer (personal to officers who were Assistant Data Processing Superintendents prior to 1.7.98)
- SIFB 16 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- SIFB 17 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Assistant Inspector  
Higher Executive Officer
- SIFB 18 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Administrative Assistant
- SIFB 19 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Senior Draughtsman
- SIFB 20 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Field/Operations Supervisor  
Maintenance Supervisor  
Registrar  
Senior Draughtsman (Personal)  
Senior Executive Officer
- SIFB 21 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250**  
Accounting Technician
- SIFB 22 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500**  
Claims Officer
- SIFB 23 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 35000**  
Administrative Assistant (Personal)



**69. SUGAR INSURANCE FUND BOARD (Contd.)**

- SIFB 24 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
Principal Draughtsman
- SIFB 25 : Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
Officer-in-Charge (Public Relations Unit)
- SIFB 26 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 QB 35000 x 1250 - 40000**  
Programmer/Analyst
- SIFB 27 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Agronomist (Personal)  
Head of Data Processing (Personal)  
Information Analyst  
Land Surveyor
- SIFB 28 : Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 33750 QB 35000 x 1250 - 40000**  
Area Manager
- SIFB 29 : Rs 30000 x 1250 – 45000**  
Administrative Secretary  
Claims Manager  
Internal Auditor  
Manager (Finance)  
Manager (Inspection)  
Manager (Survey)  
Senior Network Engineer  
Senior Software Engineer
- SIFB 30 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Chief Manager (Finance)  
Chief Manager (Information Systems Services)  
Chief Manager (Operations)

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## **70. SUGAR PLANTERS' MECHANICAL POOL CORPORATION**

- 70.1 The Sugar Planters' Mechanical Pool Corporation (SPMPC) was statutorily established in 1974 with the objects of maintaining and operating a pool of agricultural machinery for use by the planters' community to enable the achievement of sugar production targets.
- 70.2 The sugar industry in Mauritius is faced with numerous threats and challenges resulting from the trade liberalisation process and the dismantling of preferential regimes. To ensure its survival, it is imperative for the industry to lower its production costs, which are actually very high compared to other sugar producing countries. Furthermore, with the urbanisation and rapid industrial development over the past years, the total area under sugar cane cultivation has been decreasing and this trend is expected to continue in the forthcoming years. It is of prime importance to derock virgin land meant for cultivation and also to prepare existing land more effectively and efficiently with a view to getting maximum yield per hectare. 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.
- 70.3 The organisation structure of the Corporation, today, provides for four main divisions namely, Administration and Personnel, Finance and Stores, Field and Workshop.
- 70.4 In the 2003 PRB Report, we created a few grades and made recommendations to improve the work methods of the Corporation, particularly at the lower levels to favour polyvalence and multi-skilling.
- 70.5 In this Report, we have, on the whole, maintained the existing organisation structure but have brought about only minimum necessary changes to suit current operational requirements.

### **Overseer (New Grade)**

- 70.6 The derocking scheme for small planters has led to the increase in the number of machines and the expansion of the activities of the Corporation. As such, Management has reported that there is lack of supervision on works being performed on the various sites. There is, therefore, need to provide for a new grade to monitor work on sites.

### **Recommendation 1**

- 70.7 **We recommend the creation of a grade of Overseer. Appointment thereto should be made by selection from among candidates showing proof of having read up to the Cambridge School Certificate and reckoning at least five years' experience in activities relating to the supervision of sugar cane plantation and possessing a valid driving licence for motorcycles.**
- 70.8 Incumbent would be required, *inter alia*, to assist the Field Officer/Senior Field Officer in the organisation and supervision of works being undertaken for the proper up-keeping of documents in field, including attendance books and ascertain that all information are properly filled as per instructions and/or procedures; follow-up and control of materials used during performance of work and report any abnormal utilisation or discrepancy; monitor the quality and quantity of works of each machine in his zone and enquire in case of performance below standard of any machine and submit appropriate reports; set up work plans; and closely monitor the performance of personnel under his responsibility.

### **Scheme of Service of Operators**

- 70.9 According to their schemes of service, the Operators, Head Operators and Farm Machine Operators are required, *inter alia*, to ensure the provision of fuel and lubricants to machines. However, in practice, they refuse to carry out such duties arguing that these are incumbents on the Workshop/Vehicle/Machinery Attendants.
- 70.10 For increased efficiency and effective use of the available human resources, we are reviewing the schemes of service concerned.

### **Recommendation 2**

- 70.11 **We recommend that the schemes of service of the grades of Operator (Personal), Head Operator (Personal) and Farm Machine Operator (Personal) be amended to include refuelling, lubricating and such other related duties pertaining to machines. These duties have been taken into consideration in arriving at the salary scales recommended for the respective grades. Incumbents in the above grades should be granted one additional increment on conversion to their respective salary scales.**

### **Driving Allowance**

- 70.12 At present, Tradesmen, who are required to drive the Corporation's vehicles to their respective sites of work in the performance of their duties, are paid an allowance of Rs 100 per day whenever they effectively drive the motor vehicle to and from site of work.

**Recommendation 3**

70.13 We recommend that the allowance of Rs 100 payable to Tradesmen, who are required to drive the Corporation's vehicles to their respective sites of work in the performance of their duties, should be revised to Rs 120 per day.

**Allowance to Workshop/Vehicle/Machinery Attendant**

70.14 A few employees in the grade of Workshop/Vehicle/Machinery Attendant are paid a monthly allowance equivalent to one increment at the initial of the salary scale for distributing gas, oil and fuel to tractors.

**Recommendation 4**

70.15 We recommend that a monthly allowance equivalent to one and a half increments at the initial of the salary scale be paid to the Workshop/Vehicle/Machinery Attendant.

**Battery Allowance**

70.16 To ensure the optimum use of resources and facilitate communication, officers performing field works are provided with radio/telephone equipment in their cars. These officers are paid a Battery Allowance of Rs 760 per annum.

**Recommendation 5**

70.17 We recommend that the Battery Allowance be revised to Rs 910 a year.

**Bad Road Allowance**

70.18 At present, officers who use their cars for official travelling on bad roads are paid a Bad Road Allowance of Rs 1170 monthly. Both the Management and the staff sides have submitted that the Bad Road Allowance be extended to officers using their 4x4 or 2x4 vehicle or auto/motorcycles on bad roads in the performance of their duties. We are reviewing the quantum of the allowance and making appropriate recommendations to that end.

**Recommendation 6**

70.19 We recommend that the Bad Road Allowance payable to officers who use their cars for official travelling be revised to Rs 1300 monthly.

70.20 We also recommend that a Bad Road Allowance of Rs 650 monthly be paid to officers using their 4x4 or 2x4 vehicle in the performance of their duties.

70.21 We further recommend that a Bad Road Allowance of Rs 185 and Rs 250 be paid to employees using their autocycles and motorcycles respectively, in the performance of their duties.

**Allowance to Clerical Officer/Higher Clerical Officer**

70.22 Clerical Officer/Higher Clerical Officers who are required to attend the Farmer's Service Corporation regional offices to collect and bank money are paid Rs 25 daily for the days on which they are required to attend the regional offices.

**Recommendation 7**

70.23 We recommend that Clerical Officer/Higher Clerical Officers who are required to attend the Farmer's Service Corporation regional offices to collect and bank money should be paid an allowance of Rs 30 daily for the days they are required to attend the regional offices.

**70. SUGAR PLANTERS' MECHANICAL POOL CORPORATION**

**SALARY SCHEDULE**

<b>SPMPC 1</b>	<b>:</b>	<b>Rs 11700</b> Safety and Health Officer (Part-time)
<b>SPMPC 2</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Workshop/Vehicle/Machinery Attendant
<b>SPMPC 3</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>SPMPC 4</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>SPMPC 5</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200</b> Toolskeeper
<b>SPMPC 6</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Lorry and Jeep Driver
<b>SPMPC 7</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Assistant Timekeeper Blacksmith Electrician Fitter Handy Worker (Skilled) Mechanic Panel Beater Turner/Machinist Welder

**70. SUGAR PLANTERS' MECHANICAL POOL CORPORATION (Contd.)**

- SPMPC 8 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant
- SPMPC 9 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Radio/Telephone Operator/Receptionist
- SPMPC 10 : Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Operator (Personal)
- SPMPC 11 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Driver, Heavy Mechanical Unit  
Farm Machinery Operator (Personal)
- SPMPC 12 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600**  
Multiskilled Handy Worker
- SPMPC 13 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600**  
Agricultural Machinery Operator  
Head Operator (Personal)
- SPMPC 14 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Overseer (New Grade)
- SPMPC 15 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Timekeeper
- SPMPC 16 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400**  
Store Clerk
- SPMPC 17 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400**  
Head Agricultural Machinery Operator

70. SUGAR PLANTERS' MECHANICAL POOL CORPORATION (Contd.)

- SPMPC 18 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600  
Clerical Officer/Higher Clerical Officer  
Clerk/Word Processing Operator
- SPMPC 19 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000  
Executive Assistant
- SPMPC 20 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000  
Assistant Financial Operations Officer  
*formerly Assistant Finance Officer*
- SPMPC 21 : Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000  
Stores Officer
- SPMPC 22 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400  
Confidential Secretary
- SPMPC 23 : Rs 17200 x 600 – 23200 x 800 – 26400  
Financial Operations Officer  
*formerly Finance Officer*
- SPMPC 24 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000  
IT Technician  
Public Relations Officer
- SPMPC 25 : Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000  
Senior Human Resource Officer  
*formerly Personnel Officer*
- SPMPC 26 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000  
Senior Financial Operations Officer  
*formerly Senior Finance Officer*  
Senior Internal Control Officer  
*formerly Internal Controller*

70. SUGAR PLANTERS' MECHANICAL POOL CORPORATION (Contd.)

- SPMPC 27 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Field Officer/Senior Field Officer  
Technical and Mechanical Officer/Senior Technical and Mechanical Officer
- SPMPC 28 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Stores Superintendent
- SPMPC 29 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant
- SPMPC 30 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Mechanical Engineer
- SPMPC 31 : Rs 28000 x 1000 – 30000 x 1250 – 40000**  
Field Superintendent
- SPMPC 32 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Systems Administrator
- SPMPC 33 : Rs 30000 x 1250 – 45000**  
Field Manager  
Personnel Manager  
Workshop Manager
- SPMPC 34 : Rs 37500 x 1250 – 50000**  
Financial Controller
- SPMPC 35 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**  
Deputy General Manager
- SPMPC 36 : Rs 75000**  
General Manager

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## 71. TEA BOARD

- 71.1 The Tea Board (TB), set up under the Tea Industry Control Act 1975, operates under the *aegis* of the Ministry of Agro Industry and Fisheries. Its objectives are, among others, to promote and encourage cooperation, education, research and development in relation to the production and marketing of tea; regulate and control the activities of the tea industry, arbitrate disputes between persons engaged in or connected with the tea industry; and assist tea planters to diversify to other agricultural activities.
- 71.2 Over the recent years, there have been considerable changes in the activities of the Tea Board as the tea industry is now catering mainly for the local market, with less tea being exported. The Board regulates and controls the marketing, import and export of tea, contracts entered by planters, metayers and manufacturers; and fixes price of green and processed tea.
- 71.3 The General Manager ensures the implementation of the policies of the Board and is responsible for the organisation, planning and control of its activities. He is supported by the Secretary, the Project Coordinator, Statistical and Marketing Officer and officers of the general service grades.
- 71.4 The existing organisation structure enables the Board to meet its objectives and, therefore, it is maintained. However, we are reviewing the mode of recruitment to the post of General Manager.

### **General Manager**

- 71.5 The post of General Manager is, at present, filled by selection from among candidates possessing a Degree in Agriculture or Natural Science or other recognised professional qualifications of similar level and reckoning an aggregate of at least 10 years' experience in the Tea Industry – in tea cultivation and in tea factory. Incumbent should give evidence of managerial ability.
- 71.6 Representations have been received to allow senior officers of the Tea Board who possess the equivalent qualification, experience and ability to be considered for appointment to the grade of General Manager and to which we are agreeable.

**Recommendation 1**

**71.7 We recommend that, in future, appointment to the grade of General Manager should be made by selection from among:**

- (i) candidates possessing a Degree in Agriculture or Natural Science or other equivalent recognised professional qualifications; or**
- (ii) serving officers in the grade of Project Co-ordinator possessing an acceptable professional qualification;**

**AND**

**reckoning an aggregate of at least 10 years' experience in the Tea Industry (in tea cultivation and in tea factory) with proof of managerial ability.**

**71. TEA BOARD**

**SALARY SCHEDULE**

<b>TB 1</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver Driver/Office Attendant
<b>TB 2</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer Clerk/Word Processing Operator
<b>TB 3</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Accounts Clerk Executive Officer
<b>TB 4</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary
<b>TB 5</b>	<b>:</b>	<b>Rs 17200 x 600 – 23200 x 800 – 26400</b> Accounts Officer Higher Executive Officer

**71. TEA BOARD (Contd.)**

- TB 6 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 28000 x 1000 – 29000**  
Technical Officer
- TB 7 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 40000**  
Secretary (Future Holder)  
Statistical and Marketing Officer
- TB 8 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x  
1250 – 45000**  
Project Co-ordinator
- TB 9 : Rs 30000 x 1250 – 45000**  
Secretary (Personal to officer in post as at 30.6.93)
- TB 10 : Rs 60000**  
General Manager

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## **72. TECHNICAL SCHOOL MANAGEMENT TRUST FUND**

- 72.1 The Technical School Management Trust Fund (TSMTF) was established by the Technical School Act No. 18 of 1990 to manage, organise, run and promote technical education. It operates under the aegis of the Ministry of Education and Human Resources and its main focus is towards providing high quality technical and vocational education and up-to-date training to equip students with the necessary know-how, skills and competencies.
- 72.2 The objectives of the TSMTF are, among others, to increase access to polytechnic education; ensure that the courses delivered are of high quality and international standard; meet the specific requirements of both the industrial and service sectors; and improve the social responsibilities of students and staff.
- 72.3 The Technical School Management Trust Fund has under its responsibility the following institutions namely, the Lycée Polytechnic Sir Guy Forget; the Swami Dayanand Institute of Management; the Institut Supérieur de Technologie; and the Centre de Ressources. It also assists the Ministry in the management of the state secondary schools (Pre-Vocational).
- 72.4 The Lycée Polytechnic Sir Guy Forget offers three-year full-time courses leading to the award of a “Brevet de Technicien” in the field of Automechanics, Electronics/Electrotechnics; the “Swami Dayanand Institute of Management” provides two-year full-time diploma courses in the fields of Administration and Information Technology (IT); and the “Institut Supérieur de Technologie” offers a two-year course leading to a “Diplome Universitaire Supérieur de Technologie” (DUST) whilst the “Centre de Ressources” is entrusted with the preparation and coordination of training to employees from public/private sector organisations and also to oversee the part-time courses.
- 72.5 It is the declared policy of the government to align the management of parastatal organisations with a view to focusing on output and outcomes rather than on inputs to meet the exigencies of the economy and society. In this context, the government has started a programme to reengineer the parastatal sector, including those falling under the aegis of the Ministry of Education and Human Resources. It is understood that the TSMTF is one of the organisations that is being considered under this reform programme.
- 72.6 Pending the implementation of the government programme for re-engineering parastatal organisations with similar functions operating under a single Ministry, we are refraining from making structural changes, save for redefining the conditions of service of incumbents in the grade dispensing training and carrying out follow-up of students in firms and industries, among others.

- 72.7 The hours of work of public sector employees reported upon by the Pay Research Bureau including the teaching staff at the TSMTF are governed by the provisions at paragraph 15.5.3 of Volume I of the 2003 PRB Report. Officers not classified as working on roster and staggered hours, should put in not less than 33¾ hours in a working week. The 2003 PRB Report also provided that Responsible Officers of the Ministry of Education and Human Resources could decide on the normal hours of attendance based upon the operational needs.
- 72.8 This condition of service is maintained and the Responsible Officer would continue to decide, whenever necessary, the duration of the working week for the various tasks but within the range of 33¾ hours to 40 hours. We are making appropriate recommendation to this effect.

#### **Recommendation 1**

- 72.9 **We recommend that incumbents, at the TSMTF, in grades dispensing training and carrying out follow-up of students in industries, among others, should be governed by the provisions at paragraph 18.5.2 of Volume I of the 2008 PRB Report. The Responsible Officer should continue to determine the hours of attendance regarding the duration of working week and allocation of time for various tasks considering the operational exigencies of the organisation.**

#### **Duty Free Facilities to Assistant Lecturer/Lecturers**

#### **Recommendation 2**

- 72.10 **We recommend that Assistant Lecturer/Lecturers drawing a monthly salary of Rs 29000 should be eligible for loan facilities to purchase a 70% duty remitted car on the same terms and conditions as per relevant provisions at paragraphs 18.2.26 and 18.2.49 of the 2008 PRB Report (Volume 1) notwithstanding the salary level required therein.**

## **72. TECHNICAL SCHOOL MANAGEMENT TRUST FUND**

### **SALARY SCHEDULE**

<b>MTF 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>MTF 2</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Stores Attendant

**72. TECHNICAL SCHOOL MANAGEMENT TRUST FUND (Contd.)**

<b>MTF 3</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Gardener/Nurseryman Library Attendant Office Attendant Workshop Assistant
<b>MTF 4</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Messenger/Driver
<b>MTF 5</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Handy Worker (Skilled)
<b>MTF 6</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200</b> Laboratory Attendant
<b>MTF 7</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400</b> Assistant Stores Officer (Personal)
<b>MTF 8</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Word Processing Operator/Receptionist
<b>MTF 9</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerical Officer/Higher Clerical Officer Library Clerk
<b>MTF 10</b>	<b>:</b>	<b>Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200</b> Audio Visual Assistant (Operations and Maintenance)
<b>MTF 11</b>	<b>:</b>	<b>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20800</b> Technical Assistant
<b>MTF 12</b>	<b>:</b>	<b>Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400</b> Teacher, Basic Secondary Schools

**72. TECHNICAL SCHOOL MANAGEMENT TRUST FUND (Contd.)**

- MTF 13 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Examinations/Welfare Officer
- MTF 14 : Rs 11450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Instructor (Personal)
- MTF 15 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Financial Operations Officer  
*formerly Assistant Finance Officer*  
Assistant Procurement and Supply Officer  
*formerly Purchasing and Supply Officer*  
Executive Officer
- MTF 16 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Usher
- MTF 17 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- MTF 18 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer  
*formerly Finance Officer*  
Higher Executive Officer  
Procurement and Supply Officer  
*formerly Higher Purchasing and Supply Officer*
- MTF 19 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Computer/Network Programmer  
Computer Technician  
Library Officer
- MTF 20 : Rs 17200 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Supervisor
- MTF 21 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer  
*formerly Personnel Officer*

**72. TECHNICAL SCHOOL MANAGEMENT TRUST FUND (Contd)**

- MTF 22 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Financial Operations Officer  
*formerly Senior Finance Officer*
- MTF 23 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 QB 32500 x 1250 - 40000**  
Trainer
- MTF 24 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Human Resource Management Officer  
*formerly Human Resource Officer*
- MTF 25 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant  
Administrative Secretary  
Internal Auditor
- MTF 26 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 42500**  
Manager, Basic Secondary Schools
- MTF 27 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Assistant Lecturer/Lecturer
- MTF 28 : Rs 30000 x 1250 – 45000**  
Senior Trainer
- MTF 29 : Rs 30000 x 1250 – 50000**  
Policy Analyst
- MTF 30 : Rs 37500 x 1250 – 50000**  
Assistant Manager
- MTF 31 : Rs 41250 x 1250 – 50000 x 1500 - 54500**  
Manager
- MTF 32 : Rs 47500 x 1250 – 50000 x 1500 – 56000**  
Manager (Personal)



**72. TECHNICAL SCHOOL MANAGEMENT TRUST FUND (Contd)**

**MTF 33 : Rs 45000 x 1250 – 50000 x 1500 – 56000 x 2000 –62000**  
Deputy Director

**MTF 34 : Rs 75000**  
Director

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### 73. TERTIARY EDUCATION COMMISSION

- 73.1 The Tertiary Education Commission (TEC) was established by the Tertiary Education Commission Act No. 9 of 1988 which was subsequently amended in 2005 with a view to empowering the TEC to regulate the activities of private tertiary education institutions in Mauritius. It is the apex body in the Tertiary Education Sector and operates under the *aegis* of the Ministry of Education and Human Resources.
- 73.2 The objectives of the Commission are, *inter alia*, to foster the development of post-secondary education and training facilities; provide guidelines to Tertiary Education Institutions for preparing annual and long term plans for the operation and development of post-secondary education and training; promote coordination among tertiary educational institutions 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.
- 73.3 Its mission is to promote and develop tertiary education system in Mauritius to attain world class standard; align and co-ordinate the activities of Tertiary Education Institutions under its purview to meet the Country's regional, international and global needs and aspirations; present and future; and adopt principles of transparency and accountability in all its ventures and inculcate those principles into all Tertiary Education Institutions.
- 73.4 In pursuance of its mission, the TEC envisions to build a world-class, value for money tertiary education system, strongly anchored in research, science, technology and information and communication technologies which would transform Mauritius into a knowledge-based society, and an exploiter and exporter of brainpower.
- 73.5 The day-to-day management of the TEC rests with the Executive Director who is also responsible for the execution of the policy of the Commission. The organisation structure of TEC comprises six main functional Divisions and a Centre for Instrumentation Services, each under the responsibility of a Head assisted by technical and support staff.
- 73.6 The present structure meets the functional requirements of the organisation and does not need any change. However, on the basis of representations made, we are bringing appropriate changes in certain schemes of service.

**Office Attendant**

**Senior/Head Office Attendant**

73.7 Office Attendants and Senior/Head Office Attendants are often called upon to do binding work and read the wastewater carrier meter to check the level of wastewater removed. They are being paid an allowance to perform such extraneous duties. We are regularising this situation by enlarging the schedule of duties of these grades to include the above tasks.

**Recommendation 1**

73.8 **We recommend that the scheme of service of the grades of Office Attendant and Senior/Head Office Attendant should be amended to include the duties such as binding work and checking on wastewater carrier meter the level of wastewater removed, whenever required.**

73.9 This element has been taken into consideration in arriving at the salary recommended for the grade.

**73. TERTIARY EDUCATION COMMISSION**

**SALARY SCHEDULE**

<b>TEC 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b>	Office Attendant
<b>TEC 2</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b>	Driver Office Attendant/Driver
<b>TEC 3</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b>	Senior/Head Office Attendant
<b>TEC 4</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b>	Receptionist/Telephone Operator
<b>TEC 5</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b>	Technical Assistant Word Processing Operator

## 73. TERTIARY EDUCATION COMMISSION (Contd.)

TEC 6	:	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b>
		Clerical Officer/Higher Clerical Officer
TEC 7	:	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b>
		Assistant Financial Operations Officer <i>formerly Assistant Finance Officer</i> Executive Officer
TEC 8	:	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b>
		Confidential Secretary
TEC 9	:	<b>Rs 17200 x 600 – 23200 x 800 – 26400</b>
		Financial Operations Officer <i>formerly Finance Officer</i>
TEC 10	:	<b>Rs 16600 x 600 – 23200 x 800 – 28000 x 1000 – 29000</b>
		Internal Control Officer <i>formerly Internal Controller</i>
TEC 11	:	<b>Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000</b>
		Senior Financial Operations Officer <i>formerly Senior Finance Officer</i>
TEC 12	:	<b>Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</b>
		Office Superintendent
TEC 13	:	<b>Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</b>
		Technician/Senior Technician
TEC 14	:	<b>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b>
		Assistant Secretary Programme Officer Statistician

**73. TERTIARY EDUCATION COMMISSION (Contd.)**

- TEC 15 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Technologist
- TEC 16 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Systems Administrator
- TEC 17 : Rs 30000 x 1250 – 50000**  
Deputy Financial Controller  
Head, Centre for Instrumentation Service
- TEC 18 : Rs 37500 x 1250 – 50000**  
Deputy Secretary
- TEC 19 : Rs 37500 x 1250 – 50000 x 1500 – 54500**  
Distance Education Officer  
Planning Officer  
Quality Assurance and Accreditation Officer  
Research Officer
- TEC 20 : Rs 66000**  
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
- TEC 21 : Rs 80000**  
Deputy Director
- TEC 22 : Rs 110000**  
Executive Director

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## **74. THE SIR SEEWOOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST**

- 74.1 The Sir Seewoosagur Ramgoolam Botanic Garden Trust was established as a body corporate by Act No. 10 of 1999 with, *inter alia*, the following objectives: to manage, administer, and ensure the maintenance of the Garden and the buildings and historical monuments found in the Garden; care for the collection of plants and preserved plant material that are found in the Garden; disseminate knowledge with respect to plant life through publications and other means; and establish linkages with similar bodies and with research and extension institutions on matters pertaining to horticulture, biology and related activities appropriate to a botanic garden.
- 74.2 In addition, the Trust has the following powers: permit the use of the whole or any part of the Garden for activities of a scientific, educational, historical, cultural or recreational nature; permit the provision of food or refreshments within the Garden, and apply for or hold any licence, permit or other authority in connection therewith; in pursuance of its objects, procure specimens, obtain scientific data, assemble collections and engage in scientific research; maintain and make arrangements for the maintenance of the property of the Trust; and purchase or add to the collection of plants in the Garden.
- 74.3 The Trust operates under the *aegis* of the Ministry of Agro Industry and Fisheries. It is managed by a Board and headed by a Director 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 Trust.
- 74.4 In the first instance, only the post of Director was on the permanent establishment of the Trust. The professional, technical and other supporting personnel, were initially drawn from the parent Ministry on temporary transfer, and are now also on the establishment of the Trust.
- 74.5 We are maintaining the present organisational set-up which is adequate for the Trust to meet its objectives.

### **74. THE SIR SEEWOOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST**

#### **SALARY SCHEDULE**

**SSRBGT 1 : Rs 6425 x 175 – 6600 x 200 – 10200**  
General Worker

**SSRBGT 2 : Rs 7400 x 200 – 10200 x 250 – 11700**  
Stores Attendant

**74. THE SIR SEEWOOSAGUR RAMGOOLAM BOTANIC  
GARDEN TRUST (Contd.)**

- SSRBGT 3 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Gardener/Nurseryman  
Insecticide Sprayerman  
Office Attendant  
Stockman  
Woodcutter
- SSRBGT 4 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200**  
Senior Gardener/Nurseryman
- SSRBGT 5 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x  
400 – 14600**  
Driver/Office Attendant
- SSRBGT 6 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x  
400 – 14600**  
Gangman
- SSRBGT 7 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x  
400 – 15000**  
Handy Worker (Skilled)
- SSRBGT 8 : Rs 11700 x 300 – 13800 x 400 – 15000**  
Head Gardener/Nurseryman
- SSRBGT 9 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x  
500 – 16000**  
Driver (Lorries above 5 Tons, Heavy Mechanical Unit,  
Heavy Tractors)
- SSRBGT 10 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x  
400 – 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator
- SSRBGT 11 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x  
400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerical Officer/Higher Clerical Officer
- SSRBGT 12 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x  
400 – 15000 x 500 – 16000 x 600 – 21400**  
Audio Visual Assistant  
Technical Assistant

**74. THE SIR SEEWOOSAGUR RAMGOOLAM BOTANIC  
GARDEN TRUST (Contd.)**

- SSRBGT 13 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Procurement and Supply Officer (New Grade)  
Executive Officer  
Purchasing and Supply Officer (Personal)
- SSRBGT 14 : Rs 17200 x 600 – 23200 x 800 – 24000**  
Senior Technical Assistant
- SSRBGT 15 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- SSRBGT 16 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer
- SSRBGT 17 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Technical Officer
- SSRBGT 18 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Senior Technical Officer
- SSRBGT 19 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Research and Development Officer
- SSRBGT 20 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Secretary
- SSRBGT 21 : Rs 46250 x 1250 – 50000 x 1500 – 54500**  
Director

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## 75. TOBACCO BOARD

- 75.1 The Tobacco Board came into operation in 1932 following the Tobacco Production and Marketing Ordinance No. 38 of 1930. It 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, redried, baled and sold to the manufacturer. Its regulatory functions have been enlarged with the power to licence the importation of unmanufactured and manufactured tobacco products. It also classifies, for excise purposes, cigarettes into different categories and ensures that local tobacco is used in the required ratio in cigarettes manufactured abroad and sold on the local market.
- 75.2 Since 2004, the finances of the organisation are being managed under a General Fund for its regulatory functions and under a Warehouse Fund for its leaf operations. A "Mechanisation and Input Scheme" and a "Special Research Scheme" are also managed by the Board for the benefit of tobacco growers. Its activities are organised under three Departments namely: Administration, Finance, and Inspectorate and Warehouse.
- 75.3 Given that the present structure enables the organisation to meet its objectives efficiently and effectively, we are, therefore, not bringing in any major structural change.

### **FINANCE SECTION**

#### **Accounting Technician (New Grade)**

- 75.4 On abolition of the grade of Chief Accounts Officer, the duties devolving on this grade were ascribed to those of Accountant and other staff members of the Section. We are strengthening the staffing structure of the Finance Section by creating a grade of Accounting Technician to support the Accountant. The grade of Senior Accounts Officer would be abolished on vacancy.

#### **Recommendation 1**

- 75.5 **We recommend the creation of a grade of Accounting Technician. Recruitment thereto should be made by selection from among candidates possessing a pass in all papers of Fundamentals (Knowledge) (formerly Part I of the ACCA) and any four papers of Fundamentals (Skills) (formerly Part II of the ACCA). Incumbent would be allowed to cross the QB in the salary scale of the grade on completion of all papers of Fundamentals (Skills).**

- 75.6 Incumbent would be required to, *inter alia*, prepare and examine vouchers, process payrolls and arrange for payment of salaries and deductions; collect and examine revenue and make remittances to bank; maintain financial costing and budget records; and ascertain that statutory provisions and regulations are being complied with.

### **Recommendation 2**

- 75.7 **We also recommend that on recruitment of the Accounting Technician, the grade of Senior Accounts Officer be abolished on vacancy. We are providing a personal salary to the officer in post.**

### **WAREHOUSE AND INSPECTORATE SECTION**

#### **Packer**

- 75.8 In the Errors, Omissions and Clarifications Report 2004, the grades of Workers (Stores and Sales Department) and Baler were merged into a single grade of Senior Warehouse Operative. Prior to the 2003 PRB Report, the grade of Packer was a promotion for Workers (Stores and Sales Department) and with the merging of the grade of Workers (Stores and Sales Department) with that of Baler, Workers (Stores and Sales Department) can no longer postulate for the grade of Packer. We are, in this Report, restoring the avenues of promotion for incumbents in the former grade of Workers (Stores and Sales Department), now Senior Warehouse Operative, by amending the scheme of service of the grade of Packer.

### **Recommendation 3**

- 75.9 **We recommend that the scheme of service of the grade of Packer be amended so that, in future, the grade be filled in by promotion from among Senior Warehouse Operatives.**

#### **Technical Assistant**

- 75.10 The Technical Assistant is required, among others, to collect samples of leaf and other forms of tobacco, soil and foliar samples in planters' fields for analysis, monitor plantations and delivery of tobacco; and canvass tobacco growers for attending activities organised by the Tobacco Board. He is also required to carry leaf and soil samples back to the laboratory.
- 75.11 Representation has been received for the provision of car loan facilities to the Technical Assistant in post. We have examined the request and are making appropriate provision to this effect.

**Recommendation 4**

- 75.12 We recommend that the incumbent in the grade of Technical Assistant be allowed to take advantage of loan facilities for the purchase of a car as per relevant provision at paragraph 18.2.49 of the 2008 PRB Report (Volume 1).**

**Accounts Clerk**

**Assistant Accounts Clerk**

**Clerical Assistant/Senior Clerical Assistant**

- 75.13** The Warehouse Section operates from 7.00 a.m to 4.00 p.m whilst the Administration Section starts its activities at 8.45 a.m and closes business at 4.00 p.m. At present, the Accounts Clerk and the Assistant Accounts Clerk are paid a monthly allowance of Rs 1050 and Rs 800 respectively, when posted in the Warehouse Section, as they are required to put in more hours of work than their counterparts in the Administrative Section. It has been represented that Clerical Assistant/Senior Clerical Assistants are also required to put in longer hours when posted to the Warehouse Section. We are, therefore, providing for the payment of an allowance to these officers. Furthermore, the monthly allowance presently paid to Accounts Clerk and Assistant Accounts Clerk, when posted in the Warehouse Section, is being revised.

**Recommendation 5**

- 75.14 We recommend the payment of a monthly allowance of Rs 840 to Clerical Assistant/Senior Clerical Assistants who are required to put in additional hours of work when posted at the Warehouse Section for a whole month.**
- 75.15 We also recommend that the monthly allowance payable to Assistant Accounts Clerks and Accounts Clerks when posted in the Warehouse Section be revised to Rs 960 and Rs 1260 respectively.**

**Ration Allowance**

- 75.16** 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.
- 75.17** At present, the daily Ration Allowances paid to employees and staff are Rs 10.00 and Rs 5.00 respectively.

**Recommendation 6**

- 75.18 We recommend that the daily Ration Allowances payable to employees and staff of the organisation be revised to Rs 15.00 and Rs 10.00 respectively.**

**Medical Examination**

75.19 As the core activities of the organisation are the purchasing of tobacco leaf for processing and storage prior to sale, staff and employees are required to work in a dusty and tobacco smelling environment. To this effect, they have to undergo regular medical check-up as arranged by management. We are maintaining this provision.

**Recommendation 7**

75.20 **We recommend that management should continue to make arrangements for the staff and employees to undergo a medical check-up at regular intervals.**

**75. TOBACCO BOARD****SALARY SCHEDULE**

<b>TOB 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> Warehouse Worker
<b>TOB 2</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 10950</b> Gateman Sanitary Attendant Warehouse Operative
<b>TOB 3</b>	<b>:</b>	<b>Rs 11700</b> Safety and Health Officer (Part Time)
<b>TOB 4</b>	<b>:</b>	<b>Rs 7400 x 200 – 10200 x 250 – 11700</b> Tobacco Grader Tradesman's Assistant
<b>TOB 5</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Plant Feeder Watchman
<b>TOB 6</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Senior Warehouse Operative
<b>TOB 7</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Gardener Office Attendant

## 75. TOBACCO BOARD (Contd.)

- TOB 8 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver/Office Attendant
- TOB 9 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Carpenter  
Electrician  
Packer  
Tradesman (General)  
*formerly Handy Worker (Skilled)*
- TOB 10 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant
- TOB 11 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 15500**  
Assistant Foreman  
Forklift Driver
- TOB 12 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephone Operator
- TOB 13 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Clerical Assistant/Senior Clerical Assistant
- TOB 14 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Laboratory Attendant
- TOB 15 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Technical Assistant  
Word Processing Operator
- TOB 16 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Assistant Accounts Clerk  
Correspondence Clerk/Word Processing Operator

**75. TOBACCO BOARD (Contd.)**

- TOB 17 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Chief Tradesman (General)  
*formerly Chief Mechanic*  
Foreman
- TOB 18 : Rs 10450 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Warehouse Assistant
- TOB 19 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk
- TOB 20 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Internal Control Officer  
*formerly Internal Controller*
- TOB 21 : Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Computer Officer
- TOB 22 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- TOB 23 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer
- TOB 24 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Tobacco Officer
- TOB 25 : Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Senior Tobacco Instructor (Personal)
- TOB 26 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Assistant Warehouse Supervisor

**75. TOBACCO BOARD (Contd.)**

- TOB 27 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer  
*formerly Personnel Officer*
- TOB 28 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Accounts Officer (Personal)
- TOB 29 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250**  
Accounting Technician (New Grade)
- TOB 30 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Senior Tobacco Officer  
Warehouse Supervisor
- TOB 31 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant
- TOB 32 : Rs 30000 x 1250 – 45000**  
Administrative Secretary  
Operations Manager
- TOB 33 : Rs 66000**  
General Manager

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## 76. TOURISM AUTHORITY

- 76.1 The Tourism Authority was set up under the Tourism Act No. 19 of 2004 and operates under the *aegis* of the Ministry of Tourism, Leisure and External Communications to enforce the regulations of the tourism industry with a view to promoting its development in a sustainable manner.
- 76.2 The main functions of the Tourism Authority are, *inter alia*, to formulate such policy and nationally integrated planning for the tourism industry; co-ordinate the activities of the various organisations concerned with the tourism industry, both in the private and public sectors; issue guidelines for the development of the tourism industry; supervise the overall operations of tourist enterprises; establish a code of practice and standard for the carrying out of operations related to tourist enterprises and monitor compliance with such code of practice and established standard; and advise on all matters of general policy relating to the use of pleasure crafts.
- 76.3 The Tourism Authority is empowered to regulate the licensing of the use of pleasure crafts; enquire into and report on any matter relating to the use of pleasure crafts as may be referred to it.
- 76.4 In pursuance of its objectives and in line with its core activities, the Tourism Authority issues licences, viz., Tourist Enterprise Licence; Pleasure Craft Licence and Skipper's Licence.
- 76.5 The Tourism Authority is now fully operational. The existing grades and levels are generally adequate for the organisation to meet its objectives. We are restyling the grade of Administrative Secretary to a proper appellation in order to reflect the duties devolving on the incumbent.

### **Administrative Manager *formerly Administrative Secretary***

- 76.6 At present, the Administrative Secretary is responsible, among others, for a wide range of functions such as providing secretarial services to the Tourism Authority Board, following up action on decisions of the Board, assigning duties to supporting staff and ensuring proper running of the Tourism Authority's Office. Besides performing duties related to the overall day-to-day running of the organisation, the Administrative Secretary is also responsible for administration, establishment, recruitment, appointment and implementation of establishment rules and regulations. To this effect, we are restyling the grade of Administrative Secretary to Administrative Manager.



### Recommendation 1

- 76.7 **We recommend that the grade of Administrative Secretary be restyled Administrative Manager to reflect the nature of the duties and responsibilities of the incumbent. The additional duties have been taken into consideration in arriving at the salary recommended for the grade.**

#### **Assistant Examiner (New Grade)**

#### **Examiner (New Grade)**

- 76.8 The activities of the Pleasure Craft Unit, formerly under the jurisdiction of the Ministry of Tourism, Leisure and External Communications (Tourism and Leisure Division), have been taken over by the Authority. The responsibility for conducting competency tests for pleasure craft skippers now rests with the Authority. At present, one Assistant Examiner and one Examiner are servicing the Unit on contract basis. In order to enhance accountability and effectiveness, we are making provisions for these grades on the establishment of the organisation.

### Recommendation 2

- 76.9 **We recommend the creation of a grade of Assistant Examiner. Appointment thereto should be made by selection from among candidates possessing the Certificate of Competency as Second Mate foreign-going steamship issued by the United Kingdom Department of Trade and Industry or an equivalent qualification and reckoning at least three years' experience.**
- 76.10 Incumbent would be required, among others, to assist the Examiner/Director in preparing examination papers; conducting theoretical and practical tests for pleasure craft skippers; carrying out survey and the inspection of pleasure crafts.
- 76.11 **We also recommend the creation of a grade of Examiner. Appointment thereto should be made by selection from among candidates possessing a Certificate of Competency Class I Master Mariners or a Certificate of Competency as Marine Engineer Officer Class I and reckoning at least three years' relevant experience.**
- 76.12 Incumbent would, *inter alia*, be required to conduct theoretical and practical training for skippers; prepare examination papers as approved by the Competency Test Panel; assess the competency of skippers and carry out inspection of Pleasure Crafts.

**Recommendation 3**

**76.13** We further recommend that the organisation may resort to the payment of a negotiable salary point to the Assistant Examiner and Examiner in their respective salary scale in case difficulty arises in the recruitment and retention of incumbents in these grades.

**Driver/Attendant *formerly Driver/Messenger***

76.14 The Driver/Messenger in post is required, among others, to open and close office; run official errands, distribute files and documents; guide visitors to schedule officers, clean premises and maintain the physical environment at a good standard. These duties are normally performed by Office Attendants. We are, therefore, restyling the grade to reflect its duties and responsibilities.

**Recommendation 4**

**76.15** We recommend that the grade of Driver/Messenger be restyled Driver/Attendant.

**76. TOURISM AUTHORITY**

**SALARY SCHEDULE**

<b>TA 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b>	General Worker
<b>TA 2</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b>	Office Attendant
<b>TA 3</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b>	Telephonist
<b>TA 4</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b>	Driver/Attendant <i>formerly Driver/ Messenger</i>
<b>TA 5</b>	<b>:</b>	<b>Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000</b>	Receptionist/Telephone Operator

**76. TOURISM AUTHORITY (Contd.)**

<b>TA 6</b>	<b>:</b>	<p><b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b></p> <p>Clerical Officer/Higher Clerical Officer Clerk/Word Processing Operator</p>
<b>TA 7</b>	<b>:</b>	<p><b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b></p> <p>Accounts Clerk Executive Officer</p>
<b>TA 8</b>	<b>:</b>	<p><b>Rs 10700 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200</b></p> <p>Tourist Warden</p>
<b>TA 9</b>	<b>:</b>	<p><b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b></p> <p>Confidential Secretary</p>
<b>TA 10</b>	<b>:</b>	<p><b>Rs 17200 x 600 – 23200 x 800 – 26400</b></p> <p>Higher Executive Officer</p>
<b>TA 11</b>	<b>:</b>	<p><b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 27200</b></p> <p>Tourism Enforcement Officer</p>
<b>TA 12</b>	<b>:</b>	<p><b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250</b></p> <p>Assistant Examiner (New Grade)</p>
<b>TA 13</b>	<b>:</b>	<p><b>Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250</b></p> <p>Accounting Technician</p>
<b>TA 14</b>	<b>:</b>	<p><b>Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500</b></p> <p>Senior Tourism Enforcement Officer</p>
<b>TA 15</b>	<b>:</b>	<p><b>Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b></p> <p>Public Relations/Customer Care Officer</p>

76. TOURISM AUTHORITY (Contd.)

- TA 16 : **Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
IT Officer
- TA 17 : **Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant  
Administrative Officer
- TA 18 : **Rs 30000 x 1250 – 45000**  
Examiner (New Grade)
- TA 19 : **Rs 36250 x 1250 – 50000**  
Administrative Manager  
*formerly Administrative Secretary*
- TA 20 : **Rs 80000**  
Director

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## 77. TOURISM EMPLOYEES WELFARE FUND

- 77.1 The Tourism Employees Welfare Fund (TEWF), set up under the Tourism Employees Welfare Fund Act No 15 of 2002, came into operation in August 2003 and operates under the *aegis* of the Ministry of Tourism, Leisure and External Communications.
- 77.2 The main objectives of the Fund are to provide for the economic and social welfare of employees of tourism enterprises and their families and to implement schemes and projects and carry out other activities in line with those projects. The TEWF receives monthly contributions from employees and employers of registered tourism enterprises to meet its recurrent and capital budgets.
- 77.3 The TEWF has already implemented a number of welfare schemes which make provision for educational soft loans, marriage gifts, Certificate of Primary Education student's grant and funeral/death grants. Other projects and schemes, which are in the pipeline, are the setting up of Club Houses for providing multidisciplinary services, Nursery to cater for the employees' children and the Best Employee Award to motivate and compensate employees of tourism enterprises.
- 77.4 The Board of the TEWF has approved a new strategic plan for the year 2008-2012. Various new schemes built upon the existing ones will be implemented, in future, and the Rodrigues Tourism Enterprise will also be included in the Fund. Grades pertaining to these new schemes will be provided for in due course.
- 77.5 The size and activities of the TEWF are such that it requires polyvalent grades at the lower level instead of specialised ones. Management has made a request to abolish the grade of Clerical Officer/Higher Clerical Officer which is vacant and no longer required as the grade of Clerk/Word Processing Operator is enough for the Fund at this level of operation.

### Recommendation 1

- 77.6 **We recommend that the grade of Clerical Officer/Higher Clerical Officer be abolished.**

**77. TOURISM EMPLOYEES WELFARE FUND**

**SALARY SCHEDULE**

- TEWF 1 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Office Attendant
- TEWF 2 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Office Attendant/Driver
- TEWF 3 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephone Operator
- TEWF 4 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator
- TEWF 5 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Executive Officer
- TEWF 6 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250**  
Accounting Technician
- TEWF 7 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Programme Welfare Officer
- TEWF 8 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant
- TEWF 9 : Rs 30000 x 1250 – 45000**  
Secretary

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## 78. TOWN AND COUNTRY PLANNING BOARD

- 78.1 The Town and Country Planning Board, set up under Ordinance No. 6 of 1954, operates under the *aegis* of the Ministry of Housing and Lands. Its mission is to provide for the orderly and progressive development of land. To this end, it is responsible to prepare Outline Schemes in respect of a declared planning area; hear appeals filed against Local Authorities' decisions relating to applications for development permits; and make appropriate recommendations in line with provisions of the law.
- 78.2 Major changes are underway in the sector. Government is amending the Planning and Development Act and it is most likely that the functions of the Town and Country Planning Board will be taken over by the Ministry of Housing and Lands and the staff of the Board will be redeployed.
- 78.3 Pending these changes, the Bureau proposes to make only a slight variation in the existing structure to ensure the effective delivery of service.

### Higher Executive Officer (New Grade)

- 78.4 It has been represented that there is need for a supervisory level to better control and coordinate the duties devolving on the general services staff. It is considered that a grade of Higher Executive Officer would be appropriate. At present, there is a grade of Senior Executive Officer/Principal Executive Officer on the establishment of the organisation, which is vacant and the need for which is not felt. We are, therefore, providing for a grade of Higher Executive Officer against abolition of the grade of Senior Executive Officer/Principal Executive Officer.

### Recommendation 1

- 78.5 **We recommend the creation of a grade of Higher Executive Officer against abolition of the grade of Senior Executive Officer/Principal Executive Officer. Promotion thereto should be made, on the basis of experience and merit, of officers in the grade of Executive Officer.**
- 78.6 Incumbent would be required, among others, to organise the day-to-day running of the Town and Country Planning Board; be responsible for functions relating to Purchasing and Supply, Finance and Personnel; and coordinate and monitor the work of staff under his control.

**78. TOWN AND COUNTRY PLANNING BOARD**

**SALARY SCHEDULE**

<b>TCP 1</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Office Attendant
<b>TCP 2</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver
<b>TCP 3</b>	<b>:</b>	<b>Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000</b> Word Processing Operator
<b>TCP 4</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk
<b>TCP 5</b>	<b>:</b>	<b>Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000</b> Executive Officer
<b>TCP 6</b>	<b>:</b>	<b>Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400</b> Confidential Secretary
<b>TCP 7</b>	<b>:</b>	<b>Rs 17200 x 600 – 23200 x 800 – 26400</b> Higher Executive Officer (New Grade)
<b>TCP 8</b>	<b>:</b>	<b>Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800 QB 25600 x 800 – 28000 x 1000 - 29000</b> Planning Inspector
<b>TCP 9</b>	<b>:</b>	<b>Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750</b> Senior Planning Inspector
<b>TCP 10</b>	<b>:</b>	<b>Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000</b> Planning Officer



**78. TOWN AND COUNTRY PLANNING BOARD (Contd.)**

**TCP 11 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Chief Planning Inspector

**TCP 12 : Rs 31250 x 1250 – 50000**  
Administrative Secretary

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## 79. TRADE UNION TRUST FUND

- 79.1 The Trade Union Trust Fund set up by the Trade Union Trust Fund Act 1994 operates under the *aegis* of the Ministry of Labour, Industrial Relations and Employment and has, as objectives, to impart education and knowledge to members of Staff Associations; receive and manage funds and other property obtained from the Government and other sources, promote workers' education; provide assistance to workers' organisations; and organise and sponsor seminars, conferences, workshops, training courses and other related activities for the benefit of the members of trade unions affiliated to workers' organisations.
- 79.2 The Fund is managed and administered by a Board of Trustees and is serviced by an Executive Secretary. In view of the expansion of activities of the Trust Fund, we are, in this Report, making provision for a grade at the support service level.

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

- 79.3 As the Fund is at the initial stage of operation, we are providing for the service of an officer to carry out both word processing and clerical functions as well as other related duties.

### **Recommendation 1**

- 79.4 **We recommend the creation of a grade of Clerk/Word Processing Operator. 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 or equivalent qualification together with 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.**
- 79.5 The Clerk/Word Processing Operator would be required, *inter alia*, to prepare and scrutinise documents and records; perform registry and general clerical duties; perform word processing and computer/data processing work; and operate telefax and e-mail services.

### **General Worker**

- 79.6 The Fund has recruited a full-time General Worker on a temporary basis to perform such duties as cleaning office premises and furniture; preparing and serving tea and refreshment; and carrying out messengerial duties. As these duties are of recurrent feature, we are making provision for a grade of General Worker on the establishment of the Fund.

**Recommendation 2**

**79.7 We recommend that provision be made for a grade of General Worker on the establishment of the Fund. Appointment thereto should be made by selection from among candidates possessing the Certificate of Primary Education.**

79.8 Incumbent would be required to, among other duties, clean office premises and furniture; answer telephone calls and carry out messengerial duties; operate the photocopying machine; receive members of the public; prepare and serve tea and refreshment and keep watch during working hours.

**79. TRADE UNION TRUST FUND**

**SALARY SCHEDULE**

**TUTF 1 : Rs 6425 x 175 – 6600 x 200 – 10200**  
General Worker

**TUTF 2 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400  
– 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator (New Grade)

**TUTF 3 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800  
– 28000 x 1000 – 29000**  
Executive Secretary

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## 80. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD

- 80.1 The Training and Employment of Disabled Persons Board (TEDPB) set up under Act No. 9 of 1996, operates under the *aegis* of the Ministry of Social Security, National Solidarity and Senior Citizens Welfare and Reforms Institutions.
- 80.2 The objectives of the TEDPB are, among others, to improve the social and economic status and condition of disabled persons; work towards their inclusion into the labour market; prevent discrimination against them resulting from or arising out of their disability; encourage the establishment of appropriate vocational centres and other institutions for their training; and operate and foster schemes and projects for their training and employment.
- 80.3 The mission of the TEDPB is to provide services in a modern and user-friendly manner to meet the needs and aspirations of the disabled in education, training and employment. In this endeavour, the TEDPB seeks the cooperation and solidarity of both the Public and the Private Sectors including the Non-Government Organisations (NGO's).
- 80.4 The General Manager is responsible, *inter alia*, to coordinate the activities of the Board with Ministries, Local Authorities, employers and any association or organisation of disabled persons or any other institution in order to implement the measures recommended by the Board. He is supported in his duties by a complement of specialised and general services staff.
- 80.5 The TEDPB has set a new direction for the training and employment of disabled persons. We are, therefore, revisiting the present structure, recommending the abolition of certain grades which no longer meet the operational requirements of the Board and making provision for new levels to enable the organisation to meet its mandate.

### **Disability Employment Officer (New Grade)**

- 80.6 There are at present, two distinct grades, Social Worker/Employment Officer and Socio Psychologist/Career Guidance Officer on the establishment of the TEDPB.
- 80.7 It has been represented that both posts are vacant and would no longer be required. However, in view of the current shift of the Board from a direct provider of service to a facilitator, we are providing for a new level that would cater for both the daily operations and at the same time, to guide, advise and liaise with training institutions and employers for placement of disabled persons into employment.

### **Recommendation 1**

**80.8 We recommend the creation of a grade of Disability Employment Officer. Recruitment thereto should be made by selection from among candidates possessing the Cambridge Higher School Certificate with passes in at least two subjects at 'A' Level together with a Diploma in Social Work and reckoning at least five years' experience in social work, preferably in the field of disability.**

80.9 Incumbent would be responsible, among others, to the General Manager for the vocational assessment, guidance and counselling of disabled persons and to liaise with training institutions and employers for placement of disabled persons; visit trainees in training centres and other institutions; plan and run sensitising programmes; carry out field work, including surveys and home visits for the collection of appropriate information to facilitate the rehabilitation and training of disabled persons; and monitor periodic progress and performance of trainees.

### **Recommendation 2**

**80.10 We also recommend that the grades of Social Worker/Employment Officer and Socio Psychologist/Careers Guidance Officer be abolished.**

#### **Assistant Instructor/Instructor (New Grade)**

80.11 Until now, the Board has had recourse to the services of Assistant Instructor/Instructors on contractual basis to conduct vocational courses and operate its vocational centres. This employment practice which is costly, has resulted in the poor coordination of work activities.

80.12 With the expansion of the activities of the Board, the services of the Assistant Instructor/Instructor on a full-time basis is essential.

80.13 We are, therefore, providing for a grade of Assistant Instructor/Instructor to cater for the services.

### **Recommendation 3**

**80.14 We recommend the creation of a grade of Assistant Instructor/Instructor. Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in five subjects including English Language and French.**

80.15 Incumbent would assist, among others, in the planning and organising of vocational training of new comers in relevant trades; the laying out, installation, putting into operation and maintenance of workshop equipment; the preparation and implementation of programmes, syllabi, standards and tests; the preparation of instructional materials and audiovisual aids for

conducting practical demonstration and theoretical lessons; the teaching and delivering shop talks and demonstrations and assisting in the day-to-day running of the organisation.

**Customer Service Clerk (New Grade)**

80.16 At present, incumbent in the grade of Clerk/Word Processing Operator, apart from performing word processing duties, is regularly called upon to manage the Customer Service Centre, acts as a first point of contact to disabled persons seeking help, and handles complaints.

80.17 To reflect the real worth of the job of the incumbent, we are creating a grade of Customer Service Clerk against the abolition of the grade of Clerk/Word Processing Operator.

**Recommendation 4**

80.18 **We recommend the creation of a grade of Customer Service Clerk. Recruitment thereto should be made by selection from among candidates possessing the Cambridge Higher School Certificate with passes in at least two subjects at Advanced Level, reckoning at least four years' experience in customer service care and be computer literate.**

80.19 Incumbent would be required, among others, to manage the customer service centre; act as a first point of contact to disabled persons seeking help and handle complaints.

**Recommendation 5**

80.20 **We recommend that on the filling of the post of Customer Service Clerk, the grade of Clerk/Word Processing Operator be abolished on vacancy.**

**80. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD**

**SALARY SCHEDULE**

**TEDPB 1 : Rs 6425 x 175 – 6600 x 200 – 10200**  
General Worker

**TEDPB 2 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Office/Transport Attendant

**TEDPB 3 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver

**80. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD (Contd.)**

- TEDPB 4 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephone Operator
- TEDPB 5 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400**  
Assistant Stores Officer (Personal)
- TEDPB 6 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Assistant Instructor/Instructor (New Grade)  
Word Processing Operator
- TEDPB 7 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk/Word Processing Operator
- TEDPB 8 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Customer Service Clerk (New Grade)
- TEDPB 9 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Disability Employment Officer (New Grade)
- TEDPB 10 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- TEDPB 11 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer  
Higher Executive Officer
- TEDPB 12 : Rs 60000**  
General Manager

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## **81. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)**

- 81.1 The Trust Fund for Specialised Medical Care (Cardiac Centre), established by Act No. 52 of 1992, operates under the *aegis* of the Ministry of Health and Quality of Life. Its main objectives are to operate a specialised medical care centre and manage other institutions for the provision of high-tech medical care.
- 81.2 The Cardiac Centre provides specialised medical care to cardiac patients, as well as carries out interventional cardiology and neurosurgery on critically ill patients of all age groups. Recently other specialities such as thoracic and vascular surgeries have also been introduced.
- 81.3 The infrastructure of the Centre includes two in-patient male and female wards with a total of 50 beds, a fully Intensive Care Unit with 12 beds and three operating theatres equipped with state-of-the-art equipment. Some 200 patients call daily to the Centre for cardiac echo-cardiography and pre and post operative management. Moreover, the Centre performs on an average 530 open heart surgeries, 1050 angio-graphies, 325 angioplasties, 100 vascular surgeries, 185 neurosurgeries and 25 thoracic surgeries yearly.
- 81.4 Following a memorandum of agreement signed between the Ministry of Health and Quality of Life and a Geneva based Non-Government Organisation (NGO), a team of foreign medical specialists visits the centre three to four times yearly to perform surgical operations upon complex paediatric congenital and cardiac diseases. The foreign teams are assisted by staff of the Cardiac Centre.
- 81.5 The Cardiac Centre is at present managed by a Board of Trustees and is headed by an Executive Director who is responsible for its day-to-day administration. The Director Cardiac services looks after the clinical administration of the Centre and a full complement of medical, technical, paramedical, administrative and supportive grades.
- 81.6 In this Report, we are further strengthening the organisation structure through the creation of a few grades so as to allow the Centre to ensure continuity in the despatch of business.

### **Medical Registrar (New Grade)**

- 81.7 The daily management of the hospital services, the Intensive Care Unit (ICU) and the Operating Theatres necessitates the creation of a level to look into the activities at the Cardiac Centre. To that effect, the Management of the Centre has made submissions for the creation of a grade of Medical



Registrar to which the Ministry of Health and Quality of Life is agreeable. We are, therefore, providing for a new grade of Medical Registrar.

#### **Recommendation 1**

**81.8 We recommend the creation of a grade of Medical Registrar. Appointment thereto should be made by selection from among Specialised Registered Medical Officers holding a substantive appointment and reckoning an aggregate of 15 years' experience in cardiology, cardiac surgery and intensive care.**

81.9 Incumbent would, *inter alia*, provide assistance to Cardiac Surgeons during cardiac surgery and to Cardiac Surgeons and Anaesthetists in the intensive care unit; be responsible for the day-to-day management of ICU and Operation Theatres; organise and participate actively in continuous medical education to new Registered Medical Officers and Nursing Staff.

#### **Systems Administrator (New Grade)**

81.10 With a view to further improving productivity and quality of services through an integrated Hospital Management System, the Centre has recently embarked in the process of computerising its systems, both clinical and administrative. To maintain and safeguard all data, submissions have been made for the creation of a grade of Systems Administrator. We find that this request is fully justified and are making provision for the new grade.

#### **Recommendation 2**

**81.11 We recommend the creation of a grade of Systems Administrator. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Computer Science together with two years' post qualification experience in systems analysis, database design and operation of multi-user systems.**

81.12 The Systems Administrator would be responsible, *inter alia*, for the efficient running of the Information Technology Systems; implementation of Information Technology (IT) projects in line with the Centre's objectives; optimum use of the computer network and training of users.

#### **Internal Control Officer (New Grade)**

81.13 At present, internal control duties are being performed by clerical staff. For a proper control and audit of finance, stores and transport, there is need for a grade with appropriate qualifications to carry out the internal control function.

### **Recommendation 3**

**81.14** We recommend the creation of a grade of Internal Control Officer. Appointment thereto should be made by selection from among serving officers who hold a substantive appointment and who have successfully completed all papers of Fundamentals (Knowledge) (*formerly Part I of the ACCA*) and paper F4 of Fundamentals (Skills) (*formerly Part II of the ACCA*) or have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (New Syllabus) or equivalent qualification.

### **Bio-Medical Technician (New Grade)**

**81.15** Continuous maintenance and calibration of all the apparatus and equipment used at the Cardiac Centre is of utmost importance. The Centre has made various attempts to obtain, on secondment, the services of a Bio-Medical Technician from the Ministry of Health and Quality of Life but due to a shortage of such personnel, this has not been possible. The need is, therefore, felt to have a Bio-Medical Technician on its establishment. The Bureau considers this request fully justified.

### **Recommendation 4**

**81.16** We recommend the creation of a grade of Bio-Medical Technician. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including Mathematics and Physics and the Technician Certificate in Electrical and Electronic Engineering of the City and Guilds together with two years' experience in the relevant field.

**81.17** Incumbent would be responsible, *inter alia*, for installing, commissioning, maintaining and repairing of all electro-medical and medical electronic equipment; working out schedules and organising regular preventive maintenance for all electro and electronic medical equipment; dealing with purchase of equipment; and keeping of inventories, spareparts lists, instructions/maintenance manuals, records of maintenance/repairs performed.

### **HEALTH RECORDS DEPARTMENT**

#### **Health Records Clerk (New Grade)**

**81.18** At present, the duties of Medical Records of the Cardiac Centre are carried out by one Acting Medical Records Officer, seconded from the Ministry of Health and Quality of Life. He is assisted by one Clerical Officer/Higher Clerical Officer and three Nursing Aid/General Workers. With the increasing number of cases referred to the Cardiac Centre, the Management has

requested that the Health Records Department be strengthened for its smooth functioning. The Bureau is agreeable to this submission.

#### **Recommendation 5**

**81.19 We recommend the creation of a grade of Health Records Clerk. Appointment 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.**

81.20 Incumbent would, *inter alia*, assist the Senior Health Records Officer; receive, register and give appropriate appointments to patients; prepare, distribute, collect, store and retrieve medical records and reports; collect and compile health statistics; and assist in arranging transport of patients.

#### **Handy Worker Supervisor (New Grade)**

81.21 There are, at present, 25 Handy Workers employed at the Centre. They work under the supervision of the Deputy Specialised Nursing Superintendent. The Centre is planning to recruit, during the year, 10 more Handy Workers bringing the total to 35. There is, therefore, need to have a supervisory grade to support the Deputy Specialised Nursing Superintendent in the organisation and overall supervision of the work of the Handy Workers.

#### **Recommendation 6**

**81.22 We recommend the creation of a grade of Handy Worker Supervisor. Appointment thereto should be made by selection from among employees in the grade of Handy Worker possessing the Certificate of Primary Education and reckoning at least eight years' service in a substantive capacity.**

81.23 The Handy Worker Supervisor would be responsible, among others, for organising the work of Handy Workers; ensuring that the general safety precautions are observed by the workers; organisation and overall supervision of domestic cleaning throughout the centre; the proper use and care of cleaning equipment and materials; the maintenance of the highest standard of cleanliness, and prevention of waste or pilferage.

#### **“On-Call” and “In-Attendance” Allowances to Director Cardiac Services, Cardiologists and Cardiac Anaesthetists**

81.24 The Director Cardiac Services, Cardiologists and Cardiac Anaesthetists are, at present, paid allowances when required to be “On-Call”. While “In-Attendance”, the Director Cardiac Services, Cardiologists and Cardiac Anaesthetists qualify for payment of an additional allowance of Rs 445 per hour, inclusive of travelling time. We are revising these allowances.

**Recommendation 7**

81.25 We recommend that the “On-Call” Allowances payable to Director Cardiac Services, Cardiologists and Cardiac Anaesthetists be revised as follows:

“On-Call” Period	“On-Call” Allowance (Rs)
<b>Weekdays: 1800 hours to 0800 hours the following day</b>	<b>850</b>
<b>Saturdays: 1200 hours to Sunday 0800 hours</b>	<b>1275</b>
<b>Sundays and Public Holidays: 0800 hours to 0800 hours the following day</b>	<b>1275</b>

81.26 The Bureau further recommends that the Director Cardiac Services, Cardiologists and Cardiac Anaesthetists should now be paid an “In-Attendance” Allowance of Rs 600 per hour, inclusive of travelling time. However, for the days the Director Cardiac Services, Cardiologists and Cardiac Anaesthetists would continue to work at the Cardiac Centre after their normal working hours up to 0800 hours the next day, they should not be paid the “On-Call” Allowance but only the “In-Attendance” Allowance.

**“On-Call” and “In-Attendance” Allowances to Specialised Physiotherapists**

81.27 At present, Specialised Physiotherapists are paid allowances when “On-Call”. When effectively attending to cases, Specialised Physiotherapists are paid “In-Attendance” Allowance of Rs 120 per hour inclusive of travelling time. We are maintaining the present arrangement and revising the quantum.

**Recommendation 8**

81.28 We recommend that the ‘On-Call’ Allowances paid to Specialised Physiotherapists be revised as hereunder:

“On-Call” Period	“On-Call” Allowance (Rs)
<b>Weekdays: 1800 hours to 0800 hours the following day</b>	<b>230</b>
<b>Saturdays: 1200 hours to Sunday 0800 hours</b>	<b>330</b>
<b>Sundays and Public Holidays: 0800 hours to 0800 hours the following day</b>	<b>400</b>

**81.29** We also recommend that Specialised Physiotherapists when required to attend the Centre during “On-Call” periods should be paid Rs 150 per hour inclusive of travelling time. However, for the days the Specialised Physiotherapists would continue to work after their normal working hours up to 0800 hours the next day, they should not be paid the “On-Call” Allowance but only the “In-Attendance” Allowance.

**Allowance for coverage of Night, Sunday and Public Holiday**

**81.30** Specialised Registered Medical Officers and Trainee Specialised Registered Medical Officers are at present paid allowances for work performed over and above their normal working week in order to provide round-the-clock coverage.

**Recommendation 9**

**81.31** We recommend that the allowances payable to Specialised Registered Medical Officers and Trainee Specialised Registered Medical Officers for work performed at night, on Saturday afternoon, Sunday and Public Holiday be revised as follows :

<b>Extra Hours of Work/Coverage</b>	<b>Allowance (Rupees)</b>
<b>Weekdays: 1800 hours to 0800 hours the following day</b>	<b>2245</b>
<b>Saturdays: 1200 hours to Sunday 0800 hours</b>	<b>2770</b>
<b>Sundays and Public Holidays: 0800 hours to 0800 hours the following day</b>	<b>3165</b>

**Shift Work and Night Duty Allowance**

**81.32** In line with our recommendations of the 2003 PRB Report, at present officers who effectively work on night shift are paid a Night Duty Allowance equivalent to 15% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period. Officers in the Specialised Nursing Officer Cadre are, exceptionally, paid the Night Duty Allowance at the rate of 15% on the basis of eight hours in a normal night shift of 13½ hours.

**Recommendation 10**

- 81.33 We recommend that officers in the Specialised Nursing Officer Cadre who effectively work on night shift, should be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.
- 81.34 We, however, recommend that the Night Duty Allowance be computed exceptionally at the rate of 17.5% and on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Specialised Nursing Officer Cadre.

**Night Attendance Bonus**

- 81.35 To curb down absenteeism during night shifts, the High Powered Committee recommended the payment of a Night Attendance Bonus per month, in addition to the Night Duty Allowance, to officers in the grades of Nursing Supervisor, Charge Nurse, Nursing Officer, Midwife, Health Care Assistant and Nursing Student.
- 81.36 The payment of the Night Attendance Bonus was extended to officers of the Specialised Nursing Officer Cadre at the Trust Fund for Specialised Medical Care upon approval from the Ministry of Civil Service and Administrative Reforms. This Night Attendance Bonus is being reviewed.

**Recommendation 11**

- 81.37 We recommend the payment of a monthly Night Attendance Bonus up to 30 June 2013, in addition to the Night Duty Allowance, to officers in the grades as listed below provided they attend duty on all scheduled night shifts during the month.

<u>Grade</u>	<u>Quantum of Allowances</u>
Trainee Specialised Nursing Officer	Rs 480
Specialised Nursing Officer:	
Up to 10 yrs' service	Rs 480
Over 10 yrs' service	Rs 600
Specialised Head Nurse:	
Up to 10 yrs' service	Rs 600
Over 10 yrs' service	Rs 720

### **Retention Allowance**

81.38 Following a decision of the High Powered Committee, officers in the grades of Trainee Specialised Nursing Officer, Specialised Nursing Officer (Male and Female), Specialised Head Nurse, Deputy Specialised Nursing Superintendent, Specialised Nursing Superintendent and Chief Specialised Nursing Superintendent are drawing a monthly retention allowance equivalent to two increments at the point they have reached in their salary scales irrespective of whether they have reached the top of their salary scales or not. This monthly allowance is being maintained.

### **Recommendation 12**

**81.39 We recommend that officers in the grades of Trainee Specialised Nursing Officer, Specialised Nursing Officer (Male and Female), Specialised Head Nurse, Deputy Specialised Nursing Superintendent, Specialised Nursing Superintendent and Chief Specialised Nursing Superintendent should continue to draw up to 30 June 2013 two additional increments at the point they have reached in their salary scales irrespective of whether they have reached the top salary point of their salary scales, subject to satisfactory performance and recommendation of the Responsible/Supervisory Officer.**

**81.40 We further recommend that those officers who leave the service prior to the age of 55 should be required to refund the totality of the Retention Allowance paid to them. Those officers who retire from the service on reaching the age of 55 or thereafter should be required to refund only that part of the Retention Allowance which they would have earned under this scheme after reaching the age of 55.**

### **Allowance for the Medical Profession**

81.41 Members of the medical profession are, at present, paid an allowance of Rs 10,000 annually for expenses incurred for the purchase of medical books, journals and other publications needed for updating their knowledge.

### **Recommendation 13**

**81.42 We recommend that the allowance paid to members of the medical profession for the purchase of medical books, journals be reviewed to Rs 12000 annually.**

### **Special Medical Service Allowance**

81.43 At present, subject to the approval of the High Powered Committee, the monthly Special Medical Service Allowance for members of the medical profession who are not enjoying the privilege of private practice are paid as follows: 6.2% of the monthly salary to officers of the medical group drawing salary in a scale the maximum of which is Rs 35000 and reckoning at least

10 years' service in the grade and officers drawing salary in a scale the maximum of which is Rs 38000; 8.3% to officers drawing salary in a scale the maximum of which is between Rs 40000 and Rs 42500 and 12.5% to officers drawing salary more than Rs 42500.

#### **Recommendation 14**

**81.44 We recommend that the extension of the monthly Special Medical Service Allowance for the coming five years for members of the medical professions who are not enjoying the privilege of private practice be as follows: 7% of monthly salary to officers of the medical group drawing salary in a scale the maximum of which is Rs 50000 and reckoning at least 10 years' service in the grade and to officers drawing salary in a scale the maximum of which is Rs 56000: 10% to officers drawing salary in a scale the maximum of which is between Rs 64000 and Rs 68000 and 15% to officers drawing salary more than Rs 68000.**

#### **Long Service Increments**

##### **Recommendation 15**

**81.45 The recommendations made at paragraphs 23.7 (vii), 23.7 (viii), 23.7 (x) and 23.7 (xi) of the Volume I of this Report would be applicable to members of the medical profession at the Cardiac Centre who reckon 20 years' service in a single grade instead of 21 years.**

#### **Allowance to Theatre Attendants when posted in the Operation Theatre for a whole month**

**81.46 At present, Theatre Attendants who are posted in the Operation Theatre for a whole month are paid an allowance of Rs 300 monthly. This arrangement should continue and we are revising the quantum of allowance to be paid.**

##### **Recommendation 16**

**81.47 We recommend that the monthly allowance payable to Theatre Attendants when posted in the Operation Theatre for a whole month be revised to Rs 360.**

#### **Refund of Vacation and Casual Leave**

**81.48 Up to 30 June 2008, officers of the Specialised Nursing Officer Cadre were allowed to accumulate their vacation leave over and above their authorised ceiling as well as their casual leave not taken. Such leave may be taken as leave prior to retirement. If these officers opt to work during the excess accumulated leave, they are refunded the accumulated vacation leave and casual leave at the rate of 1/30 of their last monthly salary per day at the time of retirement. We are maintaining this provision.**



**Recommendation 17**

**81.49** We recommend that officers of the Specialised Nursing Officer Cadre be allowed to accumulate their vacation leave over and above their authorised ceiling as well as their casual leave not taken, for the period 1 July 2008 to 30 June 2013. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, these officers should be refunded the accumulated vacation leave and casual leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.

**Compensation for work on Public Holidays falling on Night Shift**

81.50 We have made recommendations at paragraph 18.5.55 (C) of Volume I for appropriate compensation to an officer who work on a shift or roster covering part of a Public Holiday and part of a normal working day.

81.51 We are further making provision to take into account the handing over time at the end of a shift and the start of a new one for the purpose of determining the compensation or granting of day's off.

**Recommendation 18**

**81.52** We further recommend that the handing over time up to a maximum of 30 minutes should be considered as effective working hours for the purpose of determining any compensation or grant of day's off.

**81. TRUST FUND FOR SPECIALISED MEDICAL CARE  
(CARDIAC CENTRE)**

**SALARY SCHEDULE**

<b>TFSMC 1</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b> Handy Worker
<b>TFSMC 2</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12000</b> Handy Worker (Shift)
<b>TFSMC 3</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Office Attendant/Driver
<b>TFSMC 4</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Nursing Aid/General Worker Theatre Attendant (Shift)

**81. TRUST FUND FOR SPECIALISED MEDICAL CARE  
(CARDIAC CENTRE) (Contd.)**

- TFSMC 5 :** **Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Handy Worker Supervisor (New Grade)
- TFSMC 6 :** **Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephonist
- TFSMC 7 :** **Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 16600**  
Ambulance Driver (Shift)
- TFSMC 8 :** **Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Linen Officer
- TFSMC 9 :** **Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Receptionist/Telephonist (Roster)
- TFSMC 10 :** **Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator
- TFSMC 11 :** **Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerical Officer/Higher Clerical Officer
- TFSMC 12 :** **Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200**  
Health Records Clerk (New Grade)
- TFSMC 13 :** **Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Bio-Medical Technician (New Grade)
- TFSMC 14 :** **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Procurement and Supply Officer (New Grade)  
Executive Officer  
Purchasing and Supply Officer (Personal)

**81. TRUST FUND FOR SPECIALISED MEDICAL CARE  
(CARDIAC CENTRE) (Contd.)**

- TFSMC 15 :** **Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800**  
Trainee Specialised Nursing Officer
- TFSMC 16 :** **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Internal Control Officer (New Grade)
- TFSMC 17 :** **Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- TFSMC 18 :** **Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer
- TFSMC 19 :** **Rs 18400 x 600 – 23200 x 800 – 28000**  
Specialised Nursing Officer (Male and Female)
- TFSMC 20 :** **Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Human Resource Officer  
*formerly Personnel Officer*
- TFSMC 21 :** **Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500**  
Specialised Head Nurse
- TFSMC 22 :** **Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 37500**  
Deputy Specialised Nursing Superintendent
- TFSMC 23 :** **Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Systems Administrator (New Grade)
- TFSMC 24 :** **Rs 28000 x 1000 – 30000 x 1250 – 40000**  
Specialised Perfusionist
- TFSMC 25 :** **Rs 33750 x 1250 – 42500**  
Senior Specialised Perfusionist

**81. TRUST FUND FOR SPECIALISED MEDICAL CARE  
(CARDIAC CENTRE) (Contd.)**

- TFSMC 26 :**    **Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Administrative Secretary
- TFSMC 27 :**    **Rs 30000 x 1250 – 45000**  
Specialised Nursing Superintendent  
Specialised Physiotherapist
- TFSMC 28 :**    **Rs 30000 x 1250 – 50000**  
Trainee Specialised Registered Medical Officer
- TFSMC 29 :**    **Rs 35000 x 1250 – 50000**  
Chief Specialised Nursing Superintendent
- TFSMC 30 :**    **Rs 37500 x 1250 – 50000 x 1500 – 56000**  
Specialised Registered Medical Officer
- TFSMC 31 :**    **Rs 43750 x 1250 – 50000 x 1500 – 56000 x 2000 – 62000**  
Medical Registrar (New Grade)
- TFSMC 32 :**    **Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 70000  
2500 - 75000**  
Cardiac Anaesthetist  
Cardiac Surgeon  
Cardiologist
- TFSMC 33 :**    **Rs 80000**  
Director Cardiac Services (Future Holder)
- TFSMC 34 :**    **Rs 82500**  
Director Cardiac Services (Personal)  
Executive Director

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## **82. UNIVERSITY OF MAURITIUS**

- 82.1 The University of Mauritius has been set up under Ordinance No 39 of 1965 as a developmental university and its mission today is to provide an efficient and effective service to the community through quality teaching, research, consultancy and extension services, consistent with national goals and policies, supportive of regional thrusts and orientations, and in conformance with international norms and standards. In achieving its mission, the University is committed to prepare students for an increasingly complex social and technological world and to improve the well-being of the people of the Republic of Mauritius.
- 82.2 The University of Mauritius (UoM) seeks to be a university of international standing and a leading institution in the region. It runs both undergraduate and postgraduate programmes including those leading to PhD in a range of disciplines. To sustain the high quality of courses dispensed, the UoM has set up a Quality Assurance Office for the formulation of Quality Assurance enhancement policies and practices.
- 82.3 In its endeavour to become a world-class institution, the UoM has established strong collaborative links with other renowned universities abroad as well as with the local industries to foster a positive research climate on the campus.
- 82.4 The staffing structure of the UoM comprises two groups namely, the Academics and the non-academics. The Vice-Chancellor, who is the Head of the University, occupies the topmost position in the hierarchy among the Academics. The academic activities are clustered into various faculties, each under the responsibility of a Dean. The Registrar is the head of the non-academic functions comprising the administrative, technical and support services.
- 82.5 In the light of proposals made by Management and the staff side, we are providing for a designate position of Director, Excellence Park, restyling the grade of Assistant Lecturer/Lecturer and upgrading its qualification requirement as well as bringing some modifications to improve service delivery in some of the non-academic functions.

### **Director, Excellence Park**

- 82.6 In addition to dispensing academic courses, the UoM is also engaged in research that may have a positive impact at national level. With a view to rendering the procedures more expedient and hassle-free, the UoM is creating an Excellence Park. Its function would be to redynamise Research and Development through the setting up of thematic research centres. In this perspective, a Board will be set up under the Chairmanship of the Pro-Vice Chancellor and comprising academics, representatives of the Mauritius

Research Council, private and public sectors and international experts to identify emerging sectors in research. There is need for a grade to head this research unit and to manage and coordinate all the identified projects. It is considered that in the initial phase, these responsibilities can be entrusted to an officer in a designated position. When the Excellence Park would be fully operational, then the University Council may opt for the creation of a grade of Director.

#### **Recommendation 1**

**82.7 We recommend the creation of a designate position of Director, Excellence Park whose function shall be performed by an academic not below the rank of Associate Professor.**

82.8 Incumbent designated shall be responsible for planning, coordinating and monitoring the activities of the Excellence Park; ensuring sound Human Resource and Financial Management of the Park; initiating, developing and managing projects and programmes across multidisciplinary centres of Excellence and acting as Secretary to Excellence Park Advisory Board (EPAB).

#### **Assistant Lecturer/Lecturer**

82.9 The qualification requirement for the grade of Assistant Lecturer/Lecturer is a Hons. Degree. It has been observed that, over time, more and more candidates recruited as Assistant Lecturer/Lecturer possess at least a post graduate qualification. Furthermore, the Tertiary Education Commission has proposed that the post of Assistant Lecturer/Lecturer be restyled Lecturer in line with what is obtaining in the foreign universities and that incumbents should possess at least a Masters' degree to teach at Degree level. In the circumstances, the Bureau considers it justified to review the qualification requirement for the post of Assistant Lecturer/Lecturer and to restyle the appellation to Lecturer. However, provision is also being made to recruit candidates at the level of Lecturer in scarcity areas although they may not possess the post graduate qualification.

#### **Recommendation 2**

**82.10 We recommend that:**

- (i) the grade of Assistant Lecturer/Lecturer be restyled Lecturer and the qualification requirement for the grade be a post HSC Degree together with a Masters' Degree in the relevant field.**
- (ii) in scarcity areas or where the University faces difficulties to recruit Lecturer *formerly Assistant Lecturer/Lecturer*, it may consider recruiting candidates who possess only a Hons. Degree in the specified field.**

82.11 It is current practice at the University that Lecturer *formerly Assistant Lecturer/Lecturer* should complete the pedagogic course, Teaching and Learning which comprises three modules namely Academic Induction, Research at University of Mauritius: Processes and Methodology and Research Seminar series. The University considers that this practice enables academics to enhance their lecturing skills and believes that this should be a formal requirement for the grade. After examining the rationale behind this practice, we concur with the University's standpoint and we are making appropriate recommendation in that respect.

### **Recommendation 3**

82.12 **We recommend that:**

- (i) **incumbents in the grade of Lecturers *formerly Assistant Lecturer/Lecturers* should complete a pedagogic course, comprising the modules Academic, Induction, Research at University of Mauritius, Processes and Methodology and Research Seminar series, for confirmation in their post.**
- (ii) **Lecturers *formerly Assistant Lecturer/Lecturers* holding a PhD and/or holding a Master's Degree and reckoning academic attainment through published research, teaching, administrative contributions and publications and having stayed on top of their salary scale for one year should be allowed to move incrementally up to a maximum of two increments to be read from the master salary scale.**

82.13 **We additionally recommend that Senior Lecturers and Associate Professors holding a PhD and/or holding a Master's Degree and reckoning academic attainment through published research, teaching, administrative contributions and publications and having stayed on top of their salary scale for one year should also be allowed to move incrementally up to a maximum of two increments to be read from the master salary scale.**

### **Duty Free facilities for Lecturers *formerly Assistant Lecturer/Lecturers***

82.14 Presently, Lecturers *formerly Assistant Lecturer/Lecturers* who draw a monthly salary of at least Rs 19400 a month are eligible for loan facilities and 70% duty remission. We are maintaining this facility.

### **Recommendation 4**

82.15 **We recommend that Lecturers *formerly Assistant Lecturer/Lecturers* drawing a monthly salary of at least Rs 29000 be eligible to loan and duty free facilities on terms and conditions as per relevant provisions at paragraphs 18.2.26 and 18.2.49 of the 2008 PRB Report (Volume I).**

### **Recruitment and Retention of Academic Staff**

- 82.16 In an endeavour to address the problem of recruitment and retention of Academic Staff at the University of Mauritius, the Bureau, in its 2003 PRB Report, recommended that the University considers the possibility of allowing full time academic staff who are registered professionals to exercise their profession, subject to this being done outside their working hours and is not conflictual with their work at the University.
- 82.17 We consider that this provision may be instrumental in attracting professionals of the right calibre in this grade and should, therefore, be maintained.

### **Recommendation 5**

- 82.18 We are maintaining this provision of allowing full-time academic staff who are registered professionals, to exercise their profession, subject to this being done outside their working hours and is not conflictual with their work at the University.**

### **Sabbatical Leave**

- 82.19 The grant of sabbatical leave to eligible Academics is subject to the approval of the University's Council. The purpose of this paid leave is to enable the latter to conduct research and other academic activities in universities and other institutions abroad.
- 82.20 In the 2003 PRB Report, in addition to maintaining the then existing provisions, the Bureau further recommended that the University considers refunding partly the passage cost incurred by beneficiaries when travelling in the context of sabbatical leave.
- 82.21 The Bureau considers that the present provisions governing sabbatical leave are adequate.

### **Recommendation 6**

- 82.22 We recommend that the present provisions regarding Sabbatical Leave be maintained.**

### **Consultancy Services**

- 82.23 The University of Mauritius provides consultancy services and contract research projects to government and other stakeholders from various sectors in view of its high calibre pool of intellectual expertise, professional resources and state-of-the-art equipment and laboratories.
- 82.24 At present, the net income generated by Research and consultancy services is distributed between Academics and Supporting Staff and the University in the ratio 2 to 1 while for Short Courses, Seminars and Workshops the ratio of



distribution of the net income between staff members and the University is 60 to 40. Representations have been made that since all the costs incurred by the university have already been deducted in computing the net income, the apportionment of same needs to be reviewed. After carefully examining the issue, the Bureau is reviewing the present arrangements.

#### **Recommendation 7**

**82.25 We recommend that:**

- (i) for Research and Consultancy, the ratio of distribution of the net income between the Academics and Supporting Staff and the University be maintained at 2:1; and**
- (ii) for short courses, seminars and workshops, the net income be distributed in the ratio of 4:1.**

#### **Allowances to Head of Departments/Dean of Faculty**

82.26 The courses at the University are regrouped under faculties which are under the responsibility of Deans. In each of the faculty, there are a number of departments, which, in turn, fall under the responsibility of a Head. Both these positions, i.e Dean and Head of Department are assigned to Academics against the payment of an allowance of Rs 1150 a month. We are, in this Report, reviewing this amount.

#### **Recommendation 8**

**82.27 We recommend that the allowance payable to Head of Department/Dean of Faculty be revised to Rs 1600 a month.**

82.28 In the context of the 2003 PRB Report, we made a few supplementary and specific provisions for incentives for Academics. We are maintaining these provisions with certain modifications as reproduced hereunder:

- 1. the University of Mauritius in consultation with the Tertiary Education Commission, may subject to availability of funds**
  - (i) evolve and implement incentive schemes for academic staff engaged in multidisciplinary research and research likely to contribute to wealth creation, policy formulation and transfer of technology or for the environmental, social and cultural development of Mauritius;**
  - (ii) consider the advisability of granting an allowance to Academics for supervising MPhil/PhD students; and**
  - (iii) consider the advisability or otherwise of granting an allowance to Academics regularly lecturing at Master's level;**

2. the University of Mauritius may consider the grant of a higher entry point in the salary scale to academics who, on recruitment, possess qualifications higher than those minimum prescribed and for wide proven experience in their field;
3. academics holding a PhD Degree recognised by the Council should be granted four pensionable months of service for every three years of post-doctoral effective service subject to a maximum of forty months; and
4. the University of Mauritius in consultation with the State Insurance Company of Mauritius Ltd evolves an appropriate scheme to allow those academics who join the University after a long period of study and who consequently would not complete the years of service required to earn full pension, to purchase additional years of service at the start of their career.

#### **Political Activities**

- 82.29 Participation of full time employees of the University in active politics is prohibited. This has been upheld by a ruling of the Civil Service Arbitration Tribunal (CSAT) delivered on 27 May 2005 in the case of University of Mauritius/Academic Staff Association v/s University of Mauritius.
- 82.30 **We are maintaining the provision that full-time employees of the University of Mauritius should not be allowed to participate in active politics.**

#### **Technical Assistant**

##### **Senior Technical Assistant**

- 82.31 The grades of Technical Assistant/Senior Technical Assistant *formerly Technical Assistant* and Technical Assistant/Senior Technical Assistant *formerly Senior Technical Assistant* have been granted personal salaries of Rs 7500 – 14200 and Rs 10000 – 15000 respectively and the grades have been made evanescent. Officers in both grades who had stagnated for one year at the top of their salary are paid an adhoc allowance to bring their salary to that drawn by their counterparts in the civil service.
- 82.32 Management has made representations for the restoration of the grades of Technical Assistant and Senior Technical Assistant to enable the filling of the posts on the basis of needs so as to meet the operational exigencies.
- 82.33 The Bureau is agreeable to the proposals and is providing for new grades of Technical Assistant and Senior Technical Assistant which would absorb officers in the evanescent grades.

**Recommendation 9**

**82.34 We recommend that:**

- (i) the grades of Technical Assistant and Senior Technical Assistant be created;
- (ii) officers in the grade of Technical Assistant/Senior Technical Assistant *formerly Technical Assistant* drawing salary in the scale of Rs 7500 – 14200 be absorbed in the new grade of Technical Assistant;
- (iii) officers in the grade of Technical Assistant/Senior Technical Assistant *formerly Senior Technical Assistant* drawing salary in the scale of Rs 10000 – 15500 be absorbed in the new grade of Senior Technical Assistant; and
- (iv) the allowances drawn by officers in post in both grades should be added to their respective salaries prior to conversion in the new salary structure.

**82.35 We also recommend that:**

- (i) in future, recruitment to the grade of Technical Assistant should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Biology or Chemistry or Physics, a Cambridge Higher School Certificate with passes at principal level in at least two subjects including Biology or Chemistry or Physics and a certificate in IT; and
- (ii) the grade of Senior Technical Assistant should be filled on the basis of experience and merit of Technical Assistants reckoning at least four years' experience in a substantive capacity in the grade.

**UNIVERSITY OF MAURITIUS, PRESS**

82.36 Initially, the printing unit was a cell of the Library, entrusted with books repairs and bindings. With the expansion in the activities of the University, a separate department of Printing was set up to meet the increasing demands. Presently, it is staffed by Binders, Binder/Senior Binders, Foreman Binder, Assistant Printing Supervisor, Printing Supervisor and Head, University of Mauritius Press. Representations have been received for the restructuring of the University of Mauritius, Press to meet the expected standard of service. The Bureau has carefully analysed the issue and considers that a restructuring of the organisation would facilitate service delivery at this level. We are, therefore, providing a new level, restyling some grades and abolishing others.

### **Supervisor, University of Mauritius Press (New Grade)**

82.37 The work in the printing department consists of a series of activities which need to be coordinated and supervised so as to ensure efficiency. In the circumstances, the need for a grade at supervisory level is felt. However, there exists a grade of Printing Supervisor on the establishment of the University which is vacant and does not meet the present requirement. Hence, we are creating a grade against the abolition of the grade of Printing Supervisor.

### **Recommendation 10**

**82.38 We recommend the creation of a grade of Supervisor, University of Mauritius Press against the abolition of the grade of Printing Supervisor. Recruitment to the grade should be made by selection from among employees of the UoM Press who possess a Cambridge School Certificate, an NTC level 3, together with five years' experience in the UoM Press.**

82.39 The UoM Press Supervisor would, among others, assist the Head UoM Press, advise and plan schedules to ensure delivery dates are met, liaise with other departments on printing/binding assignments clarifications and queries and be responsible for maintenance of all equipment.

### **Assistant Printing Supervisor**

82.40 At present, the grade of Assistant Printing Supervisor is also vacant. As the need for this grade is not felt in the new structure, we are abolishing it.

### **Recommendation 11**

**82.41 We recommend that the grade of Assistant Printing Supervisor be abolished.**

### **Printing Operator/Plate Engraver**

82.42 The grade of Printing Operator/Offset Operator is called upon to maintain and operate the offset press, cut paper to specified size, clean, lubricate machine, effect minor repairs and keep and use consumables as directed, among others. In view of the need to utilise latest technology and up-to-date software in the University Press, the grade would be required in addition to perform film planning, work on plate making equipment and operate computer to generate masters, among others. We are, therefore, changing the appellation of the grade to reflect the nature of the duties performed by incumbent.

### **Recommendation 12**

**82.43 We recommend that:**

- (i) the grade of Printing Operator/Offset Operator be restyled Printing Operator/Plate Engraver; and**
- (ii) the scheme of service of the grade be enlarged to include the duties mentioned above. These changes have been taken into account in arriving at the salary recommended for the grade.**

### **Prepress Operator (New Grade)**

82.44 With the changes brought in the printing environment and introduction of new technologies, some new duties which have evolved are not being performed by officers in this section. We are, therefore, providing for a new grade to take over these duties.

### **Recommendation 13**

**82.45 We recommend the creation of a grade of Prepress Operator. Recruitment thereto should be made from among candidates possessing a Cambridge School Certificate, and a Printing Certificate of one year duration from IVTB or equivalent qualification. The candidates should be able to operate Computer hardware and software in print publishing and have technical understanding of Offset printing and finishing.**

82.46 Incumbent would be required, among others, to be able to understand and interpret digital files, manipulate images and text to meet production using a variety of computer hardware and software, prepare layout and finished artwork, plan film and plate processing and follow up of proof on press.

### **Binder**

82.47 In line with the qualification prescribed for the grade of Binder in the Civil Service, we are harmonising the qualification requirement of Binder at the University of Mauritius.

### **Recommendation 14**

**82.48 We recommend that:**

- (i) in future, recruitment to the grade of Binder should be made from among candidates possessing a Cambridge School Certificate and the National Trade Certificate (Level 3) in Printing from IVTB or equivalent qualification; and**
- (ii) employees in post who possess the prescribed qualifications should be allowed to proceed beyond the QB in the scale of Binder.**

**82. UNIVERSITY OF MAURITIUS**

**SALARY SCHEDULE**

<b>UNI 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>UNI 2</b>	<b>:</b>	<b>Rs 7600 x 200 – 10200 x 250 – 11700</b> Stockman
<b>UNI 3</b>	<b>:</b>	<b>Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Watchman
<b>UNI 4</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200 x 250 – 11700 x 300 - 12600</b> General Worker/Nurseryman/Gardener(P)
<b>UNI 5</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Nurseryman/Gardener Office Attendant
<b>UNI 6</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12900</b> Security Officer <i>formerly Security Guard</i>
<b>UNI 7</b>	<b>:</b>	<b>Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 14200</b> Senior Security Officer <i>formerly Senior Security Guard</i>
<b>UNI 8</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b> Driver Gangman
<b>UNI 9</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> Binder Carpenter/Cabinet Maker Electrician Handy Worker/Tradesman Mason Mechanic Painter

**82. UNIVERSITY OF MAURITIUS (Contd.)**

- UNI 10 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant
- UNI 11 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephone Operator
- UNI 12 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Driver (Heavy Vehicle)  
Tractor Driver
- UNI 13 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 QB  
14200 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Handyworker/Tradesman/Senior Tradesman  
Prepress Operator (New Grade)  
Printing Operator/Plate Engraver  
*formerly Printing Operator/Offset Operator*
- UNI 14 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17800**  
Senior Receptionist/Telephone Operator
- UNI 15 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400**  
Assistant Stores Officer (Personal)
- UNI 16 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 QB  
14200 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Binder/Senior Binder (Personal)
- UNI 17 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk  
Clerk/Word Processing Operator  
Library Clerk
- UNI 18 : Rs 13200 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Foreman  
Foreman (Binder)

**82. UNIVERSITY OF MAURITIUS (Contd.)**

- UNI 19 : Rs 18400 x 600 – 19600**  
Trainee Instructional Designer
- UNI 20 : Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200**  
Library Clerk (Roster)
- UNI 21 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Technical Assistant (New Grade)  
Technical Assistant/Senior Technical Assistant (Personal)  
*formerly Technical Assistant*
- UNI 22 : Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Senior Word Processing Operator
- UNI 23 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Financial Operations Officer  
*formerly Assistant Finance Officer*  
Assistant Procurement and Supply Officer (New Grade)  
Executive Assistant  
Stores Officer (Personal)
- UNI 24 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 22600**  
Senior Library Clerk (Roster)
- UNI 25 : Rs 17200 x 600 – 23200 x 800 – 24000**  
Senior Technical Assistant (New Grade)  
Technical Assistant/Senior Technical Assistant (Personal)  
*formerly Senior Technical Assistant*
- UNI 26 : Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24800**  
Nursing Officer
- UNI 27 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary



**82. UNIVERSITY OF MAURITIUS (Contd.)**

- UNI 28 : Rs 17200 x 600 – 23200 x 800 – 26400**  
 Financial Operations Officer  
*formerly Finance Officer*  
 Procurement and Supply Officer  
*formerly Higher Stores Officer*  
 Senior Executive Assistant
- UNI 29 : Rs 18400 x 600 – 23200 x 800 – 28000**  
 Specialised Nursing Officer (Male and Female)
- UNI 30 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Safety and Health Officer/Senior Safety and Health Officer
- UNI 31 : Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Computer Programmer
- UNI 32 : Rs 18400 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Supervisor, University of Mauritius Press (New Grade)
- UNI 33 : Rs 14600 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
 Library Officer (Roster)
- UNI 34 : Rs 17200 x 600 – 23200 QB 24000 x 800 – 28000 x 1000 – 30000**  
 Finance Officer/Senior Finance Officer (Personal)
- UNI 35 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
 Senior Procurement and Supply Officer  
*formerly Senior Stores Officer*
- UNI 36 : Rs 16600 x 600 – 23200 x 800 – 24800 QB 25600 x 800 - 28000 x 1000 – 30000 x 1250 – 31250**  
 Accounting Technician
- UNI 37 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
 Analyst/Programmer  
 Sports Officer/Senior Sports Officer  
 Technician/Senior Technician

**82. UNIVERSITY OF MAURITIUS (Contd.)**

- UNI 38 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Senior Library Officer
- UNI 39 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Head, University of Mauritius Press  
Principal Executive Assistant
- UNI 40 : Rs 25600 x 800 – 28000 x 1000 – 30000 x 1250 – 36250**  
Senior Accounting Technician
- UNI 41 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Officer (Future Holder)
- UNI 42 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Librarian
- UNI 43 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant  
Internal Auditor
- UNI 44 : Rs 22600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Farm Manager  
Principal Library Officer  
Principal Technician
- UNI 45 : Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 41250**  
Services Superintendent (Personal)
- UNI 46 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Administrative Officer  
*formerly Administrative Assistant (Personal)*  
Sports Organiser
- UNI 47 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Accountant/Senior Accountant (Personal)

**82. UNIVERSITY OF MAURITIUS (Contd.)**

- UNI 48 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
 Computer Systems Engineer  
 Instructional Designer  
 Research Officer  
 Systems Administrator  
 Systems Analyst  
 Systems Engineer  
 Visual Communication Designer  
 Web Multimedia Developer
- UNI 49 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
 Lecturer  
*formerly Assistant Lecturer/Lecturer*
- UNI 50 : Rs 30000 x 1250 – 45000**  
 Senior Accountant  
 Senior Librarian
- UNI 51 : Rs 24800 x 800 – 28000 x 1000 – 30000 x 1250 – 50000**  
 Assistant Research Fellow
- UNI 52 : Rs 30000 x 1250 – 50000**  
 Assistant Registrar
- UNI 53 : Rs 24000 x 800 – 28000 x 1000 – 30000 x 1250 – 50000 x 1500 - 54500**  
 Public Relations Officer
- UNI 54 : Rs 37500 x 1250 – 50000 x 1500 – 54500**  
 Manager, Innovative Learning Technologies  
 Research Fellow  
 Senior Lecturer  
 Senior Research Officer  
 Manager (Information Technology Services)  
 Manager (Management Information Systems)
- UNI 55 : Rs 37500 x 1250 – 50000 x 1500 – 56000 x 2000 - 60000**  
 Deputy Registrar

**82. UNIVERSITY OF MAURITIUS (Contd.)**

**UNI 56 : Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –62000**

Associate Professor  
Budget Director  
Chief Librarian  
Director, Centre for Distance Learning  
Director, Centre for Information Technology and Systems  
Director, Consultancy and Contract Research Centre  
Director, Quality Assurance  
Director, Virtual Centre for Innovative Learning Technologies

**UNI 57 : Rs 75000**

Director, SSR Centre for Medical Studies  
Professor  
Registrar

**UNI 58 : Rs 80000**

Pro Vice-Chancellor

**UNI 59 : Rs 120000**

Vice-Chancellor

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### **83. UNIVERSITY OF TECHNOLOGY, MAURITIUS**

- 83.1 The University of Technology, Mauritius (UTM) became operational in September 2001 following the proclamation of the University of Technology, Mauritius Act on 21 June 2001 integrating the former Mauritius Institute of Public Administration and Management (MIPAM) and the former SITRAC Ltd.
- 83.2 The vision of the UTM is to become a University of national, regional and international renown, providing multi-level quality tertiary education and training including continuing professional education geared towards sustained capacity building for increasingly technology-driven and enterprise-based developments.
- 83.3 The courses run by the UTM are basically regrouped under three schools: the School of Business Informatics and Software Engineering (SOBISE) provides ICT quality education and training; the School of Public Sector Policy and Management (SOPSPAM) runs programmes, seeks to promote expertise in leadership and management and to instill in students the standards of integrity, ethics and social consciousness while the School of Sustainable Development Science (SOSDS) is at present in the process of development and the courses are being run under the SOPSPAM.
- 83.4 The Director General is the Head of the University while administrative responsibility is shouldered by the Registrar. In the 2003 Report, the Bureau made a series of recommendations with a view to enabling the university which was in expansion, meet its objectives. To ensure continuity in the proper delivery of the University's services, we are consolidating its organisational structure at technical and supporting levels.

#### **Head of School**

- 83.5 At present the position of Head of School is filled either on an assignment basis or on contractual terms from among candidates possessing a Master's Degree, an earned Doctorate (PhD) and reckoning at least four years' post-doctoral experience in universities and professional practice. The salary is negotiable in a range where the point of entry in the scale is determined on the basis of the level of post doctoral experience acquired by the incumbent.
- 83.6 Both staff side and management have represented that the mode of filling the post of Head of School should be on rotational basis so as to provide all eligible academic staff the opportunity to act in this position. We are recommending accordingly.

### **Recommendation 1**

- 83.7 **We recommend that, in future, the duties of Head of School should be assigned on a rotational basis for a period of three years to Associate Professors who have served at least once as Head of Department and reckon at least four years' service at the University against the payment of an allowance of Rs 1600 monthly.**
- 83.8 **We also recommend that , in the absence of candidates in the grade of Associate Professor, the seniormost Senior Lecturer who has served at least once as Head of Department and reckon at least four years' service at the University be assigned the duties of the Head of School and be paid the allowance.**
- 83.9 **We further recommend that eligibility for a new appointment to the position of Head of School would not be before a period of four years, except with the special permission of the Staff Committee/Board of Governors.**

### **School Coordinator**

- 83.10 Members of the academic staff are presently assigned the duties of School Coordinator 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 establish effective systems to ensure that academic administrative requirements are met with high quality of provision and within required time frames against payment of a monthly allowance of Rs 1000. We are maintaining the arrangements and revising the quantum.

### **Recommendation 2**

- 83.11 **We recommend that the allowance payable to members of the academic staff who are assigned the duties of School Coordinator be revised to Rs 1250.**

### **Sabbatical Leave**

- 83.12 We recommended in our last Report that the Management of the University of Technology, Mauritius considers the advisability of setting up a Sabbatical Leave Scheme for its academic staff. **We are maintaining this recommendation.**

### **Duty Free Facilities**

- 83.13 At present Assistant Lecturer/Lecturers drawing a salary of Rs 19400 are eligible for 70% duty remission and loan facilities for the purchase of a car. This provision is being maintained.

### Recommendation 3

83.14 We recommend that the provision for 70% duty remission and loan facilities for the purchase of a car to Assistant Lecturer/Lecturers restyled Lecturer and drawing a monthly salary of Rs 29000 be maintained on the terms and conditions as per relevant provisions at paragraphs 18.2.26 and 18.2.49 of the 2008 PRB Report (Volume I), notwithstanding the salary level criterion required therein.

### Political Activities

83.15 In our 2003 Report, we have recommended that full-time academic staff should not be allowed to participate in active politics since this would impede the smooth running of the University. This recommendation has been upheld in a dispute before the Permanent Arbitration Tribunal in May 2005.

### Recommendation 4

83.16 We recommend that the present provision regarding full-time academic staff's non-participation in active politics be maintained. This provision should also apply to other full-time employees.

### Incentives to Academics

83.17 In the 2003 PRB Report, we provided additional incentives for Academics. We are maintaining these provisions with appropriate modifications:

1. **the University of Technology, Mauritius in consultation with the Tertiary Education Commission, may subject to availability of funds:**
  - (i) **evolve and implement incentive schemes for academic staff engaged in multi-disciplinary research and research likely to contribute to wealth creation, policy formulation and transfer of technology or for the environmental, social and cultural development of Mauritius;**
  - (ii) **consider the advisability of granting an allowance to Academics for supervising MPhil/PhD students; and**
  - (iii) **consider the advisability or otherwise of granting an allowance to Academics regularly lecturing at Master's level;**
2. **the University of Technology, Mauritius may consider the grant of a higher entry point in the salary scale to academics who, on recruitment, possess qualifications higher than those minimum prescribed and for wide proven experience in their field;**

3. academics holding a PhD Degree recognised by the Council should be granted four pensionable months of service for every three years of post-doctoral effective service subject to a maximum of forty months; and
4. the University of Technology, Mauritius in consultation with the State Insurance Company of Mauritius Ltd evolves an appropriate scheme to allow those academics who join the University after a long period of study and who consequently would not complete the years of service required to earn full pension, to purchase additional years of service at the start of their career.

**Recommendation 5**

83.18 We further recommend that Lecturers *formerly Assistant Lecturer/ Lecturers*, Senior Lecturers and Associate Professors holding a PhD and/or holding a Master's degree and reckoning academic attainment through published research, teaching, administrative contributions and publications and having stayed on top of their salary scales for one year should be allowed to move incrementally up to a maximum of two increments to be read from the master salary scale.

**83. UNIVERSITY OF TECHNOLOGY, MAURITIUS**

**SALARY SCHEDULE**

<b>UTM 1</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b>	
			General Worker
<b>UTM 2</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 11200</b>	
			Handy Worker
<b>UTM 3</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b>	
			Library Attendant Office Attendant
<b>UTM 4</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600</b>	
			Office Attendant/Driver
<b>UTM 5</b>	<b>:</b>	<b>Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b>	
			Handy Worker (Skilled)



**83. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd.)**

- UTM 6 : Rs 9800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant
- UTM 7 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephone Operator
- UTM 8 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerk  
Clerk/Word Processing Operator  
Library Clerk
- UTM 9 : Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Technical Assistant (Maintenance)
- UTM 10 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Computer Support Officer
- UTM 11 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Accounts Clerk  
Assistant Procurement and Supply Officer (New Grade)  
Executive Officer  
Stores Officer (Personal)
- UTM 12 : Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- UTM 13 : Rs 17200 x 600 – 23200 x 800 – 26400**  
Accounts Officer  
Higher Executive Officer
- UTM 14 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Library Officer  
Safety and Health Officer/Senior Safety and Health Officer

**83. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd.)**

- UTM 15 : Rs 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Computer Programmer
- UTM 16 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
Senior Accounts Officer
- UTM 17 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500**  
Office Superintendent
- UTM 18 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
Technician/Senior Technician
- UTM 19 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Administrative Officer (Future Holder)
- UTM 20 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Librarian
- UTM 21 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Accountant  
Internal Auditor
- UTM 22 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
Systems Analyst  
Systems Engineer
- UTM 23 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Administrative Officer  
*formerly Administrative Assistant (Personal)*
- UTM 24 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Admissions Officer  
Examinations Officer  
Human Resource Management Officer  
*formerly Human Resource Officer*  
Public Affairs Officer  
Student Affairs Officer

**83. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd.)**

- UTM 25 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**  
Lecturer  
*formerly Assistant Lecturer/Lecturer*
- UTM 26 : Rs 30000 x 1250 – 45000**  
Head of Resource Centre
- UTM 27 : Rs 30000 x 1250 – 50000**  
Assistant Registrar
- UTM 28 : Rs 37500 x 1250 – 50000 x 1500 – 54500**  
Head of Finance  
Head of Information Services  
Planning and Development Officer  
Quality Assurance Officer  
Senior Lecturer
- UTM 29 : Rs 37500 x 1250 – 50000 x 1500 – 56000 x 2000 - 62000**  
Manager of Consultancy and Technology Transfer Centre
- UTM 30 : Rs 46250 x 1250 – 50000 x 1500 – 56000 x 2000 –62000**  
Associate Professor
- UTM 31 : Rs 53000 x 1500 – 56000 x 2000 – 70000 x 2500 - 75000**  
Head of School
- UTM 32 : Rs 75000**  
Professor  
Registrar
- UTM 33 : Rs 80000**  
Deputy Director-General
- UTM 34 : Rs 120000**  
Director-General

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## 84. URDU SPEAKING UNION

- 84.1 The Urdu Speaking Union was established by Act No. 39 of 2002 with a view to, *inter alia*, promoting the Urdu Language in its spoken and written forms; friendship and understanding between the Urdu speaking people of the world and engaging in any academic, educational, cultural and artistic work to further that objective; providing facilities for the exchange of views affecting the interests, well being, development, relationship and common problems of the Urdu-Speaking people of the world; and organising debates competition, elocution, poetry recitation, Ghazals, Qawwali programmes, seminars and other literary activities in Urdu among universities, colleges, schools and other bodies.
- 84.2 The Union is managed by an Executive Council and is serviced by employees on contractual basis. A post of Administrative Assistant exists on its establishment. In order to facilitate the task of the Union, we are, in this Report, making provision for a grade of Clerk/Word Processing Operator to provide support services.

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

#### Recommendation 1

- 84.3 **We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts together with a Certificate in Word Processing and a knowledge of Urdu Computer Packages.**
- 84.4 Incumbent would be required to, *inter alia*, perform duties of a clerical nature including the preparation, scrutiny and processing of straightforward documents; registry works; word processing and simple computer/data processing work.

## 84. URDU SPEAKING UNION

### SALARY SCHEDULE

**USU 1 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**

Clerk/Word Processing Operator (New Grade)

**USU 2 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**

Administrative Assistant

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## 85. WASTEWATER MANAGEMENT AUTHORITY

- 85.1 The Wastewater Management Authority, established under Act No. 39 of 2000, operates under the *aegis* of the Ministry of Public Utilities and is responsible for all matters relating to the collection, treatment and disposal of wastewater through the construction, operation and maintenance of wastewater infrastructure such as the Wastewater Treatment Plants and Sewerage Network across the country.
- 85.2 The Wastewater Management Authority is bound by two legal instruments namely, the “Convention de Maitrise d’Ouvrage Delegue” for the construction of new plants and systems and the “Contrat de Delegation” for the operation and maintenance of the Public Wastewater System. These instruments will come to an end in the year 2011. It is, however, understood that operations would have to continue thereafter.
- 85.3 The Authority aims by the year 2012 to put an end to the degradation of both water resources and marine environment caused by the discharge of industrial and domestic effluents through the progressive extension of the sewerage network coverage.
- 85.4 A major sewerage management project of connecting some 32,500 households to the sewerage system in Plaines Wilhems is underway. The Authority is also expected to connect by the year 2012 around 50% of the population to the public wastewater system.
- 85.5 The organisation is faced with a problem of constant staff turnover – both at professional as well as operational levels. Retention is rendered more difficult with the perception that people have as regards the activities of the organisation: dealing with raw sewage (wastewater) and the risk to which employees are exposed while attending to the overflow of sewage and blockages. We have, in this chapter, addressed this problem in an attempt to minimise turnover rate.
- 85.6 The Accounting and Responsible Officer of the organisation is the General Manager who is assisted by two Deputy General Managers, one of whom heads the Administrative and Finance Department and the other heads the Technical Department. The Administrative and Finance Department encompasses the Administrative and Human Resource Unit; Finance, Supply and Stores Unit; Documentation Centre and Library Unit; and Information Technology Unit whilst the Technical Department comprises the Planning and Project Monitoring Unit; Works Unit; House Connection and the Land Survey Unit; Pollution Control Unit; Laboratory Unit; and Operation and Maintenance Division.

- 85.7 The Technical Department regroups the core functions of the Authority regarding Project Management, Operation and Maintenance and House Connections.

**OPERATION AND MAINTENANCE DIVISION**

- 85.8 This Division is responsible for the operation and maintenance of sewer network, manholes, pumping stations and treatment plants. It ensures that all pumping stations and treatment plants operate efficiently and the sewer network is properly maintained.

- 85.9 The Division is, at present, headed by a Divisional Manager who is supported by officers in the grades of Works Manager (Civil), Mechanical Engineer/Senior Mechanical Engineer, Engineer (Civil), Electrical Engineer and officers of the Works Superintendent Cadre, Technical Cadre, as well as employees in the manual grades.

- 85.10 The handing over of the operations and maintenance of the sewer network, other pumping stations and treatment plants by private contractors have considerably increased the activities of the Operation and Maintenance Division. The Management of the organisation has made submissions for the creation of an additional grade at professional level to manage the electro-mechanical and control engineering works/system of the organisation, the treatment plants, pumping stations and programme PLC's, operate and maintain SCADA systems and associated instrumentation automation and control of equipment; and ensure the efficient running of all plant and equipment.

- 85.11 Management has made further submissions to the effect that the structure needs to be reinforced at the sub-technical level with new competencies, in view of the increasing use of sophisticated and sensitive equipment in the operation of the sewer network to deal with routine maintenance of outstation site and to carry out repairs, whenever required.

- 85.12 We have examined the submissions and are making appropriate recommendations.

**Engineer (Mechatronics) (New Grade)**

- 85.13 The plant and equipment at the Authority function mainly with automation/electronic systems. For their efficient operation and proper maintenance, there is need to provide for appropriate resources to cater for this responsibility.

### Recommendation 1

**85.14 We recommend the creation of a grade of Engineer (Mechatronics). Appointment thereto should be made by selection from among Registered Professional Engineers (Mechatronics Engineering).**

85.15 Incumbent would be required to, *inter alia*, manage the electro-mechanical and control engineering works/system of the organisation, the treatment plants, pumping stations and programme PLC's; operate and control of equipment; and ensure the efficient running of all plants and equipment.

### Technical Assistant (Electrical) (New Grade)

#### Recommendation 2

**85.16 We recommend the creation of a grade of Technical Assistant (Electrical). Appointment thereto should be made by selection from among holders of Part I and II of the Electrical Engineering Technician No. 8030 of the City and Guilds of London Institute or the "Brevet de Technicien" in Electro Mechanics of the Lycée Polytechnique of Flacq or the NTC Level 2 from the IVTB in the relevant field.**

85.17 Incumbent would be required to, *inter alia*, deal with all types of internal wiring/electric lighting and cable works; install, repair, locate and remove faults on electric motors and starters, alternators, variable speed drives and rectifiers; renew fuses and perform soldering works.

### Technical Assistant (Mechanical) (New Grade)

#### Recommendation 3

**85.18 We also recommend the creation of a grade of Technical Assistant (Mechanical). Appointment thereto should be made by selection from among holders of Part I and II of the Mechanical Engineering Technician No. 255 of the City & Guilds of London Institute or the 'Brevet de Technicien' in Maintenance Mechanics of the Lycée Polytechnique of Flacq or the NTC Level 2 from the IVTB in the relevant field.**

85.19 Incumbent would be responsible for, *inter alia*, stripping, overhauling and re-assembling of the mechanical assembly of diesel engine and of submersible and surface pump units and motoring devices; detecting faults and carrying out repairs to generating and pumping sets.

**Technical Assistant (Electronic/Instrumentation) (New Grade)**

**Recommendation 4**

**85.20 We further recommend the creation of a grade of Technical Assistant (Electronic/ Instrumentation). Appointment thereto should be made by selection from among holders of “Brevet de Technicien” of the Lycée Polytechnique of Flacq or NTC Level 2 from the IVTB in the relevant field.**

85.21 Incumbent would be responsible for, *inter alia*, carrying out fault finding and troubleshooting exercises on electronic cards; dealing with industrial electro technical system via 3-phase motor controls; and testing of electronic components.

**Sanitary Engineer**

**85.22** The grade of Sanitary Engineer has remained vacant since its creation and the duties devolving upon the grade are being performed by staff of the Technical Department and, therefore, the need for maintaining the grade is not warranted.

**Recommendation 5**

**85.23 We recommend that the grade of Sanitary Engineer be abolished.**

**Works Superintendent Cadre**

85.24 The officers in this cadre provide support services in operation and maintenance and they perform mainly inspection work. It would, therefore, be more appropriate that their appellations be changed to reflect their duties and responsibilities.

**Recommendation 6**

**85.25 We recommend that the grades of Chief Works Superintendent, Senior Works Superintendent, Works Superintendent and Assistant Works Superintendent be restyled Chief Works Inspector, Senior Works Inspector, Works Inspector and Assistant Works Inspector respectively.**

**LAND SURVEY UNIT**

**Senior Land Surveyor (New Grade)**

**Land Survey Technician (New Grade)**

85.26 This Unit is responsible for all procedures for lands and way leaves acquisitions for sewerage projects throughout the island. Incumbent in the grade of Land Surveyor acts as Officer-in-charge of the Unit and officers in the grade of Draughtsman provide support services. Following the implementation of the National Sewerage Project, the activities of the Unit are expanding. Management of the organisation has submitted that there is



need for a level to take charge and be responsible for the overall operation of the Unit and a grade at sub-technical level to provide support services and assist the Land Surveyor in the performance of his duties.

#### **Recommendation 7**

**85.27 We recommend the creation of a Senior Land Surveyor. Promotion thereto should be made on the basis of experience and merit of officers in the grade of Land Surveyor reckoning at least four years' service in a substantive capacity. The establishment of Land Surveyor and Senior Land Surveyor should be a combined one, that is, on promotion of officers in the grade of Land Surveyor to that of Senior Land Surveyor, the filling in of the grade of Land Surveyor should not necessarily be effected, but should be based on operational requirements.**

85.28 Incumbent would be required to, *inter alia*, head the Land Survey Unit and would be in charge of Land Survey works, deal with the acquisition and exchange of land and with the grant of way leaves, inspect lands and report on matters relating to exchanges, constitution of servitudes and rights of way leaves, supervise and control surveys carried out by the subordinate staff.

#### **Recommendation 8**

**85.29 We also recommend the creation of a grade of Land Survey Technician. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, Mathematics and Physics and a Cambridge Higher School Certificate with a pass at Principal Level in at least two subjects including Mathematics and Physics.**

85.30 Incumbent would be required to, *inter alia*, perform field works related to updating of existing maps for national basis scale mapping, the use and occupation of land as well as to maintain records concerned with map surveys including field completion on plans and revision surveys of existing plans; carry out searches at the Registrar-General's Department and the Archives for acquisition of data regarding land ownership.

#### ***SURVEY/DRAWING SECTION***

85.31 The Survey/Drawing Section also known as the Mapping Unit is responsible, among others, for house-to-house surveys, survey and levelling works, giving sight rails, providing clearance for new and old buildings (residential, commercial, industrial), morcellement land sales and transfers, classification of plans at records office, design of drawings and other civil engineering and wastewater details. This Section is, at present, headed by the Works Manager and the Principal Draughtsman is in charge of the Mapping Unit. The latter has, under his span of control, the grades of Senior Draughtsman, Draughtsman as well as specific manual grades.

**Principal Draughtsman**

**Senior Draughtsman**

85.32 In view of the additional regions being connected to the sewer lines and with the taking over of operations and maintenance of treatment plants and pumping stations, the role and functions of the Survey Section have increased. This has certain implications on the duties and responsibilities devolving upon officers in the grades of Principal Draughtsman and Senior Draughtsman and, therefore, there is need to review their respective scheme of service.

**Recommendation 9**

**85.33 We recommend that the scheme of service of the grade of Principal Draughtsman should be amended to include the following duties:**

- to be responsible for the progress of work of a team of Senior Draughtsman, Draughtsman and Trainee Draughtsman;
- to carry out investigation concerning illegal connections and report on connected and unconnected premises.

**85.34 We also recommend that the scheme of service of Senior Draughtsman should be amended to include the following duties: give wastewater clearance for new residential, commercial and industrial buildings and for land sales and transfers; carry out investigations under the supervision of the Principal Draughtsman on illegal, connected and unconnected premises; and assist in the classification of maps, plans and other documents at the Records Office.**

**85.35 The additional duties have been taken into account in arriving at the recommended salary for the grades of Principal Draughtsman and Senior Draughtsman.**

**Trainee Draughtsman**

85.36 Due to a dearth of qualified Draughtsman on the market, the organisation is facing recruitment problems. To address this situation, the Management of the organisation favours the enlistment of Trainees. We concur with the views of the Management and recommend accordingly.

**Recommendation 10**

**85.37 We recommend the creation of a grade of Trainee Draughtsman. Enlistment thereto should be made from among candidates holding a Cambridge Higher School Certificate with passes at Principal Level in Mathematics and any one of the following subjects: Geography, Geometrical and Mechanical Drawing or Design Technology (Communication) or Physics or Art or Chemistry.**

- 85.38 Trainee Draughtsman would be required to undergo at least two years training, both theoretical and practical, including on-the job training under the supervision of the Principal Draughtsman. On completion of their traineeship, they would be considered for appointment as Draughtsman in a substantive capacity.

### **Survey Field Worker/Senior Survey Field Worker**

#### **Head Survey Field Worker**

- 85.39 At present, the survey team consists of officers in a three-level hierarchy i.e. Chainman, Poler and Head Poler. Chainmen are appointed from among employees on the permanent and pensionable establishment of the Authority possessing the Certificate of Primary Education. Appointment to the grade of Poler is made on the basis of experience and merit of Chainman reckoning at least four years' service in the grade. An examination of the job descriptions has revealed that the Chainmen and the Polers are performing similar duties. In line with the philosophy favouring delayering and flatter structures, we are merging the grades of Chainman and Poler. We are also restyling the grades and reviewing the qualification requirements for entry to the cadre.

#### **Recommendation 11**

- 85.40 **We recommend that the grades of Chainman and Poler be merged and restyled Survey Field Worker/Senior Survey Field Worker. Appointment thereto should be made by selection from among employees on the permanent and pensionable establishment of the Authority showing proof of having sat for the Cambridge School Certificate or the General Certificate of Education "Ordinary Level" examination in at least five subjects or an examination of equivalent standard acceptable to the Authority.**
- 85.41 **We also recommend that the grade of Head Poler be restyled Head Survey Field Worker and appointment thereto be made on the basis of experience and merit of officers in the grade of Survey Field Worker/Senior Survey Field Worker possessing supervisory skills and a Certificate in First Aid techniques and reckoning at least four years' service in the grade.**

#### **LABORATORY UNIT**

- 85.42 This Unit provides analytical service and advice to the various Departments, Divisions and other Units of the organisation. It is responsible to collect samples and analyse wastewaters and effluents; manage analytical service for wastewaters and effluents; and provide advice and assistance on wastewater related to analytical issues.

- 85.43 A Laboratory Manager is in charge of the Unit and is supported by officers in the grades of Scientific Officer, Senior Laboratory Technician, Laboratory Technician and Laboratory Assistant.
- 85.44 With the taking over of a new treatment plant at Grand Baie and the monitoring of effluent discharged by industries in the Wastewater System, there is an increase in the workload and responsibilities as regards the collection of samples and analysis to be carried out. To deal with the new requirements, we are providing for a post of Senior Scientific Officer on combined establishment to be responsible, *inter alia*, for the efficient management of the Scientific Services Section and the supervision of all scientific activities carried out; conducting chemical and bacteriological analysis of water/wastewater, preparing and implementing procedures for quality assurance/quality control in the laboratory.
- 85.45 We are also making provision for a grade of Laboratory Assistant to be responsible, among others, for the collection of samples of water, wastewater and sludge.

#### **Senior Scientific Officer (New Grade)**

##### **Recommendation 12**

- 85.46 **We recommend the creation of a grade of Senior Scientific Officer. Promotion thereto should be made on the basis of experience and merit of officers in the grade of Scientific Officer reckoning at least four years' experience in a substantive capacity. The establishment of Scientific Officer and Senior Scientific Officer should be a combined one, that is, on promotion of the officers in the grade of Scientific Officer to that of Senior Scientific Officer, the filling of the former grade should not necessarily be effected but should be based on operational requirements.**

#### **Laboratory Assistant (New Grade)**

##### **Recommendation 13**

- 85.47 **We recommend the creation of a grade of Laboratory Assistant to be recruited from among candidates possessing the Cambridge School Certificate with credit in at least five subjects and the Higher School Certificate with a pass at Principal Level in Chemistry.**
- 85.48 Incumbent would be required to, *inter alia*, collect samples of water, wastewater, sludge and other material from any service; keep the Sample Register up-to-date and perform simple field and laboratory tests.

**Safety and Health Officer/ Senior Safety and Health Officer**

85.49 In view of the demand for more activities pertaining to welfare, the Management of the Authority has submitted that duties related to welfare of staff be included in the scheme of service of the Safety and Health Officer/Senior Safety and Health Officer. We agree with this proposal and are making appropriate provision.

**Recommendation 14**

**85.50 We recommend that the scheme of service of the grade of Safety and Health Officer/Senior Safety and Health Officer be amended to include duties related to general welfare of staff of the organisation.**

85.51 Incumbent would additionally be required to, *inter alia*, assist Management in the formulation and administration of safety, health and welfare policies; advise Management on matters related to mandatory duties; plan, organise and implement adequate safety, health and welfare measures; and ensure compliance with registration related to occupational safety, health and welfare.

85.52 The additional duties have been taken into account in arriving at the recommended salary.

**PUBLIC RELATIONS AND CUSTOMER CARE DEPARTMENT**

85.53 This Department is the prime interface between the organisation and the public. The Department attends, among others, to public complaints/queries, provides information and advice on house connection sewers, issues Notary and Building clearances and registers House Connection Applications.

85.54 At present, the Department is headed by a Public Relations Director (on contract) who is assisted by a Public Relations Officer and a Public Relations Coordinator on contract. We are restyling the grade of Public Relations Officer to a more appropriate appellation and reviewing its scheme of service and making provision for a grade of Public Relations Coordinator on the establishment of the organisation. Management may opt to fill the latter post either on a permanent basis or contractual basis based on operational needs.

**Public Relations Coordinator (New Grade)**

**Recommendation 15**

**85.55 We recommend the creation of a grade of Public Relations Coordinator. Appointment thereto should be made by selection from among holders of a post 'A' Level Degree in Communications Studies.**

85.56 Incumbent would be required to, *inter alia*, explain to the general public the importance/scope of the water projects; help in updating of data for the website; prepare, write, design and distribute brochures; prepare speeches and representations for events; and plan and coordinate activities pertaining to site visits.

**Public Relations Officer**

85.57 Today, incumbent in the grade of Public Relations Officer assumes overall responsibility of the Customer Care Unit of the Authority and is required, among others, to promote the public image of the organisation, develop public relations programmes and establish rules and procedures regulating public relations. The officer is expected to perform certain activities which are directly related to customer care mainly to deal promptly with complaints and queries, assist in public relations duties and provide advice and guidance to customers. We are, therefore, restyling the grade of Public Relations Officer and reviewing the scheme of service.

**Recommendation 16**

**85.58 We recommend that the grade of Public Relations Officer be restyled Public Relations and Customer Care Officer.**

85.59 Incumbent would, in addition, be required to, *inter alia*, register and process new applications for House Connections, deal with members of the public, conduct surveys and receive feedback from stakeholders; provide advice/assistance to customers and liaise with the Finance Section for opening of new accounts.

**85.60 The additional duties have been taken into consideration in arriving at the salary recommended for the grade.**

**INFORMATION TECHNOLOGY (IT) DEPARTMENT**

85.61 This Department is responsible for providing an integrated approach for computerising the various services of the Authority. An IT plan has been elaborated for optimum utilisation of IT tools for the efficient operations, and control and for quick decision making process. At present, the IT Unit consists of the grade of Head, Information Technology which is vacant and the grade of Information Technology Officer. To enable the Unit to attain its objectives and operate efficiently, we are reviewing the structure.

### Information Technology Manager

85.62 Presently, an Information Technology Manager is employed on a contractual basis at the Authority. Incumbent is responsible for the overall design, implementation and management of the IT Infrastructure and applications to assess and understand the business objectives of the Authority; develop and implement the IT Strategic Plans; implement and manage IT infrastructure; and ensure staff development. We are providing for a level on the establishment of the Authority.

### Recommendation 17

**85.63 We are providing for a grade of Information Technology Manager on the establishment of the organisation against abolition of the grade of Head, Information Technology. Appointment thereto should be made by selection from among holders of a post 'A' Level Degree in the field of ICT and reckoning at least four years' experience at managerial level.**

**85.64 The organisation may opt to fill the post either on contractual basis or on permanent establishment, based on operational requirements.**

### Information Technology Technician (New Grade)

#### Recommendation 18

**85.65 We recommend the creation of a grade of Information Technology Technician. Appointment thereto should be made by selection from among holders of a post 'A' Level Diploma in the field of ICT or equivalent acceptable qualification.**

85.66 Incumbent would be required to, *inter alia*, assist the Information Technology Officer in the formulation and implementation of IT plans; provide technical support to the Wastewater Management Authority's users; perform first level trouble shooting of IT Infrastructure; and assist in ensuring the smooth running of the IT infrastructure and service, in preparing training materials and carrying out training of end-users.

### Workmen Class: Polyvalent Grades

85.67 At the lower operational level, a number of employees of the manual grades provide lay services in various units of the organisation. For effective delivery of service and to facilitate a more judicious use of human resources, there is need for polyvalent grades whereby incumbents would be required to perform duties related to more than one area of activities on a daily basis.

85.68 In this context, we are restyling the grades of Wastewater Pipe Layer and Foreman, and creating a grade of Treatment Plant Worker.

**Recommendation 19**

**85.69 We recommend that the grade of Wastewater Pipe Layer be restyled Operative. Appointment thereto should, in future, be made by selection from among candidates possessing NTC Level 3 in Plumbing and Pipe Fitting together with a Driving Licence for car and van of up to 2.5 tons.**

85.70 Incumbent would additionally be required to, *inter alia*, drive vehicles of the organisation during day and night, operate wastewater equipment: pump, generator, air driven equipment, pneumatic hammer, pipe cutter and welding machine; and perform excavation, plumbing and minor masonry, painting, welding, electrical and mechanical repairs, carpentry and raising of sewer manholes works. These elements have been taken into consideration in arriving at the salary recommended.

**Recommendation 20**

**85.71 We recommend that the grade of Foreman be restyled Head Operative. Appointment thereto should, in future, be made by selection from among serving employees of the Authority holding the NTC Level 3 in Plumbing and Pipe Fitting together with a Driving Licence for car and van up to 2.5 tons and reckoning at least five years' experience in a substantive capacity.**

85.72 Incumbent would additionally be responsible, *inter alia*, for the discipline and supervision of Operatives in the execution of their work; and prepare estimates of house sewer works and connections, and of maintenance works. These elements have been taken into consideration in arriving at the salary recommended.

**Treatment Plant Worker (Shift) (New Grade)**

**Recommendation 21**

**85.73 We recommend the creation of a grade of Treatment Plant Worker (Shift) to be recruited from among candidates possessing the Certificate of Primary Education.**

85.74 Incumbent would be required to, among others, assist in the preparation of chemical at Treatment Plant and Pumping Stations; carry out excavation works in relation to house sewer connection, repairs of sewer and other civil works; clean and maintain WMA's buildings, yard, vehicles, plant and equipment; answer telephone calls and carry out messengerial duties.

85.75 The Treatment Plant Worker would be required to work on shift. This element has been taken into consideration in arriving at the salary recommended.



## Retention Allowance

85.76 As mentioned in the opening paragraph, the turnover rate in the organisation is high. This is particularly due to the environment in which officers are required to operate. To deal with this issue, we are providing for the payment of a Retention Allowance to a number of employees of the Authority.

## Recommendation 22

85.77 We recommend that incumbents in the grades listed below who are regularly exposed to foul odour and raw sewage be paid a Retention Allowance equivalent to two increments at the salary point reached in their respective salary scales subject to satisfactory performance and approval of the Responsible/Supervising Officer:

**Mechanical Engineer/Senior Mechanical Engineer (Personal)**

**Engineer (Mechanical/ Electrical)**

**Process Engineer (Wastewater Treatment)**

**Engineer Civil**

**Electrical Engineer (Personal)**

**Scientific Officer**

**Senior Scientific Officer**

**Land Surveyor**

**Senior Land Surveyor**

**Principal Draughtsman**

**Senior Technical Officer**

**Chief Works Inspector**

*formerly Chief Works Superintendent*

**Senior Works Inspector**

*formerly Senior Works Superintendent*

**Senior Draughtsman**

**Technical Officer (Civil Engineering)**

**Technical and Mechanical Officer**

**Safety & Health Officer/Senior Safety & Health Officer**

**Senior Laboratory Technician**

**Works Inspector**

*formerly Works Superintendent*

**Laboratory Technician**

**Laboratory Assistant**

**Draughtsman**

**Assistant Works Inspector**

*formerly Assistant Works Superintendent*

**Head Operative**

*formerly Foreman*

**Head Survey and Field Worker**

*formerly Head Poler*

**Laboratory Attendant**  
**Driver (Jetting Unit/Tanker)**  
**Operative**  
*formerly Wastewater Pipe Layer*  
**Gangman**  
**Driver**  
**Pipe Cleaner**  
*formerly Wastewater Pipe Cleaner*  
*Wastewater Pipe Cleaner (Mechanical Unit)*  
**Plant & Equipment Operator**  
**Tradesman's Assistant**  
**Survey Field Worker/Senior Survey Field Worker**  
*formerly Chainman*  
*Poler*  
**Treatment Plant Worker (Shift)**  
**General Worker**

85.78 We further recommend that those officers and employees in the manual grades who leave the service prior to the age of 55 should refund the totality of the Retention Allowance paid to them. Those officers who retire from the service on reaching the age of 55 or thereafter, should refund only that part of the Retention Allowance which they would have earned under this scheme after reaching the age of 55. No refund would have to be effected by an officer who retires on ground of age.

**Pattern of Work**

85.79 Technical Assistant (Electrical), Technical Assistant (Electronic/Instrumentation) and Technical Assistant (Mechanical) would be required to work on shift system. This element has been taken into consideration in determining the salaries recommended for the grades.

**85. WASTEWATER MANAGEMENT AUTHORITY**

**SALARY SCHEDULE**

<b>WMA 1</b>	<b>:</b>	<b>Rs 9600 x 200 – 10000</b> Trainee Draughtsman (New Grade)
<b>WMA 2</b>	<b>:</b>	<b>Rs 6425 x 175 – 6600 x 200 – 10200</b> General Worker
<b>WMA 3</b>	<b>:</b>	<b>Rs 6800 x 200 – 10200 x 250 – 10950</b> Treatment Plant Worker (Shift) (New Grade)

**85. WASTEWATER MANAGEMENT AUTHORITY (Contd.)**

- WMA 4 : Rs 7400 x 200 – 10200 x 250 – 11700**  
Stores Attendant  
Tradesman's Assistant (Personal to incumbent in post as at 30.06.08)
- WMA 5 : Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600**  
Office Attendant
- WMA 6 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13200**  
Pipe Cleaner  
*formerly Wastewater Pipe Cleaner*  
*Wastewater Pipe Cleaner (Mechanical Unit)*  
Plant and Equipment Operator
- WMA 7 : Rs 7800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Survey Field Worker/Senior Survey Field Worker  
*formerly Chainman*  
*Poler*
- WMA 8 : Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Driver
- WMA 9 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 14600**  
Gangman
- WMA 10 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000**  
Senior/Head Office Attendant
- WMA 11 : Rs 8400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Receptionist/Telephone Operator
- WMA 12 : Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Operative  
*formerly Wastewater Pipe Layer*

**85. WASTEWATER MANAGEMENT AUTHORITY (Contd.)**

- WMA 13 : Rs 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000**  
Driver (Wastewater Jetting Unit/Tanker)
- WMA 14 : Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 17200**  
Laboratory Attendant
- WMA 15 : Rs 12000 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 18400**  
Head Survey and Field Worker  
*formerly Head Poler*
- WMA 16 : Rs 9400 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19000**  
Word Processing Operator
- WMA 17 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600**  
Clerical Officer/Higher Clerical Officer  
*formerly Clerk*  
*Data Entry Operator*
- WMA 18 : Rs 18400 x 600 – 19600**  
Trainee Engineer
- WMA 19 : Rs 9200 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200**  
Technical Assistant (Electrical) (New Grade)  
Technical Assistant (Electronic/Instrumentation) (New Grade)  
Technical Assistant (Mechanical) (New Grade)
- WMA 20 : Rs 13500 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 20200**  
Head Operative  
*formerly Foreman*
- WMA 21 : Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Land Survey Technician (New Grade)

**85. WASTEWATER MANAGEMENT AUTHORITY (Contd.)**

- WMA 22 :** **Rs 10000 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Assistant Works Inspector  
*formerly Assistant Works Superintendent*  
Laboratory Assistant (New Grade)
- WMA 23 :** **Rs 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400**  
Senior Word Processing Operator
- WMA 24 :** **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
Assistant Financial Operations Officer  
*formerly Assistant Finance Officer*  
Assistant Procurement and Supply Officer  
*formerly Purchasing and Supply Officer*  
Executive Officer
- WMA 25 :** **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 24000**  
Draughtsman  
Laboratory Technician
- WMA 26 :** **Rs 16000 x 600 – 23200 x 800 – 24800**  
Works Inspector  
*formerly Works Superintendent*
- WMA 27 :** **Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Internal Control Officer  
*formerly Internal Controller*
- WMA 28 :** **Rs 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 26400**  
Confidential Secretary
- WMA 29 :** **Rs 17200 x 600 – 23200 x 800 – 26400**  
Financial Operations Officer  
*formerly Finance Officer*  
Higher Executive Officer
- WMA 30 :** **Rs 19000 x 600 – 23200 x 800 – 27200**  
Senior Laboratory Technician

**85. WASTEWATER MANAGEMENT AUTHORITY (Contd.)**

- WMA 31 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Human Resource Officer  
*formerly Personnel Officer*  
 Information Technology Technician (New Grade)  
 Safety and Health Officer/Senior Safety and Health Officer  
 Technical and Mechanical Officer  
 Technical Officer (Civil Engineering)
- WMA 32 : Rs 20200 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
 Senior Draughtsman  
 Senior Works Inspector  
*formerly Senior Works Superintendent*
- WMA 33 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000**  
 Senior Financial Operations Officer  
*formerly Senior Finance Officer*  
 Senior Procurement and Supply Officer (New grade)
- WMA 34 : Rs 20800 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 32500**  
 Office Superintendent
- WMA 35 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 33750**  
 Chief Works Inspector  
*formerly Chief Works Superintendent*  
 Senior Technical Officer
- WMA 36 : Rs 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 35000**  
 Principal Draughtsman
- WMA 37 : Rs 19000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Administrative Assistant  
 Land Surveyor  
 Public Relations Coordinator (New Grade)  
 Public Relations and Customer Care Officer  
*formerly Public Relations Officer*
- WMA 38 : Rs 19600 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**  
 Information Technology Officer  
 Scientific Officer

**85. WASTEWATER MANAGEMENT AUTHORITY (Contd.)**

**WMA 39 : Rs 21400 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**

Accountant  
Internal Auditor

**WMA 40 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 40000**

Electrical Engineer (Personal to officers in post as at 30.06.08)  
Engineer (Civil)  
Engineer (Mechanical/Electrical)  
Engineer (Mechatronics) (New Grade)  
Process Engineer (Wastewater Treatment)

**WMA 41 : Rs 22000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 45000**

Mechanical Engineer/Senior Mechanical Engineer (Personal to officers in post as at 30.06.08)

**WMA 42 : Rs 30000 x 1250 – 45000**

Information Technology Manager  
Secretary to the Board  
Senior Engineer (Civil)  
*formerly Assistant Works Manager (Civil)*  
Senior Engineer (Mechanical/Electrical)  
Senior Land Surveyor (New Grade)  
Senior Scientific Officer (New Grade)

**WMA 43 : Rs 37500 x 1250 – 50000**

Administrative and Human Resource Manager  
Financial Manager  
Laboratory Manager  
Works Manager (Civil)  
Works Manager (Mechanical & Electrical)

**WMA 44 : Rs 42500 x 1250 – 50000 x 1500 – 56000 x 2000 – 60000**

Divisional Manager

**WMA 45 : Rs 66000**

Deputy General Manager (Administration)  
Deputy General Manager (Technical)

**WMA 46 : Rs 80000**

General Manager

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## PRIVATE SECONDARY SCHOOLS

1. Private Secondary Schools provide education to some 77000 students in Mauritius and Rodrigues. At present, there are a total of 110 registered schools of which four are found in Rodrigues. Ninety five of these schools operate on a full grant-in-aid system and one on a partly grant aided system. Classes up to Cambridge Higher School Certificate are run in 47 of the fully grant-aided schools while 48 of them provide education up to the Cambridge School Certificate. Seventy Seven Secondary Schools are also offering pre-vocational education. Their teaching and non teaching personnel are recruited by Managers of the schools. Today, the establishment size of teaching and non teaching staff stands at around 4000 and 1600 respectively. Some members of the school staff work on a part-time basis.
2. In the 2003 PRB Report, appropriate recommendations were made for staff of the Private Secondary Schools in line with the reforms in the Education Sector. Thus certain schemes of service were amended, a new grade created and specific conditions of service as applicable to teaching staff of the Civil Service were recommended to attain the objectives of the reforms.
3. For the benefits of students and the society at large, homogeneous secondary education has in principle to be dispensed in a uniform manner. The trend for alignment of conditions of service, salaries, qualifications and competencies of Private Secondary Schools with State Schools employees began with the recommendations of the 1987 PRB Report and continued with those of the subsequent Reports of the Bureau. We are in this Report improving on the principle of uniformisation of salaries and conditions of service of employees of the Private Secondary Schools with those of the State Secondary Schools and are making additional recommendations in that direction.

### **Education Officer, Private Secondary Schools**

4. To be in line with the recommendations made for the State Secondary Schools and as per the submissions of the Ministry of Education and Human Resources, we are hereunder making appropriate provisions for the grades of Education Officer, Deputy Rector and Rector in the Private Secondary Schools.

### **Recommendation 1**

5. **We recommend that:**
  - (i) **the grade of Education Officer, Private Secondary Schools be restyled Educator (Private Secondary Schools) and as from 1 July 2010, the possession of an Educator's Licence, awarded by the Mauritius Institute of Education, shall also be a requirement for appointment to the grade. As from a date after 2010 to be decided**



by the Ministry of Education and Human Resources, the Post Graduate Certificate in Education or equivalent shall be a requirement for the grade;

(ii) the Educator (Private Secondary Schools) would be required to teach during 30 periods in a week, one or more subjects relating to his academic qualifications and work up to 1500 hours. This provision has been taken into consideration in arriving at the remuneration package and would take effect as from 1 August 2008.

6. Incumbents in the grade of Educator (Private Secondary Schools) would also be required, to prepare scheme and weekly plan of work in respect of subjects taught; conduct examination and mark scripts; attend training courses during school vacation; carry out continuous assessment, conduct extension classes, take charge of laboratories, workshops or specialised rooms; organise and participate in extra curricular activities; assist the school administration in attending to problems of discipline (including students' absenteeism), parents' queries and qualms; ensure the overall development of students – intellectual, emotional and moral; maintain discipline inside the classroom and within school premises and act as form master and section leader as and when the need arises.
7. These duties have been taken into account in arriving at the salaries recommended for the grade.

## **Recommendation 2**

8. We also recommend that:

(i) Educators (Private Secondary Schools) *formerly Education Officer, Private Secondary Schools* satisfying the requirement to cross the QB and performing the additional duties mentioned at paragraph 6, should on reaching the top salary point Rs 40000 be allowed to move incrementally in the master salary scale up to salary point of Rs 43750 provided that (a) they have drawn their top salary for a year and (b) have been consistently efficient and effective in their performances during the preceding two years and have not been adversely reported upon on grounds of either performance or misconduct. The grant of any increment under this provision shall take effect as from 1 July 2009. As from that date, officers concerned drawing salary of Rs 41250 and above, by virtue of any provision, shall be eligible for all the benefits linked to that salary point, subject to provision at paragraph 18.2.26 (iii) of Volume I of this Report concerning renewal of car; and

- (ii) the Private Secondary Schools Authority should, in consultation with the Ministry of Education and Human Resources, set up an appropriate mechanism to give effect to the above recommendation.

**Recommendation 3**

**9. We additionally recommend that:**

- (i) candidates possessing a post 'A' level degree or a post SC degree together with a Master's degree or a Post Graduate Certificate in Education and who are appointed Educator (Private Secondary Schools *formerly Education Officer, Private Secondary Schools*) should join the recommended salary scale at salary point Rs 19000. Educators (Private Secondary Schools) possessing a diploma or a post SC degree and drawing less than Rs 19000 should on obtention of the qualifications required to cross the Qualification Bar (QB) be allowed to join the recommended salary scale at salary point Rs 19000.
- (ii) the monthly allowance of Rs 1200 payable to Educators (Private Secondary Schools) not possessing the qualifications 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 1800 monthly. On obtaining the qualifications required to cross the QB, Educators (Private Secondary Schools) would be eligible to salary point arrived at after adding the allowance to the basic salary or to draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary or Rs 19000 whichever is the higher.

**Deputy Rector**

**Rector**

**Recommendation 4**

**10. We further recommend that:**

- (i) appointment to the grade of Deputy Rector should be made by selection from among Education Officers, Private Secondary Schools now restyled Educator (Private Secondary Schools) possessing a Post Graduate Certificate in Education and reckoning at least five years' teaching experience or Education Officers, Private Secondary Schools now restyled Educators (Private Secondary Schools) reckoning eight years' teaching experience; and

- (ii) **appointment to the grade of Rector should, in future, be made by selection from among Deputy Rectors possessing a Post Graduate Certificate in Education and reckoning at least five years' experience in a substantive capacity and from among candidates holding a Post 'A' Level Degree in Management or Education along with a Master's Degree in Educational Leadership and Management or an equivalent acceptable qualification with 10 years' proven experience at Senior Technical/Management Level. As from 1 July 2013, the Diploma in Management or Education Management shall be a requirement for Deputy Rectors to be appointed as Rector.**

### **Head of Department**

11. At present the monthly allowance payable to a Head of Department in schools teaching up to Higher School Certificate is Rs 960 whereas the allowance payable to a Head of Department in a school teaching up to School Certificate is Rs 660. Payment of these allowances is conditional upon the Departments having at least two full-time teachers. The duties of Head of Department are assigned to the seniormost fully qualified Education Officer in the discipline. However, Education Officers who are assigned the duties of Head of Department in Scarcity Areas are paid an allowance of Rs 960 monthly, though they may not possess the qualifications required to cross the QB.
12. **We are maintaining the above provisions and are revising the allowances as hereunder:**

<b>Head of Departments</b>	<b>Monthly Allowance (Rs)</b>
In Schools teaching up to SC	<b>800</b>
In Schools teaching up to HSC	<b>1150</b>
In Scarcity Areas (though not possessing the qualifications required to cross the QB)	<b>1150</b>

### **Teaching Periods for Head of Departments**

13. Head of Departments are required to teach up to 26 periods out of 28 per week and are thus unable to devote enough time to effectively perform the functions of Head as such. We are making appropriate recommendation to address the issue.

### **Recommendation 5**

14. **We recommend that the number of teaching periods for Head of Departments be reviewed to a maximum of 25 per week.**

## **Allowances**

### **Section Leader**

15. Representations have been received for the payment of an allowance to Educators (Private Secondary Schools) *formerly Education Officers, (Private Secondary Schools)* who are assigned the duties of Section Leader.

### **Recommendation 6**

16. **We recommend that an Educator (Private Secondary Schools) *formerly Education Officer, Private Secondary Schools*, who is assigned the duties of Section Leader, should be paid an allowance equivalent to one increment at the point reached in the salary scale. The total emoluments of the officer should, however, not exceed the maximum salary of the grade.**

### **Principals Redeployed in MEDCO**

17. In pursuance of a decision of the High Powered Committee (HPC) chaired by the Secretary to Cabinet and Head of the Civil Service that all Private Secondary Schools should be headed by a Rector, employees in post of Principal had joined the relevant salary scale of Rector at the point they had reached in the salary scale of Principal, subject to a minimum salary of Rs 28,000. However, Principals who had been redeployed in MEDCO following the closure of some Private Secondary Schools did not benefit from this recommendation. We are making a corrective recommendation in that respect.

### **Recommendation 7**

18. **We recommend that Principals of Private Secondary Schools who were redeployed to MEDCO following the closure of those schools, should join the relevant scale of Rector at the point they have reached in the salary scale of Principal, subject to a minimum salary of Rs 41250. This recommendation should take effect from 1 July 2008.**

### **Services of Educational Psychologist and Safety and Health Officer/Senior Safety and Health Officer**

19. It has been represented that Private Secondary Schools are not benefiting from the services of Educational Psychologists and Safety and Health Officer/Senior Safety and Health Officers as opposed to State Secondary Schools.

### **Recommendation 8**

20. **We recommend that necessary arrangements should be made by the Private Secondary Schools Authority (PSSA) after consultation with the Ministries concerned so that Private Secondary Schools may avail themselves of such services on a needs basis.**

### **General Attendant**

21. In the 2003 PRB Report, certain provisions were made to compensate General Attendants who possessed additional qualifications and worked exclusively in the Laboratory. We are maintaining those provisions.

### **Recommendation 9**

22. **We recommend that General Attendants who:**
- (a) **possess at least a Pass in Biology or Chemistry or Physics obtained at the Cambridge School Certificate or at the General Certificate of Education “Ordinary Level”;**
  - (b) **work exclusively in the Laboratory; and**
  - (c) **have reached the top salary of the scale be allowed to proceed incrementally up to salary point Rs 17200 in the master salary scale.**

### **Discipline**

23. **Discipline within the school compound should be the concern of all the staff. Every member should participate actively to continuously maintain the highest level of discipline at school. In situations of unruliness and disorderliness, they should act proactively and collectively to restore discipline immediately.**

### **Incremental Date**

24. Currently, the incremental date for teaching and non-teaching staff of the Private Secondary Schools is 1<sup>st</sup> January.
25. **We are, in this Report, maintaining 1<sup>st</sup> January as incremental date for the staff of Private Secondary Schools.**

### **Part Time Teachers**

26. The present arrangement for the remuneration and other benefits accruing to part-time teachers is maintained.

### **Conditions of Service**

27. All conditions of service recommended at Chapter 18 of Volume I of the Report should be applicable to all approved teaching and non-teaching staff.

### **Private Secondary Schools Staff Pension Scheme**

28. Employees of the private secondary schools are generally governed by the Private Secondary Schools Staff Pension Scheme managed and administered by the State Insurance Company of Mauritius (SICOM). Details of the scheme currently in force with regard to contribution, retirement age, computation of the amount of pension and qualifying period to benefit for full pension are given in the ensuing paragraphs.

29. An employee of the private secondary schools contributes the difference between 5% of his pensionable salary or redundancy allowance and the contributions payable by him to the National Pension Scheme (NPS). An employee who reckons service prior to 1 July 1978 (for teaching staff of confessional schools), 1 January 1987 (for teaching staff of profit-making private secondary schools) and 1 July 1989 (for non teaching staff of schools) pay an additional contribution between 0.5% to 3% of pensionable salary/redundancy allowance based on service as from the age of 27 or date of joining service, whichever the later. The Private Secondary Schools Authority (PSSA) contributes twice his share of contribution. Special contributions may also be payable by the Authority if required and as recommended by the actuary.
30. An employee of the private secondary schools should retire on attaining normal retirement age i.e. age 60, but has a right to retire at the age of 55. However, on the approval of the PSSA upon recommendation of the employer, he may retire at the age of 50. He may also retire on medical ground or on abolition of office or any cause approved by the PSSA upon recommendation of the employer.
31. The accrual rate of pension is  $1/600^{\text{th}}$  for each month of service limited to 400 months. The normal qualifying period to benefit from full pension is  $33\frac{1}{2}$  years (400 months) of pensionable service.

**Modified Pension Scheme for the Private Secondary Schools Staff**

32. In line with the single modified Defined Benefit (DB) Pension Scheme applicable to all officers of the public sector with effect from 1 July 2008, the existing pension scheme for employees of the private secondary schools would be modified likewise and would be in operation as from the same date. The modified pension scheme would be a contributory one, run on a Pay As You Go (PAYG) basis. Under the modified scheme, the normal pension age would be 65 years instead of 60 and the amount of pension would be computed at the rate of  $1/690^{\text{th}}$  instead of  $1/600^{\text{th}}$  of annual pensionable emoluments on retirement for every month of pensionable service, subject to a maximum of  $460/690^{\text{th}}$  (instead of  $400/600^{\text{th}}$ ).
33. The salient features of the modified pension scheme for private secondary schools' employees are elaborated upon hereunder.

**Contribution**

**Retirement Age**

**Accrual Rate and Qualifying Period**

**Recommendation 10**

34. We recommend that an employee of the private secondary schools should contribute the difference between 6% of his pensionable salary rounded to the nearest rupee or redundancy allowance and the contributions payable by him to the National Pension Scheme. The existing arrangement for service prior to respective commencement date of scheme is maintained. The Private Secondary Schools Authority (PSSA) should contribute the balance of the cost of the scheme.
35. The normal retirement age of an employee would be 65 years but employees would have the right to retire at the age of 60. On approval of the Private Secondary Schools Authority upon recommendation of the employer, an employee may retire at the age of 55.
36. The amount of pension would be computed at the rate of 1/690<sup>th</sup> of pensionable emoluments on retirement for every month of pensionable service, subject to a maximum of 460/690<sup>th</sup>.
37. The normal qualifying period to benefit from full pension for employees would be 38  $\frac{1}{3}$  years (460 months).

**Transitional Arrangements**

38. We provide hereunder details of the transitional measures relating to (i) retirement age and (ii) accrual rate for employees in post as at 30 June 2008.

**Transitional Provisions – Retirement Age**

39. As the different age criteria in respect of retirement have now been reviewed, with the implementation of the modified pension scheme, we are making transitional provisions for employees in post as at 30 June 2008.

**Recommendation 11**

40. We recommend that the normal retirement age of employees in post as at 30 June 2008 should gradually be raised from 60 to 65 years in accordance with Table I.
41. We also recommend that the optional retirement age of employees in post as at 30 June 2008 (i.e. the age at which employees can leave the service without seeking permission) which stands at 55 be gradually raised from 55 to 60 years in accordance with Table II.

42. **We further recommend that the retirement age of employees (who retire with approval of the Authority) in post as at 30 June 2008 which stands at 50 be gradually raised from 50 to 55 years in accordance with Table III.**
43. Table I to Table III are given at the end of Chapter 19: Retirement and Retirement Benefits – New Pension Scheme for the Public Sector in Volume I of this Report.

#### **Transitional Provision – Accrual Rate**

44. **The retirement benefits of employees in post as at 30 June 2008 would continue to be computed on the basis of the provisions in force.**

#### **Discounted Salaries for Employees not Opting for Pension Reforms**

45. For employees, if any, who wish not to opt for the modified pension scheme but instead opt for the pension arrangements in force prior to the coming into effect of this Report, **the new salary structures recommended would be implemented at a discounted rate and employees would be eligible to 92% of the salary recommended.**

#### **Pensions in Payment**

46. At present, the pensions in payment of retired employees of private secondary schools are increased each year by 3%. Contrary to public sector employees, the pensions of these retired employees are not indexed to variations in current salaries of same grades. Representations have been received to align the pensions in payment of retired employees of the Private Secondary Schools with those of their Civil Service counterparts.
47. In the context of this Review, we have pursued further the harmonization of conditions of service of employees of Private Secondary Schools with those obtaining in the Public Sector. We are making appropriate recommendations regarding the pensions of employees who would retire after 01 July 2008. We have also considered sympathetically the case of those extant retirees and are of the view that, in the first instance, a financial assessment exercise needs to be undertaken to gauge the financial implications of indexing their pensions on the salary recommendations contained in the 2008 PRB Report.

#### **Recommendation 12**

48. **We recommend that:**
- (i) **pensions in payment in respect of employees of Private Secondary Schools opting for the Modified Pension Scheme and who would retire after 01 July 2008, be recomputed following every major pay review in line with provisions for officers in the Public Service; and**



- (ii) the Private Secondary Schools Authority in consultation with the SICOM work out the financial implications of extending the above recommendation to employees who retired before 01 July 2008, and the matter be referred back to the Bureau through the appropriate channel together with the views of the Ministry of Education and Human Resources and those of the Ministry of Finance and Economic Development, for an appropriate recommendation.

### **Vacation Leave**

49. Provisions for vacation leave of the teaching staff have been made at Chapter 18.4 of Volume I.

### **Recommendation 13**

50. We also recommend that officers in post as at 30 June 2008
- (i) may be allowed to enjoy up to a maximum of 19 days vacation leave, during term time subject to the exigencies of the service.
  - (ii) who have not taken advantage of the annual vacation leave during term time in a calendar year may be allowed to accumulate 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 their leave prior to retirement they will be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.
51. We further recommend that notwithstanding the provision of paragraph 50 (i) above, application for vacation leave in excess of the normal 19 days entitlement during term time, may, subject to the exigencies of the service, be considered favourably in the following circumstances:
- (i) for medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment cannot be dispensed locally;
  - (ii) for convalescence purposes following depletion of the officer's sick leave accumulated in "bank";
  - (iii) immediately after maternity leave entitlement;
  - (iv) attending to the graduation ceremony of an immediate member of the family abroad;
  - (v) for the wedding of the officer or the officer's children;
  - (vi) proceeding on pre-retirement leave;
  - (vii) for any other case, once in the officer's career.

52. **We also recommend that:**
- (i) **vacation leave should not be granted during the third term; and**
  - (ii) **employees joining the teaching profession as from 1 July 2008 would be eligible for vacation leave during term time only in the circumstances under paragraph 51 (i) – (vii) above. This condition of service has been taken into account in working out the revised initial salary of the grade.**
53. **The term “immediate member of the family”, for the purpose of paragraph 51 (i) and (iv), is deemed to mean the officer’s father, mother, spouse, or children.**
54. **We also recommend that members of the teaching personnel should compulsorily attend to training courses/seminars, talks, workshops organised during school vacation.**

#### **Casual Leave**

55. Under the present provisions, officers are eligible for 11 working days of casual leave in a year. Such leave when not utilised, are neither refunded nor carried forward.
56. In view of the specificities in the education sector and for the least disturbance in the proper running of the institution during term time, we are providing incentives to induce the teaching personnel to contain their casual leave usage.

#### **Recommendation 14**

57. **We recommend that members of the teaching profession should be refunded annually their unutilised casual leave up to a maximum of 10 days, at the rate of 1/88 of their last monthly salary in the corresponding year. This recommendation should take effect as from 1 January 2010.**

#### **Roster System for Non-Teaching Staff**

58. The staff side has represented that during the Easter, August and November/December school vacations, employees in the non-teaching category have relatively less work in the absence of pupils and teachers.

#### **Recommendation 15**

59. **We recommend that, subject to the exigencies of the service, Managers of Private Secondary Schools could consider the advisability of setting up a roster system for the non-teaching staff to attend school during school vacations.**

**Protective Items**

60. It has been represented that protective items are not issued to employees of the Private Secondary Schools though they are exposed to bodily injuries and/or bad weather in the performance of their duties.

**Recommendation 16**

61. We recommend that Managers of Private Secondary Schools should make the necessary arrangements for the provision of protective clothing/equipment to employees in approved grades whose nature of work warrants the wearing of same.

**PRIVATE SECONDARY SCHOOLS**

**SALARY SCHEDULE**

<b>PSS 1</b>	<b>:</b>	<b>Rs 7200 x 200 – 10200 x 250 – 10950</b> General Worker/Caretaker Sanitary Attendant
<b>PSS 2</b>	<b>:</b>	<b>Rs 7600 x 200 – 10200 x 250 – 11700 x 300 – 12000</b> Handy Worker (Special Class)
<b>PSS 3</b>	<b>:</b>	<b>Rs 7600 x 200 – 10200 x 250 – 11700 x 300 – 12300</b> Handy Worker/Groundsman/Gardener (Personal to officers in post at 30.06.98)
<b>PSS 4</b>	<b>:</b>	<b>Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600</b> Gardener
<b>PSS 5</b>	<b>:</b>	<b>Rs 8600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000</b> General Attendant
<b>PSS 6</b>	<b>:</b>	<b>Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 19600</b> Clerk/Word Processing Operator Library Clerk
<b>PSS 7</b>	<b>:</b>	<b>Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 20800</b> Library Clerk (Personal to officers in post at 30.6.93)

**PRIVATE SECONDARY SCHOOLS (Contd.)**

- PSS 8 : Rs 12300 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 22000**  
College Clerk
- PSS 9 : Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 21400 QB 22000 x 600 - 23200 x 800 - 26400**  
Grade II Teacher (Others) (Personal)
- PSS 10 : Rs 10950 x 250 – 11700 x 300 – 13800 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 - 26400**  
Grade II Teacher (Personal)
- PSS 11 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 29000**  
Grade I Teacher (Personal)  
Library Officer
- PSS 12 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 27200 QB 28000 x 1000 – 30000 x 1250 – 40000**  
Educator (Private Secondary Schools)  
*formerly Education Officer, Private Secondary Schools*
- PSS 13 : Rs 14200 x 400 – 15000 x 500 – 16000 x 600 – 23200 x 800 – 28000 x 1000 – 30000 x 1250 – 31250 QB 32500 x 1250 - 40000**  
Educator (Private Secondary Schools) (Personal to holders of post as at 30.06.03)  
*formerly Education Officer, Private Secondary Schools*
- PSS 14 : Rs 29000 x 1000 – 30000 x 1250 – 47500**  
Deputy Rector
- PSS 15 : Rs 40000 x 1250 – 50000 x 1500 – 54500**  
Rector

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