



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

PRB
REPORT 2016



VOLUME
2
PART II

**PARASTATAL &
OTHER STATUTORY BODIES
AND
THE PRIVATE SECONDARY SCHOOLS**

PAY RESEARCH BUREAU
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THIS PART IS A CONTINUATION

OF

VOLUME 1

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MASTER SALARY CONVERSION TABLE

Annex

PARASTATAL BODIES

INTRODUCTION

1. Parastatal Bodies (PSBs), set up by specific Acts of Parliament, are organisations which form part of the Public Sector. They are of utmost importance to the economy and social development of the country. Hence, they are involved in economic, social, commercial, agricultural, environmental and cultural activities.
2. The Act under which each Parastatal Body operates sets the legal framework and parameters for its operation. PSBs shall conduct their activities in a sustainable and responsible manner with great awareness of their responsibilities, with great transparency and fairness in accordance with the principle of good governance as well as other principles applicable to their lines of business. Their operations are subject to the scrutiny of Parliament.
3. Parastatal Bodies operate as autonomous bodies under the umbrella of a ministry and have their own goals and objectives. They are seen as the Executive arm of government to support and promote government vision and to implement its national policy. Each PSB is managed by a Board of Directors, appointed by the Government, which sets the policies and directions of its operations. The Board appoints the Chief Executive under different types of denomination according to the Act which can be Director, Director General, General Manager or Secretary and who is responsible for the day-to-day management of the organisation. The parent Ministry is represented on the Board by a Desk Officer who is the effective link between the Ministry and the organisation and whose role is to ensure proper application/implementation of Government's policy for the economic, social and technical development of the Country.
4. Over the years the number of PSBs under the purview of the Bureau has kept changing. While some PSBs have opted not to be covered by the PRB, others have joined in and still others have expressed their interests to be under the ambit of PRB. Recently, to be in line with the policy of the government, a number of PSBs has been merged and integrated into one single organisation. As at today, the Bureau reports on 92 Parastatal Bodies and the Private Secondary Schools. A list of the PSBs covered by this Report is given in the Table of Contents.
5. At the very outset, when meetings were being held, Management, Members of Federations as well as Union Members were apprised of the theme of the 2016 Report: "Transformation of the Public Sector for enhanced service delivery to meet citizens' needs, non-citizens' needs and other stakeholders needs as well". They were explained that transformation would be carried out at three (3) levels: institutional, organisational and employees. The concept of transformation is to place organisations at a higher level of service delivery to meet the needs of the

users of public service. Transformation would also give organisations a competitive edge.

6. During consultations with Management, Federations of Unions and Union Representatives, members were requested to expose on the mandate of their organisations and identify organisational problems that are impeding on their performance. The demands received relate to review of organisational structures, upgraded pay structure and improved conditions of service. As regards the latter the requests concern mainly for an upgrading of qualification requirements, compensation for additional work and working regularly odd hours and eligibility for duty remission, among others.
7. In the context of this Report, the Bureau has carried out an in-depth study of management submissions, unions representations and proposals from each Parent Ministry. We have also scrutinised all newly written Job Description Questionnaires and examined anew all schemes of service and where necessary taken on board our observations and findings during our visit conducted on sites of work. After careful consideration of the above, taking into account the specificity of each PSB and bearing in mind the theme of our Report, the Bureau has come up with recommendations on organisation structures and conditions of employment to render them more efficient and effective thereby enabling the PSBs to deliver on their mandates successfully.
8. The Bureau has also, while dealing with individual parastatal organisation in the respective chapter, defined and spelt out clearly the goals, objectives and future orientations of each organisation and where justified provide solutions in terms of review of organisation and pay structures and specific conditions of service.
9. With regard to Organisation Structures in PSB we have, after examination of the submissions and following discussions with all parties including the parent Ministry, provided for appropriate levels matching their needs and their functions for effective delivery of service. We have also given due consideration, wherever desirable, to delayering of structures and merging of grades for speedy decisions to respond quickly to the demands of the new environment while ensuring adequate career progression for employees. Grades which have remained vacant and where their functional needs are no more justified are being abolished.
10. As regards the pay structure, we have reviewed the pay levels in line with the general framework retained for this review exercise.

Pertinent Issues

Schemes of Service

11. The scheme of service which is a legal document contains important information such as the title of the grade, salary, qualifications, experience and the duties. The procedures for prescription/review of scheme of service comprise various steps among which one is consultation with Staff Associations/Federations of Unions.
12. In the memorandum submitted by the Federation of PSB, representation has been made to the effect that in some organisations schemes of service are being reviewed without any consultation with Unions/Federations and the employees concerned thereby leading to strained industrial relations. To avoid such a situation, the Bureau is of the view that the practice for prescription/review of schemes of service should be followed. To harmonise and streamline the process of scheme of service, the Ministry of Civil Service and Administrative Reforms has come up with a guideline on scheme of service describing the steps for their prescription.

Recommendation 1

13. **We recommend that all the Parastatal Bodies should follow strictly the established procedures mentioned in the guidelines for prescribing/reviewing schemes of service.**
14. **Where the qualifications, duties and responsibilities of grades in Parastatal Bodies have been aligned on those of corresponding levels in the civil service, the schemes of service of these grades should, wherever relevant, be amended along the same lines of their counterparts in the Civil Service.**

Human Resource Planning

15. Consultation feedback in the context of this review exercise has revealed divergent views and reservations expressed regarding non-attainment of the objectives of different parastatal bodies in recent years. While some are of the view that the main cause of this problem is due to inadequacy of staff and non-filling of vacancies, others argue that there has been in some cases a general proliferation of grades with no clearly defined line of responsibility and which have not been properly utilised. Others believe also that the Boards which have responsibility of recruitment have not been properly advised or guided.
16. The Bureau has made an in-depth study of the issue after considering the views of the Unions, Staff Associations, Management and various press articles. We are of the view that PSBs should put in place a mechanism to determine the number and types of employees they need to meet their mandate. We are, therefore, advocating the introduction of the Human Resource Planning to assist Management to resolve the Human Resource issues.

17. An HR Plan aims at effective resourcing to ensure provision of enough people in the right place with the right skills to deliver the organisation's mandate. If properly used, the HRP tool could maximise utilisation of Human Resources in the whole organisation.

Recommendation 2

18. **We recommend that organisations of Parastatal Bodies should mandatorily carry out a Human Resource Planning exercise to ensure the right size of Human Resources with the right qualifications to meet effectively the requirements of their mandate.**

Rationalisation of the General Services

19. In the 2008 PRB Report the two polyvalent grades of Officer and Senior Officer were created in the Civil Service whereas in very few Parastatal Bodies the two grades were established along similar lines as in the Civil Service.
20. In the 2013 PRB Report, following unanimous and widespread representations, from all stakeholders as regards the job appellations, the grades of Officer and Senior Officer in the Civil Service were restyled General Services Officer and General Services Executive respectively. However, the EOAC Report again restyled the two grades to Management Support Officer and Office Management Assistant.
21. The EOAC also recommended that the new structure for the General Services cadre comprising the grades of Management Support Officer and Office Management Assistant be extended to PSBs. To that end, the Committee recommended the creation of the grade of Management Support Officer and Office Management Assistant on the establishment of all parastatal organisations, on a needs basis and depending on organisational requirements only.
22. In the context of this report, both the Federation of PSBs and individual unions have submitted that despite the fact that recommendations have been made and that there are needs for the grades of Management Support Officer and Management Support Assistant, these grades have so far, for various/different reasons, not been created on the establishment of all PSBs. The Federation as well as the Unions have requested for a complete alignment of the general services in PSBs to those existing in the Civil Service.
23. After careful examination of the submissions of the Federation and of all the Unions and taking into consideration that Parastatal Bodies differ from one organisation to another, depending on the nature of their functions and objectives, a complete alignment of the general services as in the Civil Service is not technically possible. However, in light of the re-engineering of the structure of the general services in the civil service, **we are, in this report, bringing the**

following changes to the structure in PSBs for an alignment to the extent possible:

- (i) in organisations where the grade of Management Support Officer is the first level in the General Services Cadre, we are creating a new grade of Clerical Officer. Appointment thereto should be made by selection from among candidates who:
 - (a) possess the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or an equivalent qualification;
 - (b) possess 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 equivalent qualification; and
 - (c) are computer literate.
- (ii) in organisations where the grade of Executive Officer exists, it is being made evanescent and we are making provision for a new grade of Management Support Officer.

24. The Bureau recommends that:

- (i) in future, appointment to the grade of Management Support Officer should be made by selection from among officers in the grades of Clerical Officer, Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator;
- (ii) appointment to the grade of Office Management Assistant should, henceforth be by selection from among officers in the grades of Executive Officer (Personal) and Management Support Officer reckoning four years’ service in the cadre;
- (iii) consequent to the changes brought, necessary amendments should be made to relevant schemes of service; and
- (iv) organisations which do not have the grade of Office Management Assistant on their establishment may, on a needs basis and depending on operational requirements, create the grade by proceeding through the normal procedure adopted for creation of a new level.

Training and Development

25. We are, in this Report, putting emphasis on continuous training and development of employees to ensure upgradation of knowledge, upskilling and acquisition of new skills and competencies for continuous improvement in service delivery. To this end, organisations should give an increased attention to learning and development of employees, build its required capacity to deliver on their mandates.

Training for Officers in the General Services

26. As in the past reports, the Bureau is making provision for appropriate relevant and work related courses for officers of the general service to keep them abreast of new development in their fields and developed their skills and competencies for improved service delivery.

Course for Management Support Officer

Recommendation 3

27. **We recommend that the Ministry of Civil Service and Administrative Reforms, in consultation with the parent Ministry and Parastatal Organisations, should mount and run appropriate training programmes with the Civil Service College for incumbents in the grade of Management Support Officer to render them skilled and polyvalent.**

Office Management Course for Office Management Assistant

Recommendation 4

28. **We recommend that the Ministry of Civil Service and Administrative Reforms, in consultation with the parent Ministry and Parastatal Organisations, and in collaboration with the Civil Service College mounts the Award Course in Office Management for incumbents in the grade of Office Management Assistant in PSBs.**
29. **We further recommend that, on successful completion of the course, incumbents in the grade of Office Management Assistant should be granted one increment, subject to the top salary of the grade.**

Advanced Course in Effective Office Management and Supervision for Higher Executive Officer

Recommendation 5

30. **We recommend that the Ministry of Civil Service and Administrative Reforms, in consultation with the parent Ministry and Parastatal Organisations, and in collaboration with the Civil Service College mounts the course on Effective Office Management and Supervision for incumbents in the grade of Higher Executive Officer in Parastatal Organisations.**

31. We further recommend that Higher Executive Officers who have successfully completed the Advanced Course in Effective Office Management and Supervision, on reaching the top of their salary scale, be allowed to move incrementally up to salary point Rs 42325 in the master salary scale provided they:
- (i) have drawn the top salary for a year;
 - (ii) have been efficient and effective in their performance during the preceding year; and
 - (iii) are not under report.

Advanced Secretarial Course

32. At present Confidential Secretaries in the Civil Service follow the Advanced Secretarial Course which the MCSAR, in collaboration with the University of Technology, Mauritius organises. After successful completion of the course, they are granted one increment, subject to the top salary of the grade. Where an officer has successfully completed the Advanced Secretarial Course after having reached the last point in the salary scale, the incumbent is paid a non-pensionable lump sum equivalent to twelve times the value of the last increment drawn. The EOAC has recommended that this provision be extended to Confidential Secretaries of PSB. We are maintaining this arrangement.

Recommendation 6

33. We recommend that the MCSAR in consultation with the Civil Service College make arrangements for Confidential Secretaries of PSBs to follow the Advanced Secretarial Course.
34. We further recommend that on successful completion of the course, Confidential Secretaries should be granted one increment subject to the top salary of the grade. In case the course is successfully completed after reaching the last point in the salary scale, the officer should be granted a non-pensionable lump sum equivalent to twelve times the value of the last increment drawn.

Executive Assistant – formerly employed by the Development Works Corporation (DWC)

35. With the closure of the DWC, Executive Assistants were posted/transferred in different Ministries/Departments. In the last Report those Executive Assistants of the former DWC, who had reached the top salary were allowed to move in the salary scale of Rs 20675 x 750 – 29675 x 900 – 34175 x 1200 – 35375. We are making similar provision.

Recommendation 7

36. We recommend that Executive Assistants of the former DWC having reached their top salary should be allowed to move in the salary scale of Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 wherever they have been posted/transferred. Management should ensure that such officers are entrusted responsibilities commensurate to their position.

Reform Cells in Parastatal Bodies

37. The EOAC, when making recommendations that each Ministry and Department re-activates the Reform cells to coordinate with the Public Sector Re-engineering Bureau and the Project Management and Delivery Unit in a more pro-active and efficient manner, has also made recommendation that the office of the Public Sector Governance ensures that Reform Cells be initiated in all Parastatal Bodies to review individual structures, human resource utilisation and their scope of activities. This has not been put in place and the Bureau is, therefore, making recommendation for the setting up of Reform cells in PSBs.

Recommendation 8

38. We recommend that Management in Parastatal Organisations should set up, with the assistance of the parent Ministry, Reform cells in their organisations to co-ordinate and monitor all approved reform programmes. Their assignment should be aligned with those of the Reform cells in Ministries and Departments as set forth at in Volume 1. The Reform cells should be chaired by the Chief Executives.

Performance Management System (PMS)

39. The Bureau has received representations from Federations that in PSBs Performance Management System (PMS) has not taken off as expected when compared to the Civil Service where it has already reached a long way. During discussions with the Federations as well as Unions, it has been found that the reason for such a situation is that no training has been imparted to officers in the implementation of the whole process of PMS and this having delayed its implementation. We are, therefore, making provision for the necessary training which we believe is essential for an effective PMS System.

Recommendation 9

40. We recommend that Ministries should make the necessary arrangement to provide training on PMS to officers in the PSBs falling under their aegis. They may also contact the PMS Unit of the MCSAR for guidance and support and for the delivery of training.

Parastatal Body Service Commission

41. Among the demands made in the memoranda submitted to the Bureau as regards Parastatal Bodies, there is also the request to consider the setting up of a Parastatal Body Service Commission (PSBSC).
42. Members of Federations have submitted that PSBs do not have a structured and harmonised way of recruiting employees. They have also stated that employees in the grade of General Worker and in other grades, are often recruited on a casual basis and remained in this position for long periods which is not conducive to effective service delivery.
43. The Bureau has examined the above issue and considers that although the request to have a Parastatal Body Service Commission appears to be plausible, the issue should be discussed and taken at the level of Government.

Digitisation

44. For Public Sector Organisations across the world, the pressures for improved efficiency during the past decades are now accompanied by an equally strong need to revolutionise service delivery to create solutions that better meet citizens' needs. Public Sector organisations are attempting a transition from closed, top-down, bureaucratic, and paper-based transactional models towards online, integrated digital offerings that encourage a new kind of interaction between citizens and the government.
45. It is an undeniable fact that digitisation can significantly improve public service delivery by increasing accuracy, efficiency and also reducing costs as compared to the manual, paper-based process which slows operations. Digitisation will change fundamentally and for the better the way that government provides services to citizens and businesses. Services will be more accessible, more convenient, easier to use and quicker in response and more cost effective.
46. We are, therefore, making general recommendations in Chapter 17 - E-Government of Volume I and specific recommendations in parastatal organisations to reinforce, where relevant, and review the organisation structure of IT Departments/Divisions/Sections/Units and equip them with professional as well as supportive grades.

Professional in Scarcity Areas

47. Some organisations are still experiencing difficulties in filling vacancies in certain fields. To facilitate such organisations in recruiting the right expertise and competencies, the Bureau is making provision of a higher entry point for professionals wherever such is the case.

General Terms and Conditions of Service

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

49. A list of PSBs covered in this volume together with their respective salary codes is given hereunder:

NO	ORGANISATION	SALARY CODE
01.	AAPRAVASI GHAT TRUST FUND	AGTF
02.	AGRICULTURAL MARKETING BOARD	AMB
03.	BEACH AUTHORITY	BA
04.	BUS INDUSTRY EMPLOYEES WELFARE FUND	BIWF
05.	CENTRAL WATER AUTHORITY	CWA
06.	CHAGOSSIAN WELFARE FUND	CWF
07.	CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD	CSFPSB
08.	CONSEVATOIRE DE MUSIQUE FRANCOIS MITERRAND TRUST FUND	CNMTF
09.	CONSTRUCTION INDUSTRY DEVELOPMENT BOARD	CIDB
10.	EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY	ECCEA
11.	EMPLOYEES' WELFARE FUND	EWf
12.	FASHION AND DESIGN INSTITUTE	FDI
13.	FINANCIAL INTELLIGENCE UNIT	FIU
14.	FINANCIAL REPORTING COUNCIL	FRC
15.	FISHERMEN INVESTMENT TRUST	FIT
16.	FISHERMEN WELFARE FUND	FWF
17.	FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE (FAREI)	FAREI
18.	GAMBLING REGULATORY AUTHORITY	GRA
19.	HINDI SPEAKING UNION	HSU
20.	HUMAN RESOURCE DEVELOPMENT COUNCIL	HRDC
21.	IRRIGATION AUTHORITY	IA
22.	ISLAMIC CULTURAL CENTRE	ICC

NO	ORGANISATION	SALARY CODE
23.	LAW REFORM COMMISSION	LRC
24.	LE MORNE HERITAGE TRUST FUND	MHTF
25.	MAHATMA GANDHI INSTITUTE	MGI
26.	MALCOLM DE CHAZAL TRUST FUND	MCTF
27.	MANUFACTURING SECTOR WORKERS WELFARE FUND	MSWWF
28.	MAURITIAN CULTURAL CENTRE TRUST	MCCT
29.	MAURITIUS BLOOD SERVICE	MBS
30.	MAURITIUS BROADCASTING CORPORATION	MBC
31.	MAURITIUS CANE INDUSTRY AUTHORITY	MCIA
32.	MAURITIUS EXAMINATIONS SYNDICATE	MES
33.	MAURITIUS EX-SERVICES TRUST FUND	MESTF
34.	MAURITIUS FILM DEVELOPMENT CORPORATION	MFDC
35.	MAURITIUS INSTITUTE OF EDUCATION	MIE
36.	MAURITIUS INSTITUTE OF HEALTH	MIH
37.	MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT	MITD
38.	MAURITIUS MARATHI CULTURAL CENTRE TRUST	MMCCT
39.	MAURITIUS MEAT AUTHORITY	MMA
40.	MAURITIUS MUSEUMS COUNCIL	MMC
41.	MAURITIUS OCEANOGRAPHY INSTITUTE	MOI
42.	MAURITIUS QUALIFICATIONS AUTHORITY	MQA
43.	MAURITIUS RESEARCH COUNCIL	MRC
44.	MAURITIUS SPORTS COUNCIL	MSC
45.	MAURITIUS STANDARDS BUREAU	MSB
46.	MAURITIUS TAMIL CULTURAL CENTRE TRUST	MTCCT
47.	MAURITIUS TELUGU CULTURAL CENTRE TRUST	MTeCCT
48.	MAURITIUS TOURISM PROMOTION AUTHORITY	MTPA
49.	NATIONAL ADOPTION COUNCIL	NAC
50.	NATIONAL AGENCY FOR THE TREATMENT AND REHABILITATION OF SUBSTANCE ABUSERS	NATRSA

NO	ORGANISATION	SALARY CODE
51.	NATIONAL ART GALLERY	NAG
52.	NATIONAL CHILDREN'S COUNCIL	NCC
53.	NATIONAL COMPUTER BOARD	NCB
54.	NATIONAL HERITAGE FUND	NHF
55.	NATIONAL INSTITUTE FOR CO-OPERATIVE ENTREPRENEURSHIP	NICE
56.	NATIONAL LIBRARY	NL
57.	NATIONAL SOLIDARITY FUND	NSF
58.	NATIONAL TRANSPORT CORPORATION	NTC
59.	NATIONAL WOMEN ENTREPRENEUR COUNCIL	NWEC
60.	NATIONAL WOMEN'S COUNCIL	NWC
61.	NELSON MANDELA CENTRE FOR AFRICAN CULTURE	NMCAC
62.	OPEN UNIVERSITY OF MAURITIUS	OUM
63.	OUTER ISLANDS DEVELOPMENT CORPORATION	OIDC
64.	PRIVATE SECONDARY SCHOOLS AUTHORITY	PSSA
65.	PUBLIC OFFICERS' WELFARE COUNCIL	POWC
66.	RABINDRANATH TAGORE INSTITUTE	RTI
67.	RAJIV GANDHI SCIENCE CENTRE TRUST FUND	RGSC
68.	RIGHTS MANAGEMENT SOCIETY	RMS
69.	ROAD DEVELOPMENT AUTHORITY	RDA
70.	SEAFARERS WELFARE FUND	SeWF
71.	SIR SEEWOOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST	SSRBGT
72.	SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AUTHORITY	SMEDA
73.	SMALL FARMERS WELFARE FUND	SFWF
74.	ST ANTOINE PLANTERS CO-OPERATIVE TRUST	SPCT
75.	STATE TRADING CORPORATION	STC
76.	STATUTORY BODIES FAMILY PROTECTION FUND	SBFPF
77.	SUGAR INDUSTRY LABOUR WELFARE FUND	SWF

NO	ORGANISATION	SALARY CODE
78.	SUGAR INSURANCE FUND BOARD	SIFB
79.	TAMIL SPEAKING UNION	TSU
80.	TERTIARY EDUCATION COMMISSION	TEC
81.	TOURISM AUTHORITY	TA
82.	TOURISM EMPLOYEES WELFARE FUND	TEWF
83.	TOWN AND COUNTRY PLANNING BOARD	TCP
84.	TRADE UNION TRUST FUND	TUTF
85.	TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD	TEDPB
86.	TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)	TFSMC
87.	UNIVERSITE DES MASCAREIGNES	UDM
88.	UNIVERSITY OF MAURITIUS	UOM
89.	UNIVERSITY OF TECHNOLOGY, MAURITIUS	UTM
90.	URDU SPEAKING UNION	USU
91.	VALLEE D'OSTERLOG ENDEMIC GARDEN FOUNDATION	VOGF
92.	WASTEWATER MANAGEMENT AUTHORITY	WMA
99.	PRIVATE SECONDARY SCHOOLS	PSS



01. AAPRAVASI GHAT TRUST FUND

- 1.1 The Aapravasi Ghat Trust Fund (AGTF) is a body corporate, set up by Act No. 31 of 2001 to document, manage and promote the Aapravasi Ghat Site as a national and international site. The Aapravasi Ghat, a recognised UNESCO World Heritage Site, is a depot-turned-monument marking one of the biggest waves of immigration to Mauritius. It operates under the *aegis* of the Ministry of Arts and Culture.
- 1.2 The Site was declared National Monument under the National Monuments Act in 1987 and subsequently proclaimed National Heritage in 2003 under the National Heritage Act 2003. It was inscribed on the World Heritage List in 2006 by UNESCO to maintain the cultural and natural heritage that are irreplaceable, unique and authentic.
- 1.3 The objectives of AGTF are, among others, to establish and promote Aapravasi Ghat as a national, regional and international site; set up a museum at Aapravasi Ghat; create public awareness in the history of the site and depict the arrival, settlement and evolution of indenture in Mauritius. It also has to identify and acquire sites, buildings and structures and linked with the history of the arrival of immigrants and promote the social and cultural aspects of Aapravasi Ghat.
- 1.4 The organisation structure of the AGTF consists of Research and Technical Unit, Interpretation Centre, Administrative Section and Finance Section.
- 1.5 In the context of the present review exercise, representations have been made for the merging and restyling of grades as well as upgrading of qualifications requirements and job enlargement. We have examined all the proposals and apprised Management on issues that could not be retained for this Report. We are, however, making appropriate recommendations.

Stores Attendant (New Grade)

- 1.6 Presently, the Fund does not have staff specifically for procurement and incumbent in the grade of Gateman has been assigned the duties of procurement against payment of a monthly allowance. Management has submitted that the volume of work in respect of stores keeping has increased considerably as the Fund is also involved in activities such as publication of new books/magazine and ordering of specific items from overseas for the Beekrumsing Ramlallah Interpretation Centre. As such, there is need for a grade of Stores Attendant to be responsible for all procurement and supply functions of the Fund. We are making provision to this effect.

Recommendation 1

- 1.7 **We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among serving officers of the Aapravasi Ghat Trust Fund possessing the Certificate of Primary Education or an alternative equivalent qualification acceptable to the Board.**
- 1.8 Incumbent in the grade of Stores Attendant would be responsible for opening and closing of store apertures and offices; cleaning the store premises; collecting, loading, unloading and conveying stores items; opening packages, crates and cases; handling all stores items; removing all packing materials and empty crates; packing stores items; washing, cleaning and stowing empties; placing and arranging items of store on shelves and maintaining them clean and in order; and collecting and despatching stores correspondence and files.

Human Resource Officer/Senior Human Resource Officer**Recommendation 2**

- 1.9 **We recommend that incumbents in the grade of Human Resource Officer/ Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component from a recognised institution or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:**
- (i) **have drawn the top salary for a year;**
 - (ii) **have been efficient and effective in their performance during the preceding year; and**
 - (iii) **are not under report.**

Programme Co-ordinator

- 1.10 Presently, incumbents in the grade of Programme Co-ordinator possessing a Diploma in Administration or Management or Human Resource Management or Heritage Studies or History or Museum Studies or an alternative equivalent qualification acceptable to the Board are allowed to proceed incrementally beyond the Qualification Bar (QB) in the salary scale of the grade. **This recommendation is maintained.**

01. AAPRAVASI GHAT TRUST FUND**SALARY SCHEDULE**

- AGTF 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker
- AGTF 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075**
Gateman
Site Attendant
- AGTF 3 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Stores Attendant (New Grade)
- AGTF 4 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575**
Security Guard
- AGTF 5 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475**
Office Attendant/Senior Office Attendant
- AGTF 6 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- AGTF 7 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Site Conservation Worker
- AGTF 8 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Field Guide
Ticket/Sales Officer
- AGTF 9 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Clerk Assistant

01. AAPRAVASI GHAT TRUST FUND (Contd)

AGTF 10 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Clerical Officer/Higher Clerical Officer (Personal to incumbents in post as at 31.12.15)
Clerk/Word Processing Operator

AGTF 11 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Heritage Guide/Public Outreach Officer

AGTF 12 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Management Support Officer (New Grade)

AGTF 13 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Accounts Clerk
Executive Officer (Personal to incumbents in post as at 31.12.15)

AGTF 14 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575

Programme Co-ordinator

AGTF 15 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Confidential Secretary

AGTF 16 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Financial Officer

AGTF 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800

Human Resource Officer/Senior Human Resource Officer

AGTF 18 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325

ICT Technician

AGTF 19 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375

Accounting Technician

01. AAPRAVASI GHAT TRUST FUND (Contd)

- AGTF 20 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
Marketing Officer
Research Assistant
- AGTF 21 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Documentalist
- AGTF 22 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Archaeologist
Heritage Interpretation Manager
Historian
Researcher
World Heritage Site Assistant Manager
- AGTF 23 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**
Head, Research and Documentation Unit
World Heritage Site manager
- AGTF 24 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Head, Technical Unit
- AGTF 25 : Rs 95000**
Director



02. AGRICULTURAL MARKETING BOARD

- 2.1 The Agricultural Marketing Board (AMB) is a body corporate which was set up in 1963 by the Mauritius Agricultural Marketing Act 1963 and presently, operates under the *aegis* of the Ministry of Agro-Industry and Food Security.
- 2.2 By virtue of the Act, the AMB is vested with wide powers in matters relating to imports and exports, warehousing, distribution and sales of commodities declared as “controlled products”. It is currently the country’s foremost wholesaler of “controlled products” Presently, the AMB is engaging itself in retailing activities across the island along with direct sale to the general public through its retail/outlets, market stalls operated by its own employees. The AMB is also managing the seed Purchase Schemes as well as Freight Rebate Scheme. To remain competitive in the retailing industries, the AMB intends to import new products.
- 2.3 The main objective of the AMB is, among others, to provide for efficient marketing facilities for controlled products at fair reasonable prices and to operate or provide for the operation of storage, handling, transport and processing facilities in respect of these products as well as for the regulation of their standard and quality.
- 2.4 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 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.
- 2.5 The AMB is managed by a Board and is headed by a General Manager who is assisted by an Assistant 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 organisation.
- 2.6 In the 2013 PRB Report, with a view to re-engineering a few hierarchies to improve efficiency and effectiveness and to achieve the organisation’s objectives, we, among others, recommended the abolition of certain grades, merged/restyled and re-defined few others.
- 2.7 In the context of the present overall review exercise, Management apprised the Bureau that AMB is implementing a reform plan allowing the organisation to divert its activities. In the process of major reforms, the employees of ex-Tobacco Board have been redeployed to the AMB and this would need a review of the organisation structure at all level of operations.

- 2.8 Both the representatives of the Unions and the Management of the Agricultural Marketing Board have, therefore, requested that in view of the on-going reforms, there is need to abolish certain grades which are no more required, restyle certain others to more appropriate job appellations commensurate with the nature of duties performed, as well as provide for new levels which would enhance service delivery and allow the AMB to meet the needs of its different stakeholders.
- 2.9 We have examined the different options available which would allow the AMB to reach the expected standard in service delivery and also agree that as further restructuring would still be needed within the organisation, we are abolishing certain grades, restyling others and creating additional ones.

Restructuring of the Engineering Section

Electrical Engineer (New Grade)

- 2.10 The Management of the AMB has submitted that in view of the forecasted expansion of the storage capacity of the AMB, and taking into consideration the provision of the Occupational Safety and Health Act which provides that “where the total power used or generated by machinery installed at any place of work exceeds 750 kilowatts, the employer shall employ a registered professional engineer to be in charge of all such machinery”, there is, therefore, need for a grade to carry out the functions.
- 2.11 Management has, therefore, requested for the creation of a grade of Electrical Engineer on its establishment, the moreso, given that the only Engineer/Senior Engineer in post is a qualified Mechanical Engineer. We have analysed the proposal and are herewith, making the necessary recommendation.

Recommendation 1

- 2.12 **We recommend the creation of the grade of Electrical Engineer on the establishment of the AMB. Appointment, thereto, should be made by selection from among candidates who are registered as a Registered Professional Engineer of Mauritius in the field of Electrical or Mechatronics Engineering with the Council of Registered Professional Engineers.**
- 2.13 Incumbent would, among others, be required to assist the Engineer/Senior Engineer in the day-to-day running of the Engineering Section; advise and recommend on all electrical installations at the AMB; supervise electric/electronic works undertaken internally and by external repair and maintenance agencies; manage the electrical and electronic works at the AMB; be responsible for the installation, operation and maintenance of all electric/electronic and associated services equipment; and ensure compliance with the Occupational Safety and Health Act to avoid any electrical hazard within the workplace.

**Technical Manager (Engineering)
formerly Engineer/Senior Engineer**

- 2.14 With the creation of the grade of Electrical Engineer on the establishment of the AMB, the structure of the Engineering Section has been reviewed such that the new grade of Electrical Engineer would be required to be responsible to the Engineer/Senior Engineer. As such, with a view to provide for an appropriate cadre/structure, we have deemed it fit to restyle the grade of Engineer/Senior Engineer to a more appropriate job appellation commensurate with the nature of duties and level of responsibilities devolving upon the incumbent.

Recommendation 2

- 2.15 **We recommend that the grade of Engineer/Senior Engineer be restyled Technical Manager (Engineering) and incumbent would be in charge of the Engineering Section.**
- 2.16 The Technical Manager (Engineering) *formerly Engineer/Senior Engineer* would, henceforth, be required, *inter-alia*, to supervise and coordinate the work of all personnel in the Engineering Section; participate and contribute in the formulation of strategic planning; advise on matters of policy relating to plant vehicle and equipment; identify the training needs and train employees in the Engineering Section; and formulate, implement and enforce, in collaboration with the Safety and Health Officer/Senior Safety and Health Officer, safety standards in all installations and maintenance works.

Procurement and Supply Officer (New Grade)

- 2.17 The Management of the AMB has apprised the Bureau that the Procurement and Supply Section of the AMB is presently staffed with two officers who are assigned the duties of Assistant Procurement and Supply Officer and who are taking responsibility of the procurement activities. Given that this arrangement is not in conformity with the principles of good governance/requirements of the Procurement Act, as also observed by the National Audit Office, Management has requested a level of Procurement and Supply Officer to assume these responsibilities and avoid unwarranted Legal/Statutory disputes. The Bureau is agreeable to the proposal.

Recommendation 3

- 2.18 **We recommend the creation of the grade of Procurement and Supply Officer on the establishment of the Agricultural Marketing Board. Appointment, thereto, should be made by selection from among holders of a Cambridge Higher School Certificate with a pass at Principal Level in Mathematics or Accounts and a Certificate in Purchasing and Supply Management from a recognised institution.**

- 2.19 Incumbent would be in charge of the Procurement Section and its day-to-day Management, and would, among others, be required to implement appropriate practices for the procurement of goods for resale for the AMB; ensure that personnel posted in the Procurement Section are adequately informed of and comply with all the existing rules and regulations of procurement laws; supervise the safekeeping of all non-controlled products procured by the AMB and ensure prompt record keeping thereof; advise Management on all spheres of procurement and ensure the use of appropriate bidding documents at all times; head and advise on any assignment related to purchasing, supply and consumables management; attend queries from suppliers; and maintain and update AMB's suppliers list.

Operations Worker (New Grade)

- 2.20 At present, employees in the grades of General Worker and Handy Worker (Special Class) of the AMB, are called upon to work in retail outlets and market fairs across the island and are required to ensure safe custody of the cash collection during the day, until same is collected by another employee for remittance at the AMB.
- 2.21 In view of the recurrent nature of such activities in retail outlets, the more so that General Workers and Handy Workers (Special Class) are not qualified to ensure cash transactions, the Management of the AMB has requested for the creation of a dedicated grade to assume such functions. We concur with the proposal of the AMB and are recommending, likewise.

Recommendation 4

- 2.22 **We recommend the creation of the grade of Operations Worker on the establishment of the Agricultural Marketing Board. Appointment, thereto, should be made by selection from General Workers and Handy Workers (Special Class) (Personal) of the AMB, reckoning at least 15 years' service.**
- 2.23 Incumbent would, among others, be required to remove, load, transport and stack materials; effect general cleaning works, including indoor and outdoor premises; weigh and pack produce; act as helper in delivery vans and retail outlets; effect cash transactions as and when required in market fairs and retail outlets; ensure safe custody of cash collected until submission to any authorised officer; and ensure appropriate vigilance in the sales of produce and ensure safekeeping of produce under his custody in market fairs/retail outlets.

Abolition of Grades

Head, Lay Services

- 2.24 It was submitted that the officer in post as Head, Lay Services has already retired from the service at the AMB on Voluntary Retirement Scheme and that the services of the grade would no longer be required. We are, therefore, recommending accordingly.

Recommendation 5

- 2.25 We recommend that the grade of Head, Lay Services on the establishment of the Agricultural Marketing Board be abolished.**

Gatekeeper

- 2.26 The Management of the AMB has submitted that, at present, there is only one employee in post as Gatekeeper and that the others have proceeded on voluntary retirement. In view of the fact that the duties devolving upon incumbent have been contracted out, there would no longer be any need to maintain the grade of Gatekeeper at the AMB.

Recommendation 6

- 2.27 We recommend that the grade of Gatekeeper on the establishment of the Agricultural Marketing Board be made evanescent and abolished on vacancy. We are providing for a personal salary for the incumbent in post as at 31 December 2015.**

Forklift Driver

- 2.28 Both Union Members and the Management of the AMB have represented that the requirement of "at least 10 years' experience in the grade of Driver" be waived from the scheme of service of the grade of Forklift Driver in view of the fact that the AMB is having difficulty to fill the post, the moreso that several employees of the AMB possess a Forklift Driver's licence but do not reckon the 10 years' experience as Driver. The Bureau has agreed to the proposal and is bringing corrective measures.

Recommendation 7

- 2.29 We recommend that the scheme of service for the grade of Forklift Driver on the establishment of the AMB be amended such that, in future, appointment to the grade would henceforth, be made by selection from among employees of the AMB holding a substantive appointment and possessing a valid driving licence for Forklifts; have a good eyesight; and are able to read and write English.**

Human Resource Officer/Senior Human Resource Officer**Recommendation 9**

- 2.30 We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component from a recognised institution or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they :**

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report..

02. AGRICULTURAL MARKETING BOARD

SALARY SCHEDULE

AMB 1	: Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375 General Worker
AMB 2	: Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200 Assistant Handy Worker (Skilled) (Personal) Handy Worker (Special Class) (Personal)
AMB 3	: Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050 Office and Weighbridge Attendant Operations Worker (New Grade)
AMB 4	: Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000 Gatekeeper (<i>Personal to employee in post as at 31.12.15</i>)
AMB 5	: Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver/Messenger
AMB 6	: Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975 Handy Worker (Skilled)
AMB 7	: Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750 Forklift Driver
AMB 8	: Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 Receptionist/Telephone Operator

02. AGRICULTURAL MARKETING BOARD (Contd)

- AMB 9 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Weighbridge Operator
- AMB 10 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator
- AMB 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Technical Operator
- AMB 12 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Computer Support Officer
- AMB 13 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Procurement and Supply Officer
Cashier
Head, Registry
- AMB 14 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Operations Officer
- AMB 15 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- AMB 16 : Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Head Technical Operator
- AMB 17 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Procurement and Supply Officer (New Grade)
- AMB 18 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer

02. AGRICULTURAL MARKETING BOARD (Contd)

- AMB 19 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Operations Officer
- AMB 20 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
- AMB 21 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- AMB 22 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
IT Officer
- AMB 23 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Human Resource Management Officer
- AMB 24 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Internal Auditor (Qualified)
- AMB 25 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Electrical Engineer (New Grade)
- AMB 26 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Accountant/Senior Accountant
formerly Accountant
- AMB 27 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**
Administrative Secretary
Head Operations Officer
Seeds Officer
Trade and Marketing Officer
- AMB 28 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**
Technical Manager (Engineering)
formerly Engineer/Senior Engineer

02. AGRICULTURAL MARKETING BOARD (Contd)

AMB 29 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 92000
Assistant General Manager

AMB 30 : Rs 110000
General Manager



03. BEACH AUTHORITY

- 3.1 In accordance with the Beach Authority Act 2002, the Beach Authority (BA) is a corporate body which operates under the *aegis* of the Ministry of Environment, Sustainable Development, Disaster and Beach Management. The objectives of the BA are to ensure an integrated approach in the proper control and management of public beaches both in Mauritius and Rodrigues.
- 3.2 The BA aims at a better democratisation of access to public beaches and makes provisions for the appropriate infrastructures and facilities for the benefit of the public. There are currently 111 and 12 proclaimed public beaches in Mauritius and Rodrigues respectively.
- 3.3 A General Manager is presently responsible for the control and management of the day-to-day activities of the BA. He is supported by staff from the Administrative Unit and Project Management/Technical Unit.
- 3.4 For this review, the Union has made representations to create new grades in the technical and non-technical cadres and also to upgrade certain existing ones. Management of BA has made submissions regarding creation of additional levels and restyling of a few grades. In view of the growing importance of beach management at the level of the parent Ministry, the Bureau considers that the existing organisation structure of the BA should be further strengthened to enhance service delivery and we are, to this effect, making the necessary provisions.

Administrative Manager formerly Administrative Secretary

- 3.5 Management of BA has submitted to restyle the grade of Administrative Secretary to a more appropriate appellation. Given the nature of work, complexity of duties and responsibilities devolving upon the Administrative Secretary, we are restyling the grade to reflect the level at which the incumbent is operating.

Recommendation 1

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

Accounting Technician (New Grade)

- 3.7 The Finance Section is at present headed by the Accounts Officer and supported by a Clerk/Word Processing Operator. With the continuous expansion of the activities of the BA, there is consequential increase in responsibility for the Accounts Officer. Management of BA has requested for the

creation of a professional level to take charge of the Finance Section. After analysing the proposal, the Bureau considers that, at this stage, a new grade of Accounting Technician would be adequate.

Recommendation 2

- 3.8 We recommend the creation of a grade of Accounting Technician. Appointment to the grade should be by selection from among candidates possessing passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any four papers of ACCA Fundamentals (Skills) or possess an equivalent qualification acceptable to the Board; and reckoning four years' post qualification experience in accounting duties.**
- 3.9 We also recommend that candidates should proceed beyond the QB in the salary scale only after obtaining the full ACCA Fundamentals.**
- 3.10 Incumbent would be required, *inter alia*, to assist in the formulation of financial procedures and policies; prepare annual financial statements or reports of the BA; process payroll and arrange for payments of salaries and deductions; and verify transactions through e-banking facilities offered by Banks.

Senior Beach Works Inspector (New Grade)

- 3.11 Representations have been received from the Union to create a grade of Senior Beach Works Inspector to supervise officers in the grade of Beach Works Inspector. On the other hand, Management has proposed to restyle the grade of Beach Works Inspector to Beach Works Inspector/ Senior Beach Works Inspector. The Bureau is of the view that there is need for an additional level, to supervise and coordinate the work of Beach Works Inspectors.

Recommendation 3

- 3.12 We recommend the creation of a grade of Senior Beach Works Inspector. Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Beach Works Inspector reckoning at least three years' service in a substantive capacity in the grade.**
- 3.13 Incumbent would be required, among others, to supervise and coordinate the work of Beach Works Inspectors and other staff working under his responsibility; monitor progress of work in respect of the Authority's projects and take follow-up action; prepare/interpret plans and project write-up in respect of projects including construction of toilets blocks on public beaches followed by implementation of the projects and supervision of the works; and carry out landscaping projects on public beaches.

Human Resource Officer/Senior Human Resource Officer (New Grade)

3.14 Matters related to Human Resources (HR) are presently supervised by the Administrative Secretary. A recent report on the Corruption Prevention Review by Independent Commission Against Corruption recommends the setting up of a separate HR Section from the Administration Section of the BA. Given that the BA has been gradually resourced since its creation and that HR issues have considerably increased, the creation of a grade to deal with HR matters is justified. We are, therefore, providing for a grade of Human Resource Officer/Senior Human Resource Officer on the establishment of the BA.

Recommendation 4

3.15 **We recommend the creation of the grade of Human Resource Officer/Senior Human Resource Officer. Appointment thereto, should be made by selection from among serving officers of the BA in the grades of Higher Executive Officer and Executive Officer with four years' service possessing a Diploma in Human Research Management or any equivalent qualification acceptable to the Authority.**

3.16 **We further recommend that officers in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma in Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:**

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

3.17 Incumbent would be required, among others, to ensure the smooth functioning of the Human Resource Section of the organisation; provide advice on all human resource policies and related issues; draft and process schemes of service and revisiting existing ones to meet the organisation needs; and supervise and provide guidance to subordinate staff.

IT Support Officer (New Grade)

3.18 In view of the growing use of information technology (IT), Management has requested to provide for a grade to ensure proper functioning of the IT system for the Licensing, Procurement, Registry and Complaints Units. With the modernisation and development taking place in the IT field, the Bureau

considers that the BA should be provided with a grade to develop its IT system and thus enable the organisation to provide improved service delivery.

Recommendation 5

3.19 We recommend the creation of a grade of IT Support Officer. Appointment to the grade should be made by selection from candidates possessing a Diploma in Information and Communication Technology or any equivalent qualification acceptable to the Authority.

3.20 Incumbent would be required, among others, to implement support and maintain the IT system at the BA; develop small computer programmes for end-users; implement security measures to safeguard IT systems from threats; ensure compliance with ICT standards, guidelines and methodologies; and be responsible for the updating and maintenance of the website of the BA.

Procurement and Supply Officer (New Grade)

3.21 The Union has requested to upgrade the Assistant Procurement and Supply Officer as the latter is performing additional duties and shouldering higher responsibilities. Management was also agreeable to the Union's proposal. After analysing the representation, it is considered more appropriate to create a supervisory level to shoulder higher responsibilities. We are, therefore, providing for a grade of Procurement and Supply Officer.

Recommendation 6

3.22 We recommend the creation of a grade of Procurement and Supply Officer. Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer reckoning at least two years' service in a substantive capacity in the grade.

3.23 The Procurement and Supply Officer would be required, *inter alia*, to organise and manage the procurement and supply activities of the Authority; be responsible for procurement and supply storekeeping and stock control duties; prepare reports on procurement activities and maintain contract agreements; carry out test checks and report on discrepancy; keep and update store records; and receive materials into stores and ensure that they comply with requisition orders and are in good conditions.

Field Supervisor (New Grade)

3.24 At present, General Workers of the BA report to another General Worker who is in charge of the site against the payment of an allowance. Management of the BA has made a temporary administrative arrangement but the need for a

supervisory level is warranted so as to coordinate the work of the General Workers and to subsequently report to the Beach Works Inspectors.

Recommendation 7

- 3.25 We recommend the creation of a grade of Field Supervisor. The grade should be filled by promotion, on the basis of experience and merit, of officers in the grade of General Worker possessing the Certificate of Primary Education, reckoning five years' service, and having the ability to write simple English/French and to do simple arithmetical work.**
- 3.26 Incumbent would report to the Beach Works Inspector and would, among others, be required to distribute work among the workers under his supervision and maintain discipline; supervise and ensure that the work is properly performed; record attendance of workers in attendance books; make simple measurements; and keep simple records of the work effected.

03. BEACH AUTHORITY

SALARY SCHEDULE

BA 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
BA 2	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant
BA 3	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver
BA 4	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Field Supervisor (New Grade)
BA 5	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Handy Worker (Skilled)
BA 6	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Receptionist/Telephonist

03. BEACH AUTHORITY (Contd)

- BA 7 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
- BA 8 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer (Personal to officers in post as at 31.12.15)
Clerk/Word Processing Operator
- BA 9 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- BA 10 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Procurement and Supply Officer
Executive Officer (Personal to officers in post as at 31.12.15)
- BA 11 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Technical Design Officer
- BA 12 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Beach Works Inspector
- BA 13 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125**
Beach Enforcement Officer
- BA 14 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- BA 15 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
Higher Executive Officer
Procurement and Supply Officer (New Grade)
- BA 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer (New Grade)

03. BEACH AUTHORITY (Contd)

- BA 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
IT Support Officer (New Grade)
Technical Officer (Civil)
- BA 18 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Beach Works Inspector (New Grade)
- BA 19 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Beach Enforcement Officer
- BA 20 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician (New Grade)
- BA 21 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Manager
formerly Administrative Secretary
- BA 22 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**
Technical Manager
- BA 23 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Deputy General Manager
- BA 24 : Rs 101000**
General Manager



04. BUS INDUSTRY EMPLOYEES WELFARE FUND

- 4.1 Act No.36 of 2002 provides for the establishment of the Bus Industry Employees Welfare Fund (BIEWF) which, at present operates under the *aegis* of the Ministry of Public Infrastructure, and Land Transport.
- 4.2 The Fund, being responsible for the promotion of the social and economic welfare of the employees of the bus industry and their families, aims to be one of the most prominent welfare service provider, serving every employee of the bus industry in Mauritius and in making a difference in the employees welfare.
- 4.3 The mission of the BIEWF is to be a welfare institution, which, in response to the diverse needs of employees of the bus industry, provides facilities guided by integrity, excellence, social justice, quality and fairness; and participates in the social and economic development through its welfare programme by utilising its resources and capacities for the upliftment of the disadvantaged.
- 4.4 The BIEWF is managed by a Board of Directors and headed by an Administrative Manager who is responsible for the day-to-day administration and management of the Fund.
- 4.5 In this review exercise, we are maintaining the current organisation structure.

04. BUS INDUSTRY EMPLOYEES WELFARE FUND

SALARY SCHEDULE

- BIEWF 1 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17050**
Handy Worker
- BIEWF 2 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Office Attendant
- BIEWF 3 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Receptionist/Word Processing Operator
- BIEWF 4 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator

04. BUS INDUSTRY EMPLOYEES WELFARE FUND (Contd)

BIEWF 5 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Management Support Officer (New Grade)

BIEWF 6 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Accounts Clerk

BIEWF 7 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575

Office Management Assistant (New Grade)

BIEWF 8 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375

Accounting Technician

BIEWF 9 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Programme Welfare Officer

BIEWF 10: Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Administrative Manager



05. CENTRAL WATER AUTHORITY

- 5.1 Set up under the Central Water Authority (CWA) Act No. 20 of 1971, the CWA operates as a body corporate under the *aegis* of the Ministry of Energy and Public Utilities. Its core business activity is the provision of safe drinking water to the Mauritian population, Government Bodies and business enterprises, which in all, make up the 351328 registered subscribers.
- 5.2 With a mission of securing and providing a sustainable water supply service of appropriate quality at an affordable price which meets the growing needs of the people and to support the economic development of the country, the CWA envisions to be the leader in providing an uninterrupted round the clock service of world-class standard throughout the year to the entire population of Mauritius.
- 5.3 In its Programme 2015-2019, the Government is committed to addressing on a priority basis, the long standing problem of water supply in the country. Water resources will be mobilised and infrastructure including pipes renewed or replaced to reduce water loss and ensure year round water supply. Also, new projects for construction of dams along rivers and further development of ground water to mobilise additional water resources will be considered.
- 5.4 The Authority is managed by a Board and headed by a General Manager, who is responsible for the day-to-day administration of the organisation and implementation of the Board's decision. The organisational set up of the CWA comprises two main divisions namely the Administration Division and the Technical Division, each under the responsibility of a Deputy General Manager. Officers in the professional, technical and other occupational cadres assist in attaining the overall objectives of the organisation.
- 5.5 In the context of this review exercise, representations have been made for the creation of grades, restyling and upgrading of existing ones, placing some other grades on the roster system of work and merging a few ones to meet the operational requirements. The Bureau has carefully examined each submission and we are making the appropriate recommendations.

Administrative Manager ***formerly Administrative Secretary***

Administrative Assistant (New Grade)

- 5.6 The Management of the CWA has submitted that the workload in the Administrative Division is increasing on account of new legislations, regulatory changes, compliance issues, insurance and legal matters, event organisation and other facilities, amongst others. Given the nature of work and the complexity of duties and responsibilities devolving upon the Administrative Secretary, we are restyling the grade to a more appropriate job appellation to reflect the level at which the

incumbent is operating and also providing for a grade of Administrative Assistant to provide support in the Division.

Recommendation 1

5.7 We recommend:

- (i) that the grade of Administrative Secretary be restyled Administrative Manager; and
- (ii) the creation of the grade of Administrative Assistant on the establishment of the CWA. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Administration or Facility Management or Management from a recognised institution and reckoning at least three years' experience.

5.8 Incumbent would be required, *inter alia*, to assist the Administrative Manager *formerly Administrative Secretary* in discharging his responsibilities; deal with matters relating to bids, provision of office accommodation, furniture, furniture equipment, leasing of buildings/offices; liaise with insurance companies and follow-up claims; assist in the preparation/coordination/publication of Annual Report in line with Statutory Requirements; and act as Secretary to Board and Board Committees in the absence of the Administrative Manager *formerly Administrative Secretary*.

Chief Fraud Detection Officer (New Grade)

5.9 In view of the important activities of the Anti Fraud Unit which are geared towards the reduction of Non Revenue Water and maximisation of revenue, Management has submitted that there is need to reinforce its structure through the appointment of a qualified person to manage and control its daily operations. Given that the scope and duties of the Anti Fraud Unit have increased considerably, we are agreeable to the request.

Recommendation 2

5.10 We recommend the creation of the grade of Chief Fraud Detection Officer on the establishment of the CWA. Appointment thereto, should be made by selection from among officers in the grade of Superintendent, Anti Fraud Unit possessing a Degree in Law or Law/Legal Studies and Management or Accounting/Finance with Law or Accounting with Finance or Management.

5.11 Incumbent would, among others, be required to: be responsible for the efficient organisation of the Anti Fraud Unit; conduct investigation to reduce Non Revenue Water and on morcellement and development to ascertain that all financial contribution and other fees have been properly computed and paid; assist the Attorney and Counsel in complex court cases for the recovery of water debts; be responsible for the conduct of civil and criminal proceedings; and to represent the CWA in Court and other Legal Institutions.

IT Technician (New Grade)

5.12 The CWA has approximately 15 remote sites which are equipped with IT infrastructures (computers, printers, biometric devices and networking equipment). The headquarters host around 300 such devices and up to 400 interventions are performed island-wide on a monthly basis. Management has submitted that with the rapid change in technology and new types of devices being used (laptops, android devices, tablets etc), there is need to have a dedicated grade whereby incumbent would act as the first line of support to assist users with IT related issues and to which the Bureau subscribes.

Recommendation 3

5.13 We recommend the creation of the grade of IT Technician on the establishment of the CWA. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Information Technology or Computer Science or an equivalent qualification acceptable to the Board and reckoning at least two years' post qualification experience in the field of IT.

5.14 The IT Technician would, among others, be required to work under the supervision of the IT Analyst and Senior IT Analyst; install, configure and upgrade client operating systems and software using standard business and administrative packages; act as technical resource in assisting users to resolve problems with equipment and data; troubleshoot problems with computer systems, including troubleshooting hardware and software, internets e-mail, network and peripheral equipment problems; and make repairs and corrections where required.

Senior Technical Assistant (Electrical) (New Grade)

Senior Technical Assistant (Mechanical) (New Grade)

5.15 There are, at present, 78 Technical Assistants posted in the different divisions/ sections of the organisation and they report to their respective heads. With a view to enhancing the operational efficiency in terms of organisation and supervision of work, both the Management and the Union have requested for the creation of the grade of Senior Technical Assistant to take charge of the technical staff and monitor their work. We have examined the submissions and are agreeable for the creation of the grade of Senior Technical Assistant.

Recommendation 4

5.16 We recommend the creation of the grades of Senior Technical Assistant (Electrical) and Senior Technical Assistant (Mechanical), respectively on the establishment of the CWA. Appointment thereto, should be by promotion, on the basis of experience and merit, of officers in the grades of Technical Assistant (Electrical) and Technical Assistant (Mechanical) respectively

reckoning at least four years' experience in a substantive capacity in the respective grade.

- 5.17 Incumbent would be required, among others, to supervise/oversee the works being carried out by Technical Assistants on sites and assign to them any additional work as may be required; carry out administrative duties such as preparation and submission of time/wage sheets, keeping of record books, monitoring of daily attendance in the absence of the Technical Officer/Senior Technical Officer; be responsible for the daily execution of work as planned by Technical Officer/Senior Technical Officer; and maintain adequate stock of required materials and spares for the smooth running of the section.

Quality Assurance Manager

- 5.18 Management has submitted that there is need for a grade of Quality Assurance Manager to ensure that products meet quality standards. He would also be responsible for planning, directing and coordinating quality assurance programs and formulating quality control policies.
- 5.19 The Bureau has studied the request and has found that there would not be full time job for such a grade and it would be a dead-end post with no possibility of career movement. Consequently, the creation of such a grade is not justified. However, we are addressing the issue by providing for a designated position and are recommending accordingly.

Recommendation 5

- 5.20 **We recommend that officers in the grade of Technical Officer/Senior Technical Officer (Laboratory) formerly Technical Officer (Laboratory) should be designated on a rotational basis to perform duties related to quality assurance.**
- 5.21 **We further recommend that the designated officer should be granted a monthly allowance of Rs 1550.**

Grades on Roster

- 5.22 At present, there are the grades of Inspector, Assistant Inspector, Operative and General Worker on the establishment of the CWA. With a view to providing a quality service to valuable customers on a 24/7 basis at national level, Management has submitted that the above grades in the Operations Division be placed on roster. As this new pattern of work will enhance service delivery, we subscribe to the submission.

Recommendation 6

- 5.23** We recommend the creation of the grades of Assistant Inspector (Roster – day and night), Inspector (Roster – day and night), Operative (Roster – day and night) and General Worker (Roster – day and night) on the establishment of the Central Water Authority.
- 5.24** We also recommend that incumbents in the grades of Assistant Inspector, Inspector, Operative and General Worker should be given the option to join the new grades of Assistant Inspector (Roster– day and night), Inspector (Roster – day and night), Operative (Roster – day and night) and General Worker (Roster – day and night) and, on joining the respective grade, be granted two additional increments at the point reached in their respective salary scale, subject to the top salary of the grades.
- 5.25** We further recommend that the grades of Assistant Inspector, Operative and General Worker be made evanescent. We have provided personal salaries for officers in post as at 31.12.15 in these grades.

Special Professional Retention Allowance

- 5.26** The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the field of Engineering which was considered as scarcity areas.
- 5.27** We have observed that the market situation/condition has improved and there are many qualified people who are available to work in this sector. We are, however, maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

Recommendation 7

- 5.28** We recommend that officers in the Engineering cadre of the CWA eligible for the payment of Special Professional Retention Allowance (SPRA) as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:

Salary	SPRA% of Monthly Salary
Rs 29400 up to Rs 62950 and reckoning at least 10 years' service in their respective grade	7
Above Rs 62950 and up to Rs 70450	7
Above Rs 70450 and up to Rs 86000	10
Above Rs 86000 and up to Rs 95000	12.5

- 5.29 We further recommend that those officers who:**
- (i) leave the service prior to the age at which they may retire without the approval of the Board (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and**
 - (ii) retire from the service on reaching the age at which they may retire without the approval of the Board or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the Board.**
- 5.30 However, provision made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.**
- 5.31 All officers in the Engineering field who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.**

Night Duty Allowance

- 5.32 Night Duty Allowance is normally paid to officers who effectively work on night shift. We are, in this Report, extending the payment of this allowance to officers of the CWA who effectively work on night shift.**

Recommendation 8

- 5.33 We recommend that officers on the establishment of the CWA, who effectively work on night shift, should be paid a Night Duty Allowance equivalent to 25% 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.**

Special Allowance

Recommendation 9

- 5.34 We recommend that incumbents in the grades listed below who are regularly exposed to foul odour and raw sewage should, with effect from 01 January 2016 and up to the next Overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector, be paid a special monthly**

allowance equivalent to two increments at the salary point reached in their respective salary scale:

Senior Scientific Officer (Biochemistry)
Scientific Officer (Biochemistry)
Technical Officer/Senior Technical Officer
formerly Senior Technical Officer
Technical Officer
Laboratory Attendant

Allowance to officers of the Engineering cadre at the operations Division

- 5.35 The Operation Division carries out the core activity of the Authority which is the treatment and distribution of potable water throughout Mauritius. Presently, this division employs some 600 personnel and manages a recurrent budget of Rs 450 million. Management has submitted that during the last two decades, the responsibility of Engineers in the Operation Division has further increased with the gradual outsourcing of key activities where there is need for more input from officers of the Engineering cadre. In addition, the CWA provides and maintains a 24-hour service and Operation Engineers are often solicited at any time of the day and night and during weekends and public holidays to attend to complaints and other emergencies.
- 5.36 Management has also highlighted that during the last seven years, about 20 Professional Engineers who have acquired useful experience in hydraulics and the water sector have left the Authority. To this end, request has been made to provide an allowance to compensate as well as retain these officers. The Bureau has duly examined the issue and is of the view that, given the national importance of this sector, there is need to motivate and compensate them appropriately which in turn would enhance service delivery to the citizens. Hence, we are recommending accordingly.

Recommendation 10

- 5.37 **We recommend that officers of the Engineering cadre at the Operation Division of the CWA who are regularly called upon to perform duties after normal working hours should be paid a special monthly allowance equivalent to two increments at the salary point reached in the master salary scale, subject to satisfactory performance and upon recommendation of the Responsible/Supervising Officer.**

05. CENTRAL WATER AUTHORITY
SALARY SCHEDULE

- CWA 1 : Rs 13270 x 260 – 13790**
Trainee Meter Reader
- CWA 2 : Rs 14325 x 275 – 14600**
Trainee Technical Design Officer
- CWA 3 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker (Personal)
- CWA 4 : Rs 8200 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075**
General Worker (Roster – day and night)
- CWA 5 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450**
Handy Worker
- CWA 6 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825**
Assistant Tradesman (Personal)
- CWA 7 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Stores Attendant
- CWA 8 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575**
Security Guard
- CWA 9 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Assistant Treatment Plant Operator (Shift) (Personal)
Office Attendant
Pneumatic Hammer Operator (Personal)
- CWA 10 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Survey Field Worker/Senior Survey Field Worker

05 CENTRAL WATER AUTHORITY (Contd)

- CWA 11 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
- CWA 12 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Field Supervisor (Personal)
- CWA 13 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Tradesman (Blacksmith, Mechanic, Mason, Plumber and Pipe Fitter, Carpenter, Electrician, Painter, Water Meter Repairer)
- CWA 14 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- CWA 15 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750**
Treatment Plant Operator (Shift) (Personal)
- CWA 16 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- CWA 17 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Heavy Vehicle Driver
- CWA 18 : Rs 24750 x 775 – 26300**
Trainee Engineer
- CWA 19 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Laboratory Attendant
- CWA 20 : Rs 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Operative (Personal)

05 CENTRAL WATER AUTHORITY (Contd)

- CWA 21 : Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**
Head Survey Field Worker
- CWA 22 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**
Operative (Roster – day & night)
- CWA 23 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
- CWA 24 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Call Centre Operator
Clerical Officer/Higher Clerical Officer
- CWA 25 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Chief Tradesman (Personal)
Senior Operative
- CWA 26 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Cashier
- CWA 27 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Surveying Assistant
- CWA 28 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Senior Laboratory Attendant
- CWA 29 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Technical Assistant (Electrical) (Shift)
Technical Assistant (Electronic) (Shift)
Technical Assistant (Mechanical) (Shift)
- CWA 30 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Assistant Inspector (Personal)
Data Processing Controller
Meter Reader

05 CENTRAL WATER AUTHORITY (Contd)

- CWA 31 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Assistant Documentation Officer
- CWA 32 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer
- CWA 33 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Fraud Detection Officer
Assistant Procurement and Supply Officer
Call Centre Assistant Supervisor
Executive Officer (Personal)
Purchasing and Supply Officer (Personal)
- CWA 34 : Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425**
Assistant Inspector (Roster – day and night)
- CWA 35 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Data Control Supervisor
- CWA 36 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Office Supervisor
- CWA 37 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Technical Design Officer
- CWA 38 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Senior Technical Assistant (Electrical) (New Grade)
Senior Technical Assistant (Mechanical) (New Grade)
- CWA 39 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Documentation Officer
Inspector
Senior Meter Reader

05 CENTRAL WATER AUTHORITY (Contd)

- CWA 40 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Internal Control Officer (Future Holder)
- CWA 41 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- CWA 42 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
Call Centre Supervisor
Fraud Detection Officer
Higher Executive Officer (Personal)
Human Resource Officer
Inspector (Roster – day and night)
Internal Control Officer (Personal)
Procurement and Supply Officer
Senior Cashier
- CWA 43 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- CWA 44 : Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Meter Reading Supervisor
- CWA 45 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Administrative Assistant (New Grade)
Computer Programmer
IT Technician (New Grade)
Safety and Health Officer/Senior Safety and Health Officer
Transport Superintendent
- CWA 46 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Inspector
- CWA 47 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Accounts Officer
Senior Human Resource Officer
Senior Internal Control Officer
Superintendent, Anti Fraud Unit

05 CENTRAL WATER AUTHORITY (Contd)

- CWA 48 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Senior Technical Design Officer (Cartography Survey)
- CWA 49 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Technical Officer/Senior Technical Officer
formerly Senior Technical Officer
Technical Officer
Technical Officer/Senior Technical Officer (Laboratory)
formerly Technical Officer (Laboratory)
- CWA 50 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Treatment Plant Superintendent
- CWA 51 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Chief Works Officer
Emergency Cell Coordinator
- CWA 52 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
Senior Technical Design Officer (Cartography Survey) (Personal)
- CWA 53 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Superintendent, Purchasing and Supply
- CWA 54 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Communication/Public Relations Officer
Economist/Analyst
Surveyor
- CWA 55 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
IT Analyst
- CWA 56 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Human Resource Management Officer
- CWA 57 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Scientific Officer (Biochemistry)

05 CENTRAL WATER AUTHORITY (Contd)

- CWA 58 : Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Chief Technical Design Officer
- CWA 59 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Chief Fraud Detection Officer (New Grade)
- CWA 60 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Accountant/Senior Accountant
formerly Accountant
Administrative Manager
formerly Administrative Secretary
- CWA 61 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Executive Engineer/Senior Executive Engineer
formerly Senior Engineer
Executive Engineer
Executive Engineer/Senior Executive Engineer (Electrical)
formerly Executive Engineer (Electrical)
Mechanical Engineer/Senior Mechanical Engineer
formerly Mechanical Engineer
- CWA 62 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Chief Internal Auditor
Deputy Manager Commercial Services
Senior IT Analyst
Senior Scientific Officer (Biochemistry)
Senior Surveyor
- CWA 63 : Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
HR Manager
Manager (Procurement and Supply)
- CWA 64 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
IT Manager
Manager, Commercial Services
Principal Engineer
Principal Engineer (Mechanical and Electrical)
- CWA 65 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Chief Financial Officer

05 CENTRAL WATER AUTHORITY (Contd)

CWA 66 : Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000
Chief Engineer

CWA 67 : Rs 89000 x 3000 – 95000
Deputy General Manager (Administration)
Deputy General Manager (Technical)

CWA 68 : Rs 110000
General Manager



06. CHAGOSSIAN WELFARE FUND

- 6.1 The Chagossian Welfare Fund Act No 21 of 1999 has replaced the Ilois Trust Fund Act of 1982. At present, the Chagossian Welfare Fund which operates under the umbrella of the Ministry of Social Security, National Solidarity and Reform Institutions, provides among others, for the enhancement of the social and economic welfare of members of the Chagossian Community in the Republic of Mauritius.
- 6.2 The Fund aims, *inter alia*, at advancing and promoting the welfare of the members of Chagossian Community and their descendents in Mauritius; developing programmes and projects for the total integration of the members of Chagossian Community and their descendants into the Republic of Mauritius; and maintaining and managing the Chagossian Community Centres in Mauritius together with other community facilities vested in it for the benefit of members of the Chagossian Community and their descendents.
- 6.3 Since its inception, the Chagossian Welfare Fund has been administered by a Board which manages the affairs and assets of the Fund. The Act also makes provision for appointment of a full-time Secretary. However, given the limited scope of work, the Ministry has so far been availing of the services of a Secretary, who is an officer of the parent Ministry, on a part-time basis.
- 6.4 So far, the Secretary has been assigned the administrative duties of the Fund including control of its staff, 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 Chagossian Community.

Allowance to perform duties of Secretary

- 6.5 At present, the officer assigned the duties of Secretary to the Board and assuming the administrative responsibilities of the Chagossian Welfare Fund is paid an all-inclusive monthly allowance of Rs 1980. We are reviewing the allowance.

Recommendation 1

- 6.6 **We recommend that, in the absence of a full-time Secretary, the officer designated to act as Secretary to the Board and assuming the administrative responsibilities of the Chagossian Welfare Fund should be paid an all-inclusive monthly allowance of Rs 2080.**

Office Attendant (New Grade)

- 6.7 The Chagossian Welfare Fund is actually running two Community Centres, one at Pointe aux Sables and one at Tombeau Bay, respectively for the organisation of social welfare and economic activities for the members of Chagossian Community

in Mauritius. In the given circumstances, Management has requested for the creation of a polyvalent grade of Office Attendant who would be responsible for attending to the day-to-day activities organised by these centres. We are recommending accordingly.

Recommendation 2

6.8 We recommend the creation of the grade of Office Attendant on the establishment of the Chagossian Welfare Fund. Appointment, thereto, should be made by selection from among holders of a Cambridge School Certificate with passes on one certificate in five subjects including English Language with at least Grade C in any two subjects.

6.9 The incumbent would, *inter alia* be required to open and close offices; collect and deposit keys from/to police stations; run official errands, including the despatch of correspondence, forms and materials and distribution of files, documents and faxes; usher in/guide visitors and maintain a record of such visits; clean premises and maintain the physical environment at a good standard; ensure that all switches/lights are turned off before leaving office; and assist in the arrangement of furniture and equipment within office premises.

06. CHAGOSSIAN WELFARE FUND

SALARY SCHEDULE

CWF 1	:	Rs 11770 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
		Security Guard
CWF 2	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Caretaker/Gardener Office Attendant (New Grade)
CWF 3	:	Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
		Management Support Officer



07. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

- 7.1 The Civil Service Family Protection Scheme Board (CSFPSB) was set up under the Widows' and Children's Pension Scheme (Amendment) (Act No. 28 of 1993). It is a body corporate and operates under the *aegis* of the Ministry of Finance and Economic Development.
- 7.2 The Mission of the CSFPSB is to manage a protection scheme that enhances the quality of life of its customers through its shared commitment to those it serves and deliver the highest quality service and performance.
- 7.3 The activities of the CSFPSB are organised in three sections namely: Finance, Control and Information Technology.
- 7.4 In the context of this review exercise, the main representations have been focused on creation of grade, upgrading of qualification's requirement, alignment of salary and restyling of post. All parties concerned have been apprised of the established criteria set for the creation of grade and restyling of post as well as the upgrading of qualification's requirement and the alignment of salary. We are of the view that the organisation structure as well as the emoluments are adequate and is, therefore, maintained. .

07. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

SALARY SCHEDULE

- CFP 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Attendant (Ex-SPI) (Personal)
Office Attendant
- CFP 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- CFP 3 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- CFP 4 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
Clerk (Rodrigues) (Personal)

07. CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD (Contd)

- CFP 5 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (CFB)
- CFP 6 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Officer (Personal to incumbents in post as at 31.12.15)
- CFP 7 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 33425**
Accounts Clerk/Senior Accounts Clerk
Accounts Clerk/Senior Accounts Clerk (Rodrigues)
- CFP 8 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Systems Supervisor (CFP)
- CFP 9 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- CFP 10 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
- CFP 11 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant (CFB)
- CFP 12 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
- CFP 13 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Principal Financial Officer
- CFP 14 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Administrator (CFP)
- CFP 15 : Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Assistant General Manager
- CFP 16 : Rs 101000**
General Manager ◆◆◆◆◆◆◆◆

08. CONSEVATOIRE NATIONAL DE MUSIQUE FRANCOIS MITERRAND TRUST FUND

- 8.1 The Conservatoire National de Musique François Mitterrand Trust Fund (Conservatoire) has as prime objective, to organise and run music courses including courses on music technology at all levels and promote music as well as the Mauritian Musical Heritage.
- 8.2 As musical heritage is of paramount importance for any nation, the Conservatoire which is a national institution, is also actively involved in the preservation of musical elements which form part of the Mauritian musical heritage such as music manuscripts, publication by Mauritian Composers, old music instruments, among others. Further, it also preserves our musical heritage through concerts and conferences which it organises regularly with a view to promoting works by Mauritian Artists. In the pursuance of its mission, the Conservatoire has steadily expanded its activities over the years. Presently, it has over 2500 students enrolled for its music courses which are dispensed in its eight branches, including the one in Rodrigues Island.
- 8.3 We revisited the organisation structure of the Conservatoire in our last Report, creating a few grades and restyling others. Its structure was further reinforced with the creation of additional grades in the EOAC Report.
- 8.4 The Director who is at the helm of the Conservatoire, is responsible for its day to day activities and she is assisted by a complement of teaching, professional, technical and supporting staff.
- 8.5 During consultation, the Director has expatiated on the importance of the Conservatoire and its contribution in the cultural development of the country. She considers that the existing structure is adequate for the organisation to function efficiently to which we agree. The present organisation set up is, therefore, being maintained. We are, however, reviewing the mode of remuneration of Part Time Teachers.

Music Tutors

- 8.6 At present, Music Tutors are allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 58775 subject to certain conditions. We are maintaining this recommendation and revising the salary point.

Recommendation 1

- 8.7 **We recommend that Music Tutors be allowed to proceed incrementally up to salary point Rs 62950 in the Master Salary Scale through the grant of one increment every year provided they have:**
- (i) **drawn the top salary for a year; and**

- (ii) have been efficient and effective in their performance during the preceding year and are not under report.

Part Time Music Teachers

8.8 The Part Time Music Teachers, employed by the Conservatoire are presently remunerated on the basis of their qualification and number of hours put in as follows:

- Teachers holding Diploma in Music or a higher qualification Rs 350/hr
- Teachers holding a qualification lower than a Diploma in Music Rs 285/hr

8.9 In addition, these Teachers are refunded travelling by bus and are entitled to 1/12 of their annual earnings as End of Year Bonus.

8.10 In the past remuneration of the part-time Music Teachers was based on their qualifications. Taking into consideration the qualification required to teach at these levels and the salary scales provided for the relevant grades, it is observed that the mode of remuneration is not appropriate. Even at Tertiary institutions, the remuneration of resource persons is based on the level taught and not on the profile of the Resource Person. We are, therefore, making appropriate amendments.

8.11 We are also conscious of the fact that certain courses may be running right now and Resource Persons have already embarked on a sort of undertaking. With a view not to penalise them we are taking the necessary measures.

Recommendation 2

8.12 We recommend that for future intakes:

- (i) Teachers teaching level 1 should be remunerated at the rate of Rs 155/hr;
- (ii) Teachers teaching level 2 and 3 should be remunerated at the rate of Rs 220/hr.

8.13 We also recommend that for the present courses being run, Teachers should continue to draw on a personal basis the rate in force i.e.:

- Teachers holding a Diploma in Music or a higher qualification Rs 350/hr
- Teachers holding a qualification lower than a Diploma in Music Rs 285/hr

8.14 The Bureau further recommends that the part-time Teachers should continue to be entitled for refund of travelling by bus and an End-of-Year Bonus computed at the rate of 1/12 of their annual earnings.

**08. CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS
MITTERRAND TRUST FUND
SALARY SCHEDULE**

CNMTF 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
CNMTF 2	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Caretaker
CNMTF 3	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant
CNMTF 4	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Handy Worker/Tradesman
CNMTF 5	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
		Clerical Officer (New Grade) Clerical Officer/Higher Clerical Officer (Personal) Library Clerk
CNMTF 6	:	Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725
		Technician
CNMTF 7	:	Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
		Management Support Officer
CNMTF 8	:	Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
		Events Officer
CNMTF 9	:	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 - 37125 x 1225 – 38350
		Piano Accompanist

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

CNMTF 10 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Assistant Financial Officer/Financial Officer

CNMTF 11 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Confidential Secretary

CNMTF 12 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Procurement and Supply Officer

CNMTF 13 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575

Office Management Assistant

CNMTF 14 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 QB 46900 x 1625 – 56450

Music Tutor

CNMTF 15 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Administrative Secretary
Public Relations Officer

CNMTF 16 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650

Head, Music Department

CNMTF 17 : Rs 95000

Director



09. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

- 9.1 The Construction Industry Development Board (CIDB) is a statutory body established under the CIDB Act of 2008 and it operates under the *aegis* of the Ministry of Public Infrastructure and Land Transport. With the growing economic importance of the construction sector and with the upcoming of megaprojects such as smart cities, the CIDB is being called upon to fully assume its role as regulator and facilitator of the construction industry. In this respect, the CIDB Act has been amended in March 2015 and the composition of the Council has been reviewed.
- 9.2 One of the core activities of the CIDB is the registration of both local and foreign contractors/consultants. The Executive Director is responsible for the control and management of the day-to-day activities at the CIDB.
- 9.3 Representations from Unions were mainly to compensate for additional duties performed by a few officers and to create the grade of Management Support Officer. The Management of CIDB has requested to demerge the grade of Manager and also to create grades in the information technology, administrative and technical sections. After careful examination of the submissions, the Bureau is making appropriate recommendations to enable the CIDB to better fulfil its role in the development of the construction industry.

Manager, Corporate Services

Manager, Technical Services formerly Manager

- 9.4 It has been submitted by the Management of CIDB that the Manager of the Corporate Services and that of the Technical Services have different roles and responsibilities and the qualification requirements also differ. Given that the CIDB has been encountering difficulties to recruit Managers with the recommended profile, it has been proposed to demerge the grade of Manager and reinstate it as it was prior to the 2013 PRB Report. We are agreeable to the submission of the Management and are recommending accordingly.

Recommendation 1

- 9.5 **We recommend that the grade of Manager be demerged and restyled Manager, Corporate Services and Manager, Technical Services.**
- 9.6 **We further recommend that appointment to the grade of Manager, Corporate Services should be made by selection from candidates who are registered as a Professional Accountant with the Mauritius Institute of Professional Accountants (MIPA) under the Financial Reporting Act or are Members of the Institute of Chartered Secretaries and Administrators and possess a Master's Degree in Management or Business Administration from a recognised**

institution, and reckon at least five years' post registration experience in the construction industry.

- 9.7 We also recommend that appointment to the grade of Manager, Technical Services should be made by selection from among candidates who are registered as a Professional Architect under the Professional Architects Council Act or registered as a Professional Engineer under the Registered Professional Engineers Council Act or registered as a Professional Member of the Royal Institution of Chartered Surveyors as (Quantity Surveying), and reckon at least five years' post registration experience in the construction industry.
- 9.8 The Manager, Corporate Services and Manager, Technical Services will report to the Executive Director and will assist him in the smooth running of the Corporate Services and Technical Services respectively.
- 9.9 Incumbent in the grade of Manager, Corporate Services would be required, among others, to be responsible for the administrative functions of the Board; formulate, maintain and implement adequate administrative procedures; assist in the preparation of legislation and the handling of matters having legal implications; and be responsible for the promotion of staff welfare and ensure a safe and healthy working environment.
- 9.10 The Manager, Technical Services would be, *inter alia*, required to assist in the formulation of strategies and policies in accordance with the objects of the Board; assist in the preparation of budget estimates of the Board; be responsible for the registration of consultants and contractors; and follow up and report development in the construction industry.

Technical Executive (New Grade)

- 9.11 Management has submitted that the technical section needs to be further strengthened with a professional grade in view of the higher responsibilities to be devolved upon incumbent in the new organisational set up. Given that the core activity at the CIDB requires professional support and expertise, the request is justified and we are, therefore, providing for a grade of Technical Executive on the establishment of the CIDB.

Recommendation 2

- 9.12 We recommend the creation of a grade of Technical Executive. Appointment thereto, should be made by selection from among candidates possessing a Degree in Engineering or Architecture or Quantity Surveying from a recognised University or an equivalent qualification acceptable to the Board and having at least one year post qualification experience in the construction industry.

- 9.13 Incumbent would be responsible to the Manager, Technical Services and would be, *inter alia*, required to assist the latter in all technical matters; assist in processing of applications for registration of consultants and contractors; carry out survey studies and research on matters relating to the construction industry; provide advice to members of public on construction matters; and assist in the compilation and updating of the national schedule of rates.

IT Support Officer (New Grade)

- 9.14 In view of the extensive reliance and use of information technology (IT) especially for the registration of consultants and contractors, the Management proposed the creation of the grade of Systems Analyst to ensure proper functioning of the current IT system. The Bureau considers that in the first instance a grade in the IT field may be created at the diploma level. Hence, we are making provision to that end.

Recommendation 3

- 9.15 **We recommend the creation of a grade of IT Support Officer. Appointment to the grade should be made by selection from among candidates possessing a Diploma in Information and Communication Technology or an equivalent qualification acceptable to the Board.**
- 9.16 Incumbent would be required, among others, to implement, support and maintain the IT system at the CIDB; develop small computer programmes for end-users; be responsible for the security and back up of files; and train end-users.

09. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

SALARY SCHEDULE

CIDB 1	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Handy Worker/Driver
CIDB 2	:	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
		Word Processing Operator/Receptionist
CIDB 3	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
		Clerical Officer/Higher Clerical Officer
CIDB 4	:	Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725
		Technical Assistant

09. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (Contd)

CIDB 5 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Management Support Officer

CIDB 6 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325

Administrative Assistant
IT Support Officer (New Grade)
Technical Coordinator

CIDB 7 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375

Accounting Technician

CIDB 8 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Technical Executive (New Grade)

CIDB 9 : Rs 61325 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000

Manager, Corporate Services
Manager, Technical Services
formerly Manager

CIDB 10 : Rs 101000

Executive Director



10. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

- 10.1 The Early Childhood Care and Education Authority (ECCEA) was established as a body corporate in 2007 and it envisions to provide quality pre-school education to all children within a safe, inclusive and child friendly environment.
- 10.2 Its functions are two-fold. It is responsible to run some 189 Pre-Primary schools and also to oversee and regulate the activities of the 800 private Pre-Primary schools and 61 pre-schools managed by the Local Authorities. In delivering on its mandate, the Director of the ECCEA, who is at the helm of the organisation, is assisted by an array of technical and supporting staff.
- 10.3 For this review, the representations of the different unions were mainly the alignment of the Teacher's salary with that of Primary School Educator *formerly* Educator (Primary), creation of additional levels, review of the mode of appointment of certain grades and refund of casual leave as well as payment of allowances. The ECCEA's main proposals, on the other hand, pertained to restructuring the organisation with the creation of units and grades, reinforcing the Finance and Procurement and Supply sections and reviewing the entry level of the Teacher cadre with the creation of a grade of Trainee Teacher.
- 10.4 Where, for technical reasons it has not been possible to accede to the requests made, the parties have been so apprised during the consultative meetings and they have also been provided with the reasons thereof. We consider that Management's proposal relating to the creation of new levels to head and operate the new units to be top heavy and it may impinge on the career path and development of existing employees. We have, therefore, discarded this proposal too.
- 10.5 The present organisation structure is adequate to enable the ECCEA meet its main objectives. Nevertheless, we are in this Report, reinforcing the Finance and Procurement and Supply sections with appropriate levels as well as making other recommendations to facilitate the task of the ECCEA in an attempt at enhancing service delivery to meet the needs of its stakeholders.

Procurement and Supply Officer (New Grade)

- 10.6 It has been submitted that over the last few years the purchase of stationery, pedagogical materials and other equipments for the 189 public pre-primary schools has increased considerably. Given the volume of procurement activities involved, there is need for a level of Procurement and Supply Officer to be responsible for all procurement and supply transactions so as to ensure the efficient management of the Unit. We have, therefore, recommended accordingly.

Recommendation 1

- 10.7 We recommend the creation of a grade of Procurement and Supply Officer on the establishment of the ECCEA. Appointment thereto, should be made by selection from Purchasing and Supply Officer (Personal) and Assistant Procurement and Supply Officer reckoning at least three years' service in a substantive capacity in their respective grade and possessing a Certificate in Purchasing and Supply Management or an equivalent qualification.**
- 10.8 The Procurement and Supply Officer would be required, amongst others, to organise and manage the procurement and supply activities of the ECCEA; perform procurement and supply, storekeeping and stock control duties in accordance with the provisions laid down in approved rules and procedures; assist in the appraisal and review exercise related to procurement and supply and warehouse operations and prepare reports on procurement activities, as and when required.

Assistant Financial Operations Officer (New Grade)

- 10.9 The Finance Section of the ECCEA is presently manned by an Accountant and Clerk/Word Processing Operators. In view of the increase in volume and complexity of the financial transactions, the need is felt for a dedicated grade at operational level to assist the Accountant in the discharge of his duties. We are, therefore, providing for a grade of Assistant Financial Operations Officer (AFOO). Consequently, the grade of Accounts Clerk which is vacant would be abolished.

Recommendation 2

- 10.10 We recommend:**
- (i) the creation of a grade of Assistant Financial Operations Officer. Appointment thereto, should be made by selection from Clerk/Word Processing Operators reckoning at least four years' service in a substantive capacity in the grade and who possess working knowledge in Accounting, Finance and Auditing; and**
 - (ii) that the grade of Accounts Clerk be abolished.**
- 10.11 Incumbent in the grade of AFOO would, *inter alia*, be responsible to collect, verify, analyse and record of all financial costing and budget data relating to preparation of financial statements, ensure prompt collection of revenue, its control and safekeeping; prepare pay sheets, vouchers and writing up of cheque for signature, carry out stock verification as instructed, keep proper, complete and up to date records of all financial transactions and assist in the preparation and monitoring of Estimates.

Office Care Attendant (New Grade)

10.12 On the basis of the scheme of service in force, incumbents in the grade of Attendant can be posted either in Pre-Primary schools or offices of the ECCEA. It has been represented that there is a marked difference between the workload and working hours of the Attendants working in schools and those working in offices. This element has been the cause of dissatisfaction as expressed by the parties concerned. Given that various factors have to be taken into consideration while deciding on posting, it may not be practical to implement a rotation system. We are, therefore, addressing the issue by creating a grade of Office Care Attendant. With the filling of this post, Attendants presently posted in ECCEA offices would be posted in schools.

Recommendation 3

10.13 We recommend the creation of a grade of Office Care Attendant on the establishment of the ECCEA. Appointment thereto, should be made by selection from among candidates possessing the Cambridge School Certificate or an equivalent qualification acceptable to the Board of ECCEA.

10.14 Incumbent would be required, *inter alia*, to: collect keys and deposit same from/to police station/police post; open and close offices; run official errands, including the despatch of correspondence, forms and materials, usher in/guide visitors to schedule officers; clean premises and maintain the physical environment at a good standard; operate a telephone switchboard/PABX console; operate office equipment such as duplicating, photocopying and fax machines; and respond to calls.

Allowance for working with children in ZEP Schools

10.15 A case has been made for payment of an allowance to Teachers working in Zones d'Education Prioritaire (ZEP) based schools. According to them, they have to deal with many children whose home situations are not conducive for their pedagogical development and who experience adaptation problems. In such instances, the Teachers claim that they are often called upon to be more children centred; understand their needs and make use of different strategies to ensure their overall development.

10.16 The philosophy behind the grant of allowance payable to staff posted in ZEP schools is not applicable to ECCEA staff based in those schools. However, certain facts like the difficult home situations or split families or other social problems which are the root cause of the children's adaption at school are not disputed.

10.17 We, therefore, consider that the ECCEA should, in consultation with the Ministry of Education and Human Resources, investigate into requests and ascertain the extent of difficulties found and then make a case for an allowance to the Ministry of Civil Service and Administrative Reforms.

Recommendation 4

10.18 We recommend that the ECCEA, in consultation with the Ministry of Education and Human Resources, determines the level of difficulties encountered in the Pre-Primary branch of the ZEP schools and thereafter makes a case to the Ministry of Civil Service and Administrative Reforms for the payment of an appropriate allowance to the Teachers.

Allowance to Teachers working in Specialised Schools

10.19 At present Teachers who are seconded for duty at the Lois Lagesse Trust Fund are granted a monthly allowance of Rs 850 for working with visually impaired children. In the context of this review, both Management and the Staff Side have made representations for this allowance to be extended to those working in other Specialised Schools as well given that they also provide specialised care and attention while teaching children with special needs. We are agreeable to the proposal and are recommending accordingly.

Recommendation 5

10.20 We recommend that Teachers seconded to the Lois Lagesse Trust Fund and those posted to other specialised schools who are called upon to give specialised care and attention to children with special needs should be granted a monthly allowance of Rs 900.

Abolition of Grades

10.21 The grades of Caretaker, Resource Centre/Documentation Attendant and Technical Officer are currently vacant. Management has submitted that there is excessive overlapping of duties between the grade of Caretaker and that of Attendant. It has also averred that the grade of Resource Centre/Documentation Attendant is no longer warranted as the duties of this level can be easily entrusted to incumbents in other grades. Furthermore, all maintenance work at the ECCEA pre-primary schools are now being undertaken by the parent Ministry which makes the grade of Technical Officer redundant. Upon request from Management, we are, therefore, abolishing these grades.

Recommendation 6

10.22 We recommend that the grades of Caretaker, Resource Centre/Documentation Attendant and Technical Officer be abolished.

10. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

SALARY SCHEDULE

ECCEA 1	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700	Attendant
ECCEA 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450	Handy Worker
ECCEA 3	:	Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200	Stores Attendant
ECCEA 4	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050	Office Care Attendant (New Grade)
ECCEA 5	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525	Caretaker (Personal to employees in post as at 30.06.93)
ECCEA 6	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200	Driver/Office Attendant
ECCEA 7	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525	Receptionist/Telephone Operator
ECCEA 8	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075 QB 27850 x 775 – 30175	Teacher
ECCEA 9	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175	Clerk/Word Processing Operator
ECCEA 10	:	Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500	Management Support Officer (New Grade)

10. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY (Contd)

ECCEA 11 : **Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**

Senior Teacher
formerly Teacher-in-Charge

ECCEA 12 : **Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**

Assistant Financial Operations Officer (New Grade)
Assistant Procurement and Supply Officer
Executive Officer (Personal)
Purchasing and Supply Officer (Personal)

ECCEA 13 : **Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**

Assistant Coordinator (ECCEA)

ECCEA 14 : **Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**

Confidential Secretary

ECCEA 15 : **Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**

Procurement and Supply Officer (New Grade)

ECCEA 16 : **Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**

IT Support Officer
Resource Centre/Documentation Officer
Safety and Health Officer/Senior Safety and Health Officer

ECCEA 17 : **Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**

Human Resource Officer (Ex MSIRI) (Personal)

ECCEA 18 : **Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 39575 QB 40800 x 1525 – 49950**

Coordinator (ECCEA)

ECCEA 19 : **Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**

Human Resource Management Officer
IT Officer

10. EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY (Contd)

ECCEA 20 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Accountant/Senior Accountant
formerly Accountant
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor

ECCEA 21 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Administrative Secretary

ECCEA 22 : Rs 95000

Director



11. EMPLOYEES' WELFARE FUND

- 11.1 The Employees' Welfare Fund (EWF) was established under Act No. 13 of 1995 to cater for the welfare, leisure and recreational needs of employees and their families. It is a body corporate which operates under the *aegis* of the Ministry of Finance and Economic Development.
- 11.2 The mission of the EWF is to be responsive to the evolving needs of employees and their families and continue to devise and implement specific welfare schemes for the attainment of the objectives of the Fund.
- 11.3 Presently, the organisation structure of the Employees' Welfare Fund comprises three units, viz. Loans and Investment; Administration and Human Resource Management; and Project Management.
- 11.4 The General Manager is the accounting and responsible officer of the EWF. He is assisted in the performance of his duties by officers of the professional and technical cadres and the support services are provided by officers of the General Services grades.
- 11.5 In the context of the present review exercise, representations have been made for creation, merging and restyling of grades as well as upgrading of salary. We have examined all the proposals and are making appropriate recommendations.

Administrative Manager (New Grade)

- 11.6 It has been represented that in view of the higher responsibilities being attached to the Administrative Section such as planning, coordinating and implementing corporate strategies, human resource policies, systems and processes, there is need for a level to oversee the overall activities of the administration section to achieve the corporate goals and objectives of the Fund.

Recommendation 1

- 11.7 **We recommend the creation of a grade of Administrative Manager. Recruitment to the grade should be made by selection from serving officers of the EWF possessing a Degree in Business Administration or Public Administration or related fields from a recognised institution or an alternative equivalent qualification acceptable to the Board and reckoning at least five years' experience in the relevant fields.**
- 11.8 Incumbent in the grade of Administrative Manager would be, among others, responsible for planning, coordinating and implementing administrative and human resource policies, strategies, systems and processes; give general assistance and support to the General Manager in the discharge of his duties; assist in dealing with legal matters, tenders and contracts; ensure that proper labour relations and

conditions of employment are maintained; prepare reports and correspondence relative to the work and formulate current and long-range programmes, plans and policies for departmental programmes.

Accountant (New Grade)

11.9 With a view to ensure the fundamental principle of segregation of duties as per good corporate governance and to strengthen the internal control system, there is need for a level to comply with the new accounting standards, rules and regulations. We are making provision for a grade of Accountant against abolition of the grade of Senior Accounting Technician to be responsible for the organisation, control and monitoring of the financial administration of the Fund in accordance with established accounting practices and standards.

Recommendation 2

11.10 We recommend the creation of a grade of Accountant against abolition of the grade of Senior Accounting Technician. Recruitment to the grade of Accountant should be made by selection from among candidates possessing a pass at the final examination required for admission to membership of one of the following bodies:

- (i) The Association of Chartered Certified Accountants**
- (ii) The Institute of Chartered Accountants of England and Wales**
- (iii) The Institute of Chartered Accountants of Scotland**
- (iv) The Institute of Chartered Accountants of Ireland**
- (v) The Chartered Institute of Management Accountants**
- (vi) The Chartered Institute of Public Finance and Accountancy or an alternative equivalent qualification acceptable to the Board.**

11.11 Incumbent in the grade of Accountant would be required to, among others, assist in the supervision of all financial and accounting systems of the Fund; maintain proper financial control procedures; maintain proper accounting records for loan transactions; monitor the performance and deliverables of the accounting staff; keep Renewals Fund Registers, records of assets of the organisation and insurance transactions; assist in the monitoring of banking and investment activities of the organisation; and maintain Cash Book and Fixed Asset Register of the organisation.

ICT Technician (New Grade)

11.12 Management has reported that with the increase in the activities of the Fund, there is need for a level to provide support to the IT Officer for the implementation and management of the IT Systems. We have examined the request and are making provision for a grade of ICT Technician to re-inforce the IT Units of the Organisation.

Recommendation 3

11.13 We recommend the creation of a grade of ICT Technician. Recruitment thereto should be made by selection from among candidates possessing a Diploma in Computer Science or a Diploma with Information Technology as a major component from a recognised institution or an alternative equivalent qualification acceptable to the Board.

11.14 Incumbent in the grade of ICT Technician would be required to, among others, assist the IT Officer in end of day, month and year transactions, submission and retrieval of credit records; technical IT assistance to users; maintenance of IT equipment and network; liaising with suppliers; maintenance of Loan Management System and Financial Management System; and installing and configuring computer hardware, operating systems and applications.

Receptionist/Public Relations Assistant (New Grade)

11.15 With the opening of regional information desks throughout the island, there is need for a level to sustain a positive public image of the organisation and plays a crucial role in customer satisfaction as well as to have a first hand interaction with visitors. We are making provision to this effect.

Recommendation 4

11.16 We recommend the creation of a grade of Receptionist/Public Relations Assistant. Recruitment to the grade should be made by selection from serving officers of the EWF possessing a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or passes not below Grade C in English Language and French obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" or an alternative equivalent qualification acceptable to the Board and reckoning at least two years' experience in Public Relations or fast-paced environment.

11.17 Incumbent in the grade of Receptionist/Public Relations Assistant would be required to among others, handle telephone inquiries; arrange call backs and appropriate follow-up; maintain accruals electronic data base records of clients and other stakeholders; manage the customer service area; act as a first point of contact to people seeking information; and manage visitors, receiving and directing for managing efficiency in order to ensure best customer service.

Driver/Office Attendant (New Grade)

11.18 Management has submitted that the Fund would soon have its own means of transport and the services of a Driver would be required in the implementation of the projects of awareness campaign and the decentralisation of services. We are making appropriate provision to this effect.

Recommendation 5

- 11.19 We recommend the creation of a grade of Driver/Office Attendant. Recruitment thereto should be made by selection from among candidates who show proof of having studied up to Form V or an alternative equivalent qualification acceptable to the Board and possessing a valid driving license to drive cars or vans or lorries up to five tons.**
- 11.20 Incumbent in the grade of Driver/Office Attendant would be required to, among others, open, close and watch premises during business hours; run official errands; attend reception counter and direct visitors and keep a visitor's book; ensure that the cleaning of the office is properly effected; operate a telephone switchboard/PABX and simple office equipment; answer telephone calls; drive EWF car; carry out simple maintenance tasks on the vehicle; change tyres and make arrangements for mending of punctures; and keep a log book.

Handy Worker (New Grade)

- 11.21 Management has submitted that in order to enhance service delivery, there is need for a grade of Handy Worker to provide support to existing staff in the day-to-day running of the Fund. We are, therefore, making appropriate provision for this request.

Recommendation 6

- 11.22 We recommend the creation of a grade of Handy Worker. Recruitment thereto should be made by selection from among candidates possessing the Certificate of Primary Education or an alternative equivalent qualification acceptable to the Board.**
- 11.23 Incumbent in the grade of Handy Worker would be required to, among others, assist the cleaner with the cleaning of office, customer area and messroom; assist in photocopying documents and circulation of files; maintain the environment of the mess, kitchen equipment and electrical appliances at a good standard; wash the kitchen towels and hand towels; keep an inventory of all kitchen equipment; clean the park, drains, gutters etc and maintain the physical environment at a good standard; load, unload and move items and equipment and other materials; destroy and dispose of waste materials; open and close gate and control entry traffic; and perform simple gardening duties.

11. EMPLOYEES' WELFARE FUND**SALARY SCHEDULE**

- EWF 1 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450**
Handy Worker (New Grade)
- EWF 2 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Office Attendant
- EWF 3 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant (New Grade)
- EWF 4 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Public Relations Assistant (New Grade)
Receptionist/Telephone Operator
- EWF 5 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
- EWF 6 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- EWF 7 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer (Personal to incumbents in post as at 31.12.15)
- EWF 8 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- EWF 9 : Rs 22575x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Higher Executive Officer
- EWF 10 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 42325**
ICT Technician (New Grade)

11. EMPLOYEES' WELFARE FUND (Contd)

- EWF 11 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Administrative Assistant
- EWF 12 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- EWF 13 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
Project Manager
Technical Officer
- EWF 14 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
IT Officer
- EWF 15 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 56450**
Accountant (New Grade)
Internal Auditor
- EWF 16 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Manager (New Grade)
- EWF 17 : Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Deputy General Manager
- EWF 18 : Rs 110000**
General Manager



12. FASHION AND DESIGN INSTITUTE

- 12.1 The Fashion and Design Institute (FDI) has been established under the FDI Act 2008 with the objective of developing creativity, innovation and talent with a view to sustaining the Mauritian design and manufacturing sector. It operates under the aegis of the Ministry of Industry, Commerce and Consumer Protection.
- 12.2 The mission of the FDI is to provide high quality professional training of international standard in line with the needs of the industry; foster creativity and promote a design culture in Mauritius; assist the industry in the design and production of high value added products and services; and to offer demand driven services to the industry in the field of design.
- 12.3 Since its inception the FDI has shown steady growth. It provides courses in the fields of Art and Design, Fashion Design, Graphic Design and Interior Design. The Institute has trained more than 1200 students and has experienced a marked increase in enrolment rate over the years.
- 12.4 For this review exercise, Management submitted that the FDI is poised to be the education partner by excellence in the creative field and as such the organisation needs to be properly staffed so as to enable it to achieve its mandate efficiently and effectively. In this regard, Management made submissions for the creation and restyling of some grades as well as abolition of the vacant grades that would no longer be required.
- 12.5 The profiles for the new grades as well as additional information pertaining to the other requests made by Management were not submitted to the Bureau for inclusion in this Report. These positions would, therefore, be graded by the Bureau whenever requested, on an *ad hoc* basis.
- 12.6 We are, in this Report, maintaining the organisation structure while reviewing the salary of existing grades.

12. FASHION AND DESIGN INSTITUTE

SALARY SCHEDULE

FDI 1:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075
	Support Assistant
FDI 2 :	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
	Handy Worker

12. FASHION AND DESIGN INSTITUTE (Contd)

FDI 3 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050

Senior Support Assistant

FDI 4 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575

General Assistant (Personal to employees of the School of Design of Ex-IVTB)

FDI 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200

Driver/Office Attendant

FDI 6 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525

Receptionist/Telephone Operator

FDI 7 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300

Technical Assistant/Senior Technical Assistant

FDI 8 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075

Technical Attendant (Maintenance) (Personal to employees of the School of Design of Ex-IVTB)

FDI 9 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Technical Assistant/Senior Technical Assistant (Personal to employees of the School of Design of Ex-IVTB)

Technical Assistant (Computer) (Personal to employees of the School of Design of Ex-IVTB)

Technical Assistant (Maintenance) (Personal to employees of the School of Design of Ex-IVTB)

FDI 10 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Clerk/Word Processing Operator (Personal to employees of the School of Design of Ex-IVTB)

12. FASHION AND DESIGN INSTITUTE (Contd)

- FDI 11 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
 Technical Assistant/Senior Technical Assistant (Personal to employees of the Department of Design of the University of Mauritius)
- FDI 12 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
 Accounts Clerk
 Assistant Stores and Logistics Officer
- FDI 13 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
 Confidential Secretary
- FDI 14 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
 Executive Clerk (*Personal to employees of the School of Design of Ex-IVTB*)
- FDI 15 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
 Administrative Assistant
 Assistant Finance Executive
 Facilities and Maintenance Officer
 I.T Officer
 Stores and Logistics Officer
 Technician/Senior Technician
- FDI 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
 Technician/Senior Technician (Personal to employees of the Department of Textile Technology of the University of Mauritius)
- FDI 17 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
 Training Officer (Personal to employees of the School of Design of Ex-IVTB)
- FDI 18 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
 Administrative Officer
 Business Development Analyst
 Marketing and Events Coordinator
 Research Analyst
 Resource Centre Coordinator
 Training Officer

12. FASHION AND DESIGN INSTITUTE (Contd)

- FDI 19 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Internal Auditor
- FDI 20 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Business Development Analyst (Personal to incumbents in the grade of Coordinator of the School of Design of Ex-IVTB)
- FDI 21 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative and HR Executive
Admissions, Examinations and Student Affairs Executive
Finance Executive
IT Executive
Lecturer
Media and Public Relations Executive
Project Executive
Quality Assurance Executive
- FDI 22 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Product and Business Development Manager
Senior Lecturer
- FDI 23 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Head, Business/Industry Development, Research and Consultancy
Head, Learning and Training
Head, Quality Assurance
Registrar
- FDI 24 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Associate Professor (Personal)
- FDI 25 : Rs 110000**
Director



13. FINANCIAL INTELLIGENCE UNIT

- 13.1 The Financial Intelligence Unit (FIU) was established under Section 9 (1) of the Financial Intelligence and Anti-Money Laundering Act 2002 as the central agency responsible for receiving, requesting, analysing and dissemination to the investigatory and supervisory authorities, disclosures of information concerning suspected proceeds of crime and alleged money laundering offences as well as the financing of any activities or transactions related to terrorism. It operates as a statutory body under the *aegis* of the new Ministry of Financial Services, Good Governance and Institutional Reforms.
- 13.2 The mission of the FIU is to be the leader in financial intelligence works in the region and be recognised worldwide as a Financial Intelligence Unit that adheres to international standards.
- 13.3 The strategic goals of the FIU are to have a modern information system for effective data collector, storage, retrieval, management and financial investigative analysis; have a strong culture with reporting of money laundering and terrorism financing; be at the vanguard of research, training dissemination of Anti-Money Laundering and Combating Financing of Terrorism (AML/CFT) information; and enhance credibility of Mauritius as a jurisdiction adhering to international (AML/CFT) norms.
- 13.4 The organisation structure of the FIU comprises five departments namely:- IT, Financial Investigative, Data Intelligence, Compliance and Corporate Affairs. The Director is the Chief Executive of the organisation.
- 13.5 The core functions of the FIU are delivered by the Financial Analysis, the Data Intelligence and the IT departments, and the other functions by the administration and finance departments. The legal department, in addition to providing advice on the core functions, also advises the administration on internal matters.
- 13.6 In the context of the present review exercise, representations have been focused on creation and merging of grades as well as restyling of posts of the Professional and Technical cadres. We have examined all the proposals made and are making appropriate recommendations.

IT Manager (New Grade)

- 13.7 Currently, the IT Unit is serviced by three Analysts (Operations) performing duties related to system administration, security and related IT works. Recently, the FIU has installed a sophisticated software platform known as the UN GoAML software which has to be professionally monitored and confidentially preserved at all levels.
- 13.8 Request has been made for a level in the IT Department to deal with the collection and processing of reports for analysis; information management; and exchange of information to which we are agreeable.

Recommendation 1

- 13.9 We recommend the creation of a grade of IT Manager on the establishment of the FIU. Recruitment thereto should be made by selection from among candidates possessing a Master's Degree in Computer Science or Computer Networking from a recognised institution or an alternative equivalent qualification acceptable to the Board and reckoning at least five years' post-qualification experience in the field of Information and Communication Technology, with involvement in managing projects or in systems engineering and software development.**
- 13.10 Incumbent in the grade of IT Manager would be responsible for the IT Department and for the effective Management of all the IT operations of the FIU, including IT Security, Systems administration and software development. He would also be required to, *inter alia*, plan, organise, direct, control and evaluate the operations of information systems and electronic data processing; develop and implement policies and procedures for electronic data processing and computer systems operations and development; verify application results by conducting systems audit of technologies implemented; recommend information technology strategies, policies and procedures by evaluating organisation outcomes, identify problems, evaluate trends and anticipate requirements; ensure technology is accessible and equipped with current hardware and software; and mentor, coach and provide guidance and training to subordinate staff.

Intelligence Officer/Senior Intelligence Officer formerly Intelligence Officer Senior Intelligence Officer

- 13.11 With a view to improving efficiency and effectiveness, both Management and staff side have submitted that the grades of Intelligence Officer and Senior Intelligence Officer be merged and restyled to Intelligence Officer/Senior Intelligence Officer as incumbents in both grades are performing identical duties and have the same reporting line. We are, agreeable to this request and recommend accordingly.

Recommendation 2

- 13.12 We recommend that the grades of Intelligence Officer and Senior Intelligence Officer be merged and restyled Intelligence Officer/Senior Intelligence Officer.**

Confidential Secretary (New Grade)

- 13.13 There is no grade of Confidential Secretary on the establishment of the FIU to perform general secretarial duties. We are, therefore, providing for the grade to reinforce the support function.

Recommendation 3

- 13.14 We recommend the creation of a grade of Confidential Secretary on the establishment of the FIU. 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.**
- 13.15 Incumbent in the grade of Confidential Secretary would be required, among others, to arrange appointment and deal with enquiries; maintain a systematic filing system for easy retrieval and safe-keeping of important documents; make travel arrangements and manage the diary of the Director of the FIU; make telephone calls and screen incoming calls and determine the course of action required for satisfactory disposition; take messages and facilitate the process of communication between the relevant stakeholders; and perform word processing and telex/telex duties and simple computer/data processing work and operate email services.

**13. FINANCIAL INTELLIGENCE UNIT
SALARY SCHEDULE**

FIU 1	: Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475
	General Assistant
FIU 2	: Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
	Driver/General Assistant
FIU 3	: Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
	Assistant Office Secretary Data Processing Assistant
FIU 4	: Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
	Confidential Secretary (New Grade)
FIU 5	: Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325
	Office Secretary

13. FINANCIAL INTELLIGENCE UNIT (Contd)

- FIU 6 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
Data Intelligence Assistant
- FIU 7 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Intelligence Officer/Senior Intelligence Officer
formerly Intelligence Officer
Senior Intelligence Officer
- FIU 8 : Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Analyst (Operations)
- FIU 9 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400**
Corporate Affairs Manager
Data Intelligence Manager
IT Manager (New Grade)
Legal Manager
- FIU 10 : Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Financial Intelligence Analyst
Head, Compliance
- FIU 11 : Rs 70450 x 1950 – 74350 x 2825 – 80000 x 3000 – 101000**
Senior Financial Intelligence Analyst
- FIU 12: Rs 110000**
Assistant Director



14. FINANCIAL REPORTING COUNCIL

- 14.1 The Financial Reporting Council (FRC) was set up under section 3 of the Financial Reporting Act No. 45 of 2004 to strengthen the credibility and quality of financial reporting and audit in the country. It is a body corporate operating under the *aegis* of the new Ministry of Financial Services, Good Governance and Institutional Reforms.
- 14.2 The mission of the FRC is to bring corporate confidence in auditing, financial and non-financial reporting among users of financial statements.
- 14.3 The objectives of the FRC are, among others, to promote the provision of high quality reporting of financial and non-financial information by public interest entities; enhance the credibility of financial reporting; improve the quality of accountancy and audit services; and promote the highest standards among licensed auditors.
- 14.4 The core activities of the FRC are carried out by three units namely: Audit Practice Review; Financial Reporting Monitoring; and Standard Review/Training.
- 14.5 In the context of the present review exercise, the main representations have been focused on creation of grades at different levels of operation and upgrading of salary as well as duty exemption and loan to purchase a car.
- 14.6 We have examined all proposals made by Staff Association and Management as well as the Parent Ministry and apprised all parties concerned on issues that could not be retained in this Report. With the expansion of the activities of the Council, both in volume and complexity, there is need for a grade to provide all administrative assistance aligned with the goals and objectives of the Council and also to be responsible for planning, co-ordinating and implementing human resources policies, strategies, systems and processes. We are recommending accordingly. We are also maintaining the special provision for the grades of Technical Officer, Senior Financial Executive and Assistant Technical Executive.

Administrative Secretary (New Grade)

Recommendation 1

- 14.7 **We recommend the creation of a grade of Administrative Secretary on the establishment of the Financial Reporting Council. Appointment to the grade should be made by selection from serving officers of the FRC possessing a Degree in Human Resource Management from a recognised institution or an alternative equivalent qualification acceptable to the Board and reckoning at least four years' service in a substantive capacity in the grade.**
- 14.8 Incumbent would be required, among others, to provide administrative assistance in formulation, coordination and implementation of policies, goals and objectives of the Council and make recommendations on existing policies; be in charge of the

general administration and ensure quality service to stakeholders; be responsible for establishing proper administration and control procedures and ensure compliance thereto; formulate and implement plans regarding manpower planning and development as well as capacity building; deal with matters relating to recruitment and selection of employees; ensure human resource policies, rules, regulations and procedures are properly and constantly applied; and promote staff welfare and a healthy and safe working environment.

Technical Officer

Senior Financial Executive

Assistant Technical Executive

14.9 In our 2013 Report, we made special provision for the grades of Technical Officer, Senior Financial Executive and Assistant Technical Executive to ensure that the remuneration package is competitive as compared to their counterparts in the private sector. We are maintaining this provision.

Recommendation 2

14.10 We recommend that:

- (i) incumbents in the grade of Technical Officer possessing a Degree in Finance or Accounting or ACCA Fundamentals (Skills) or an equivalent qualification and having reached the top salary in the salary scale should be allowed to move incrementally in the master salary scale by two additional increments provided they have:**
 - (a) drawn the top salary for a year;**
 - (b) been efficient and effective in their performance during the preceding year; and**
 - (c) not been under report.**

- (ii) incumbents in the grade of Senior Financial Executive, on obtention of the degree or equivalent qualification, be allowed to move incrementally beyond the top salary of the grade up to salary point Rs 54825 in the master salary scale provided they have:**
 - (a) drawn the top salary for a year;**
 - (b) been efficient and effective in their performance during the preceding year; and**
 - (c) not been under report.**

- (iii) incumbents in the grade of Assistant Technical Executive, on reaching the top salary point Rs 56450 be allowed to move incrementally in the master salary scale up to salary point Rs 61325 provided they have:**
 - (a) drawn the top salary for a year;**

- (b) been efficient and effective in their performance during the preceding year; and
- (c) not been under report.

14. FINANCIAL REPORTING COUNCIL

SALARY SCHEDULE

FRC 1	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050 Office Attendant
FRC 2	:	Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475 Senior Office Attendant
FRC 3	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver/Messenger
FRC 4	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 Receptionist/Telephonist
FRC 5	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175 Clerk/Word Processing Operator
FRC 6	:	Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 Management Support Officer (FRC)
FRC 7	:	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 Executive Officer (Personal to incumbents in post as at 31.12.15)
FRC 8	:	Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 Confidential Secretary

14. FINANCIAL REPORTING COUNCIL (Contd)

- FRC 9 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Technical Officer
- FRC 10 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Executive
- FRC 11 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Senior Financial Executive
- FRC 12 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary (New Grade)
- FRC 13 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Assistant Technical Executive
- FRC 14 : Rs 51575 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Technical Executive
- FRC 15 : Rs 83000 x 3000 – 89000**
Manager
- FRC 16 : Rs 101000**
Chief Executive Officer



15. FISHERMEN INVESTMENT TRUST

- 15.1 The Fishermen Investment Trust set up as a body corporate under the Fishermen Investment Trust Act No 29 of 2006, operates under the *aegis* of the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands. The vision of the Trust is to be a key player in the fishing industry while empowering the fishermen community to be a partner in the socio-economic development of the country. Its mission consists in accompanying the fishermen community to a better tomorrow through viable and sustainable initiatives and contributing to their social upliftment.
- 15.2 The objects of the Trust are, *inter alia*, to: acquire assets such as fishing vessels and fishing equipment; invest in fish processing and fish marketing activities to support the livelihoods of fishermen; grant loans to fishers; train fishers opting to run a small business; and promote the welfare and socio-economic conditions of fishermen.
- 15.3 The Trust is presently headed by a Chief Executive Officer employed on a contractual basis, who is responsible to the Board for its day-to-day administration. The technical duties are being shouldered by a Finance and Investment Officer.
- 15.4 For this Report no proposal has been submitted by either Management or the staff side.
- 15.5 The organisation structure is appropriate to enable the Trust to deliver on its mandate. We are, however, revising the salary scales of the existing grades.

15. FISHERMEN INVESTMENT TRUST

SALARY SCHEDULE

FIT 1	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
		Clerk/Word Processing Operator
FIT 2	:	Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
		Finance and Investment Officer
FIT 3	:	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450
		Administrative Secretary Project Co-ordinator
FIT 4	:	Rs 86000
		Chief Executive Officer

16. FISHERMEN WELFARE FUND

- 16.1 The Fishermen Welfare Fund (FWF) promotes the betterment of registered fishers and their families of both Mauritius and Rodrigues. The Fund, which operates under the *aegis* of the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands, manages a series of projects and social schemes such as award of scholarships to fisher's children and provision of different types of financial assistance, including maternity and funeral grants amongst others, for the welfare of about 4500 registered fishers.
- 16.2 As Head of the FWF, the Secretary is supported by a complement of staff comprising officers in the grades of Welfare Development Officer, Clerk/Word Processing Operator, Driver/Office Attendant and General Worker.
- 16.3 In the context of the present review exercise, proposals have been made to restyle certain of the existing grades and to merge others. As the requests could not meet the criteria required for merging or restyling of grades, parties were informed of the reasons why the Bureau could not entertain such requests.
- 16.4 The Bureau considers that the existing organisation structure is appropriate for the FWF to deliver efficiently and effectively on its mandate. We are, therefore, not bringing any change thereto.

Allowance to General Worker

- 16.5 The General Worker is entitled to an allowance of Rs 750 for performing additional duties such as opening and closing of offices, running official errands, operating simple office equipment, ushering/guiding visitors to schedule officers and assisting in the arrangement of furniture and equipment within office premises. The quantum of this allowance is being maintained.

Recommendation

- 16.6 We recommend that the General Worker should continue to be paid an allowance of Rs 750 for performing additional duties such as opening and closing of offices, running official errands, operating simple office equipment, ushering/guiding visitors to schedule officers and assisting in the arrangement of furniture and equipment within office premises on a regular basis.**

16. FISHERMEN WELFARE FUND

SALARY SCHEDULE

- FWF 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker
- FWF 2 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- FWF 3 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- FWF 4 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- FWF 5 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Officer (Personal)
- FWF 6 : Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Welfare Development Officer
- FWF 7 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
- FWF 8 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Secretary



17. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE (FAREI)

- 17.1 The Food and Agricultural Research and Extension Institute (FAREI) has been set up in October 2013 as a body corporate under the FAREI Act of 2013 and operates under the *aegis* of the Ministry of Agro-Industry and Food Security. The functions of the ex-Food and Agricultural Research Council (ex-FARC) and the ex-Agricultural Research and Extension Unit (ex-AREU) have been taken over by the FAREI following a reorganisation exercise.
- 17.2 The functions of the Institute, are *inter alia*, to: conduct research in non-sugar agriculture, food production and forestry, and maximise the benefits of such research; conduct extension and advisory activities in non-sugar crops, livestock, food production and agribusiness; set research priorities in line with the needs of the food and non-sugar agricultural sector; co-ordinate, monitor and evaluate research programmes and projects of different institutions engaged in non-sugar agriculture, food production and forestry; and advise on national policies and other matters related to research in non-sugar agriculture, food production and forestry.
- 17.3 The FAREI Act makes provision for a Chief Executive Officer, who is responsible for the execution of the policies of the Board and control and management of the day-to-day business of the organisation. The activities of the FAREI are organised under three sections, namely Crops, Livestock and Extension and Training.
- 17.4 For this Report, Management of FAREI has highlighted the importance of the Institute as being the backbone of the non-sugar sector. In this context, request has been made for the provision of a fit for purpose structure and appropriate means to enable the organisation to deliver on its mandate and meet new challenges.
- 17.5 We are subsequently strengthening the structure through the creation of a few grades which would add value to the organisation and justify the operational requirements; providing movement beyond the top salary for certain grades to compensate incumbents in terms of career earnings and for performing new duties and shouldering higher responsibilities; reviewing the schemes of service of certain grades to enable appointment of serving qualified officers; and introducing the payment of new allowances to relevant grades.

EXTENSION AND TRAINING DEPARTMENT

Business Development Officer (New Grade)

- 17.6 Management has submitted that fostering an agro entrepreneur culture within the farming community is one of the major challenges of the Institute. In this context, there is need for a dedicated grade to cater, among others, for the development of agri-business plans in view of enhancing the decision making process. On the

basis of the operational need of this level for enhanced service delivery, we are making an appropriate recommendation to that end.

Recommendation 1

17.7 We recommend the creation of the grade of Business Development Officer. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment of FAREI, possessing a degree in Agriculture or an equivalent qualification acceptable to the Institute, a Master's degree in Agriculture or Entrepreneurship or Business Administration or Economics or Finance and reckoning at least three years' service in a substantive capacity in the grade with knowledge in agro-business development. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing the required qualifications.

17.8 Incumbent would be required to, *inter alia*, develop business plans in connection with agricultural projects and schemes; assist in the marketing of the Institute; gather and compile general information from Divisions for dissemination among customers; effect market research to identify new avenues for entrepreneurship and agro-business activities for the organisation; maintain regular, timely and professional follow up with the clients of the Institute; maintain a knowledge repository of stakeholders, prospects and presentation; implement the organisation strategy on business development of activities; and prepare budget.

Extension Officer

Senior Extension Officer

17.9 The Bureau has received strong representations from both Management and Staff Associations for the creation of a merged grade of Extension Officer/Senior Extension Officer to take over the duties of the grades of Extension Officer and Senior Extension Officer owing to a major overlapping of duties and limited extent of the supervisory element. We have carefully examined the proposal and are making appropriate recommendations in view of enhancing service delivery at these levels.

Recommendation 2

17.10 We recommend that:

- (i) a grade of Extension Officer/Senior Extension Officer be created. Appointment thereto should be made by selection from among candidates possessing a degree in Agriculture or Horticulture or Agronomy or Crop Science or Animal Science or an equivalent qualification and reckoning at least three years experience in duties related to Agriculture;**
- (ii) officers in the grade of Extension Officer be given the option to join the new grade of Extension Officer/Senior Extension Officer; and**

(iii) the grade of Extension Officer be made evanescent.

17.11 Incumbents would be required to, *inter alia*, advise farmers on improved technologies and agri-business opportunities; organise and effect regular farm visits and undertake training and motivation programmes for farmers and stakeholders; provide feedback and report on farmers' problems and constraints for the formulation of research and development programmes; coordinate operations and activities of different units of the extension services; arrange for the implementation of on-farm research projects and the conduct of farm surveys; and promote good agricultural practices and the use of improved cost effective eco-friendly technologies.

17.12 We further recommend that:

- (i) the grade of Senior Extension Officer be made evanescent. Officers in post as at 31 December 2015 have been provided a personal salary;**
- (ii) officers in the grade of Senior Extension Officer (Personal) and Principal Extension Officer should, among others, supervise the work of the Extension Officer/Senior Extension Officers; and**
- (iii) in future, appointment to the grade of Principal Extension Officer should be made, in a first instance, by promotion of officers in the grade of Senior Extension Officer (Personal) reckoning two years' service in the grade. Upon the complete phasing out of the grade of Senior Extension Officer (Personal), appointment thereto should be made by promotion of officers in the grade of Extension Officer/Senior Extension Officer reckoning five years' service in a substantive capacity in the grade or an aggregate of five years' service in the grade of Extension Officer/Senior Extension Officer and the former grade of Extension Officer.**

Principal Extension Assistant (New Grade)

17.13 Extension Assistants and Senior Extension Assistants work on outstations and are posted in Model Farms/Demonstration Centres. With an expansion of activities at FAREI, both Management and Staff Associations have submitted that there is need for a supervisory level to coordinate and plan the work of Extension Assistants and Senior Extension Assistants and provide support to the Extension Officers and Senior Extension Officers in the general administration of the Model Farms/Demonstration Centres. We are in favour of the request and recommending accordingly.

Recommendation 3

17.14 We recommend the creation of the grade of Principal Extension Assistant. Appointment thereto should be made by promotion on the basis of experience

and merit of employees in the grade of Senior Extension Assistant reckoning at least four years' service in a substantive capacity in the grade.

- 17.15 Incumbent would be required, *inter alia*, to: plan, liaise, support and participate in development activities for on-stations and on-farms; assist in the preparation of daily work plan in collaboration with the Station/Laboratory Manager and the Agricultural Coordinator; supervise the work of Senior Extension Assistants and lead teams of workers for field operations; ensure that all books, ledgers and records are kept in line with regulations; and ensure compliance with legal standards for the agricultural sector.

Extension Assistant

Senior Extension Assistant

- 17.16 At present, Extension Assistants who have drawn their top salary for a year are allowed to move in the salary scale of the grade of Senior Extension Assistant. The Bureau holds the view that the movement in the higher scale should also be linked to the performance of the duties of the grade of Senior Extension Assistant by Extension Assistants.

Recommendation 4

- 17.17 **We recommend that Extension Assistants who have drawn their top salary for a year, should continue to be allowed to proceed in the salary scale of the grade of Senior Extension Assistant, provided they have been efficient and effective in their performance during the preceding year and are not under report. This recommendation should, however, not preclude Extension Assistants from being promoted to the grade of Senior Extension Assistant before they have reached the top of their salary scale or on vacancy arising in the latter grade.**
- 17.18 **We further recommend that Extension Assistants should perform the duties and assume the responsibilities of the grade of Senior Extension Assistant, upon moving in the higher salary scale.**

RESEARCH DEPARTMENT

Scheme of Service of Research Scientist/Senior Research Scientist

- 17.19 At present, appointment to the grade of Research Scientist/Senior Research Scientist in the respective Divisions is made by selection from among candidates possessing a degree in the relevant field and reckoning at least three years' experience in duties related to Agriculture.
- 17.20 Given that many serving officers of the Institute are fully qualified to apply for the post of Research Scientist/Senior Research Scientist, the Bureau considers that the grade should be opened to internal candidates in line with our philosophy of

providing better career prospect to competent serving officers. We are making an appropriate recommendation to that end.

Recommendation 5

17.21 We recommend that in future, appointment to the grade of Research Scientist/ Senior Research Scientist should be made by selection from among serving officers on the permanent and pensionable establishment of FAREI possessing the prescribed qualifications for appointment to the grade of Research Scientist/Senior Research Scientist in the fields of Animal Health, Livestock Research, Crops, Entomology and Plant Pathology or an equivalent qualification acceptable to the Institute and reckoning at least three years' experience in duties related to Agriculture. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing the required qualifications.

Assistant Research Scientist

17.22 At present, Assistant Research Scientists who possess a degree in Agriculture or an equivalent qualification are allowed to move incrementally in the master salary scale up to salary point Rs 51275 subject to satisfying certain conditions. We are maintaining this recommendation whilst revising the salary point.

Recommendation 6

17.23 We recommend that Assistant Research Scientists who possess a degree in Agriculture or an equivalent qualification and who have reached the top of their salary scale should be allowed to move incrementally in the master salary scale up to salary point Rs 54825 provided they have:

- (i) drawn the top salary for a year;**
- (ii) been efficient and effective in their performance during the preceding year; and**
- (iii) not been under report.**

Research Assistant

Senior Research Assistant

17.24 As per present provisions, Extension Assistants in the Extension and Training Department are allowed to move in the salary scale of the grade of Senior Extension Assistant subject to certain conditions. We are extending this provision to officers in the grade of Research Assistant of the Research Department on satisfying the same criteria.

Recommendation 7

17.25 We recommend that Research Assistants, who have drawn their top salary for a year, should proceed in the salary scale of the grade of Senior Research

Assistant, provided they have been efficient and effective in their performance during the preceding year and are not under report. This recommendation should, however, not preclude Research Assistants from being promoted to the grade of Senior Research Assistant before they have reached the top of their salary scale or on vacancy arising in the latter grade.

- 17.26 We further recommend that Research Assistants should perform the duties and assume the responsibilities of the grade of Senior Research Assistant, upon moving in the higher salary scale.

FINANCE/HUMAN RESOURCE/PROCUREMENT AND SUPPLY/INTERNAL CONTROL/ GENERAL SERVICES

Finance Cadre

Manager, Finance

formerly Manager, Accounts Section

- 17.27 The Finance Section is headed by the Manager, Accounts Section. It has been submitted that the appellation of the grade should be reviewed to a more appropriate one to better reflect the duties and responsibilities devolving upon incumbent.

Recommendation 8

- 17.28 We recommend that the grade of Manager, Accounts Section be restyled **Manager, Finance**.

Human Resource Cadre

Human Resource Officer

- 17.29 The HR Cadre comprises the grades of Human Resource Manager and Human Resource Officer. With the fusion of the ex-FARC and ex-AREU into the FAREI, the work at the HR Section has become more complex and increased in volume.

- 17.30 In view of the above, the Bureau considers that the appellation of the grade of Human Resource Officer should be reviewed in consonance with duties performed and responsibilities shouldered by incumbent. We are, therefore, restyling the grade to a more appropriate job title. We are equally providing a means of compensation to incumbents possessing higher qualifications subject to satisfying certain conditions.

Recommendation 9

- 17.31 We recommend that the grade of Human Resource Officer be restyled **Human Resource Officer/Senior Human Resource Officer**.

- 17.32 We further recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer, *formerly Human Resource Officer*, possessing a diploma in Human Resource Management or a diploma with Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:
- (i) have drawn the top salary for a year;
 - (ii) have been efficient and effective in their performance during the preceding year; and
 - (iii) are not under report.

Procurement and Supply Cadre

Procurement and Supply Officer/Senior Procurement and Supply Officer *formerly Procurement and Supply Officer*

- 17.33 At present, a Stores Superintendent is responsible to look after the day-to-day running of the Procurement and Supply Unit. Incumbent is assisted by officers in the grades of Procurement and Supply Officer, Assistant Procurement and Supply Officer and Stores Officer (Personal). Both Management and Staff Associations have requested for alignment of the Procurement and Supply cadre in line with that obtains in the Civil Service to enable the effective and efficient operation of the unit following the fusion of the ex-AREU and ex-FARC into FAREI.
- 17.34 We have studied the proposals and consider that the request is not fully substantiated as the existing structure is appropriate to enable the Procurement and Supply Unit to attain its objectives. We are, however, restyling the grade of Procurement and Supply Officer to commensurate with the nature of duties performed and reviewing the mode of appointment to the grade. We are also providing a mechanism to compensate incumbents possessing higher qualifications.

Recommendation 10

- 17.35 We recommend that the grade of Procurement and Supply Officer be restyled Procurement and Supply Officer/Senior Procurement and Supply Officer.
- 17.36 We further recommend that, in future, appointment to the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer, *formerly Procurement and Supply Officer*, should be made by promotion, on the basis of experience and merit, of officers in the grade of Stores Officer (Personal) who reckon at least two years' service in a substantive capacity in the grade and possess the certificate in Purchasing and Supply Management or an equivalent qualification. In the absence of qualified Stores Officers (Personal), appointment to the grade should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer possessing the required qualifications.

- 17.37 We also recommend that incumbents in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer, *formerly Procurement and Supply Officer*, possessing a diploma in Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point of Rs 42325 provided they:
- (i) have drawn the top salary for a year;
 - (ii) have been efficient and effective in their performance during the preceding year; and
 - (iii) are not under report.

Internal Control Cadre

Internal Control Officer/Senior Internal Control Officer *formerly Internal Control Officer*

- 17.38 The Internal Control Unit is presently manned by an Internal Control Officer. In view of a lack of career prospect in the Internal Control cadre and in line with the Bureau's policy favouring career earnings we are making appropriate recommendations to improve service delivery.

Recommendation 11

- 17.39 We recommend that the grade of Internal Control Officer be restyled Internal Control Officer/Senior Internal Control Officer.
- 17.40 We further recommend that, in future, appointment to the grade of Internal Control Officer/Senior Internal Control Officer, *formerly Internal Control Officer*, should be made by selection from among serving officers who have successfully completed all papers of the ACCA Fundamentals (Knowledge) and Paper F4 of the ACCA Fundamentals (Skills) or have obtained the certificate of Business Accounting (Foundation Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification. In the absence of qualified serving officers, appointment, to the grade should be made by selection from among candidates possessing the required qualifications.
- 17.41 We also recommend that incumbents in the grade of Internal Control Officer/Senior Internal Control Officer, *formerly Internal Control Officer*, having successfully completed all papers of Fundamentals (Knowledge) and having obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) or possessing the certificate in Business Accounting (Foundation Level) and having obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification should be allowed on reaching their top salary to move incrementally in the master salary scale up to salary point Rs 42325 provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

General Services Cadre

Office Management Assistant

17.42 The grade of Office Management Assistant exists on the establishment of FAREI. Due to certain specificities at the organisation, the Bureau was requested, prior to this Report to review its mode of appointment. After careful study, we are revisiting the qualification requirements of the grade of Office Management Assistant.

Recommendation 12

17.43 **We recommend that appointment to the grade of Office Management Assistant should be made, in line with the provisions made at paragraph 24 of Volume 2 Part II of this Report.**

17.44 **We further recommend that:**

- (i) **Higher Executive Officers, Executive Officers and Senior Clerks in post as at 31 December 2015 be given the option to join the grade of Office Management Assistant; and**
- (ii) **the grades of Higher Executive Officer, Executive Officer and Senior Clerk be made evanescent.**

Safety and Health Officer/Senior Safety and Health Officer (New Grade)

17.45 Presently there is a grade of Safety and Health Officer (Part-Time) on the establishment of the FAREI, which is vacant. Management and Staff Associations have submitted that as the FAREI has an establishment size of over 500 employees and as per the provisions of Section 30 (2) of the Occupational Safety and Health Act, the employment of a Safety and Health Officer/Senior Safety and Health Officer on a full time basis is warranted to deal with recurring health and safety issues. We are, agreeable to the proposal.

Recommendation 13

17.46 **We recommend that the grade of Safety and Health Officer (Part-Time) be abolished.**

17.47 **We also recommend the creation of the grade of Safety and Health Officer/Senior Safety and Health Officer. Appointment thereto, should be made by selection from among candidates possessing a diploma in Occupational Health and Safety as laid down in the Occupational Health and Safety Act from a recognised institution or an equivalent qualification**

acceptable to the Institute. Candidates should have practical experience in matters pertaining to safety and health in agriculture and good communication, interpersonal and organising skills.

- 17.48 Incumbent would be required, *inter alia*, to: be responsible for the formulation and administration of safety, health and welfare policies at FAREI; deliver training, tender advice and provide information to all employees; advise management on all matters related to its duties under the Occupational Health and Safety Act and related legislation and ensure that all other provisions are complied with; carry out regular risk assessment of all work operations and formulate and implement appropriate measures; and investigate occupational accidents and dangerous occurrences, analyse the collected information and develop, implement and monitor preventive measures.

WORKMEN'S GROUP

Head Gardener/Nursery Attendant (New Grade)

- 17.49 At present, the Gardener/Nursery Attendant cadre comprises the grades of Gardener/Nursery Attendant and Senior Gardener/Nursery Attendant. Management has submitted that there is need for the creation of a grade of Head Gardener/Nursery Attendant to provide support in the Crop Research Station and in the Tissue culture and Nursery sections. We are agreeable to the proposal and are recommending accordingly.

Recommendation 14

- 17.50 We recommend the creation of the grade of Head Gardener/Nursery Attendant. Appointment thereto should be made by promotion, on the basis of experience and merit, of employees from the grade of Senior Gardener/Nursery Attendant reckoning at least two years' service in a substantive capacity in the grade.**

- 17.51 Incumbent would be responsible for the efficient running of the Nurseries and would be required, *inter alia*, to: monitor the grafting, budding, layering and other plant propagation practices are effectively carried out in compliance with procedures in place; supervise and control workers under his responsibility; supervise the sales and delivery of plants and to keep proper record thereon; monitor the attendance of employees working under his supervision; provide training to the workers under his responsibility and supervise the stock taking of plants under his responsibility.

ALLOWANCES

Lead Allowance

- 17.52 Presently, Research Scientist/Senior Research Scientists who lead a programme consisting of an integrated set of projects in several disciplines with a common theme, are paid a monthly Lead Allowance. We are maintaining the present arrangement.

Recommendation 15

- 17.53 We recommend that Research Scientist/Senior Research Scientists who are required to lead a programme consisting of an integrated set of projects in several disciplines with a common theme should continue to be paid a Lead Allowance of Rs 2750 monthly.**

Allowance to Research Assistants and Senior Research Assistants

- 17.54 Research Assistants and Senior Research Assistants posted in the Livestock Section work on roster in outstations. They are paid a monthly allowance for additional duties performed such as ensuring that the research activities includes procedures related to milking, feeding of livestock and maintenance of hygienic conditions in the sheds undertaken by the General Workers and the Stockmen. We are maintaining the payment of the allowance.

Recommendation 16

- 17.55 We recommend that officers in the grades of Research Assistant and Senior Research Assistant in the Livestock Section should continue to be paid a monthly allowance of Rs 475 and Rs 585 respectively for performing additional duties and working on roster in outstations.**

Allowance for Performing Transport Organiser's Duties

- 17.56 At present, officers in the grade of Research Assistant are paid a daily allowance whenever they perform duties of the Transport Organiser. We are maintaining this provision.

Recommendation 17

- 17.57 We recommend that officers in the grade of Research Assistant should be paid an allowance of Rs 105 per day, whenever they perform duties of the Transport Organiser.**

Handy Worker (Skilled)

- 17.58 Handy Workers (Skilled) are entitled to a monthly allowance when their experience acquired in other trades are gainfully utilised by the organisation. We are providing for the continued payment of this allowance.

Recommendation 18

- 17.59 We recommend that Handy Workers (Skilled) should be paid a monthly allowance of Rs 575 for experience acquired in other trades which are gainfully utilised by the organisation.**

Allowance to Drivers

17.60 Management has submitted that the fleet of vehicles at FAREI also includes lorries of more than 3.5 tons but less than five tons. In this respect, Drivers who are regularly called upon to drive such vehicles should be compensated through the payment of an appropriate monthly allowance. We consider the request to be justified and are making an appropriate provision.

Recommendation 19

17.61 We recommend that Drivers who are required to drive, on a regular basis, vehicles of more than 3.5 tons but less than five tons be paid a monthly allowance of Rs 400.

Allowance to General Workers posted at the Mushroom Unit

17.62 At present, General Workers posted at the Mushroom Unit are paid an allowance equivalent to one and a half increments at the initial of their salary scale for performing duties of technical nature such as mixing of lime with bagasse, weighing and recording the weight of each bag of the mixture to be used in the laboratory. We are maintaining this arrangement.

Recommendation 20

17.63 We recommend that General Workers performing extraneous duties of technical nature while posted at the Mushroom Unit should continue to be paid an allowance equivalent to one and a half increments at the initial of their salary scale.

17. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION INSTITUTE**SALARY SCHEDULE**

FAREI 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375

General Worker
General Worker (Ex-NFYFC) (Personal)
formerly Labourer
Cook
Cook/Labourer

FAREI 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450

Handy Worker

FAREI 3 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200

Stores Attendant

**17. FOOD AND AGRICULTURAL RESEARCH AND
EXTENSION INSTITUTE (Contd)**

- FAREI 4 :** Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
Watchman (Ex-NFYFC) (Personal)
- FAREI 5 :** Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
Gardener/Nursery Attendant
Insecticide Sprayer Operator
Office Attendant/Caretaker
Office Attendant (Ex-FSC) (Personal)
Research Facility Attendant
Stockman (Roster)
- FAREI 6 :** Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525
Irrigation/Pump Operator (Roster)
- FAREI 7 :** Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000
Senior Gardener/Nursery Attendant
- FAREI 8 :** Rs 22575
Driver (Ex-NFYFC) (Personal)
- FAREI 9 :** Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
Driver
Driver/Office Attendant (Ex-FARC) (Personal)
- FAREI 10 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
Field Supervisor
Senior Stockman
- FAREI 11 :** Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
Handy Worker (Skilled)
Tradesman (General) (Ex-Tobacco Board) (Personal)

**17. FOOD AND AGRICULTURAL RESEARCH AND
EXTENSION INSTITUTE (Contd)**

- FAREI 12 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475
– 21950 x 625 – 23200 x 775 – 23975
Senior/Head Office Attendant
- FAREI 13:** Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775
– 23975
Head Gardener/Nursery Attendant (New Grade)
- FAREI 14 :** Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375
– 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750
Implement Operator
- FAREI 15 :** Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375
– 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
Telephonist/Receptionist
- FAREI 16 :** Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475
– 21950 x 625 – 23200 x 775 – 25525
Driver (Heavy Vehicles > 5 tons)
- FAREI 17 :** Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375
– 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075
Laboratory Attendant
- FAREI 18 :** Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375
– 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
Word Processing Operator (Ex-NFYFC) (Personal)
- FAREI 19 :** Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375
– 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
Book Keeper/Storekeeper (Ex-NFYFC) (Personal)
Field Support Assistant (Ex-NFYFC) (Personal)
- FAREI 20 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475
– 21950 x 625 – 23200 x 775 – 30175
Clerk/Word Processing Operator
Library Clerk
Correspondence Clerk/Word Processing Operator (Ex-Tobacco Board)
(Personal)
- FAREI 21 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475
– 21950 x 625 – 23200 x 775 – 32500
Clerk/Senior Clerk (Ex-FSC) (Personal)

**17. FOOD AND AGRICULTURAL RESEARCH AND
EXTENSION INSTITUTE (Contd)**

- FAREI 22 :** Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Management Support Officer
- FAREI 23 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Accounts Clerk
Assistant Procurement and Supply Officer
Data Processing Assistant
Executive Officer (Ex- AREU) (Personal)
Senior Clerk (Ex-FARC) (Personal)
Stores Officer (EX-AREU) (Personal)
- FAREI 24 :** Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425
Extension Assistant
Research Assistant
- FAREI 25 :** Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275
Laboratory Technician
Transport Organiser
- FAREI 26 :** Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Confidential Secretary
- FAREI 27 :** Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Higher Executive Officer (Ex-AREU) (Personal)
Senior Extension Assistant
Senior Research Assistant
Senior Technical Assistant (Ex-FSC) (Personal)
- FAREI 28 :** Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575
Office Management Assistant
- FAREI 29 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800
Internal Control Officer/Senior Internal Control Officer
formerly Internal Control Officer

**17. FOOD AND AGRICULTURAL RESEARCH AND
EXTENSION INSTITUTE (Contd)**

- FAREI 30:** **Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer /Senior Human Resource Officer
formerly Human Resource Officer
Procurement and Supply Officer/Senior Procurement and Supply Officer
formerly Procurement and Supply Officer
- FAREI 31:** **Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer (New Grade)
- FAREI 32 :** **Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Principal Extension Assistant (New Grade)
Principal Research Assistant
- FAREI 33 :** **Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Accounts Officer/Senior Accounts Officer
- FAREI 34 :** **Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
- FAREI 35 :** **Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Assistant Research Scientist
- FAREI 36 :** **Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
Stores Superintendent
- FAREI 37 :** **Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Maintenance Officer
- FAREI 38:** **Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Business Development Officer (New Grade)
Librarian

**17. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION
INSTITUTE (Contd)**

- FAREI 39 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Human Resource Officer (Personal)
- FAREI 40 : Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Extension Officer (Personal to officers in post as at 31.12.15)
- FAREI 41 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Economist/Senior Economist
- FAREI 42 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Biometrician/Senior Biometrician
Extension Officer/Senior Extension Officer (New Grade)
Research Scientist/Senior Research Scientist (Animal Health)
Research Scientist/Senior Research Scientist (Crops)
Research Scientist/Senior Research Scientist (Entomology)
Research Scientist/Senior Research Scientist (Livestock Research)
Research Scientist/Senior Research Scientist (Plant Pathology)
Station/Laboratory Manager
- FAREI 43 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
IT Officer/Systems Administrator
- FAREI 44 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Manager
HR Manager
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor
- FAREI 45 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Agricultural Engineer/Senior Agricultural Engineer

**17. FOOD AND AGRICULTURAL RESEARCH AND EXTENSION
INSTITUTE (Contd)**

- FAREI 46 :** **Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Manager, Finance
formerly Manager, Accounts Section
Manager, Farmers' Service Centre (Ex-FSC) (Personal)
- FAREI 47 :** **Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800**
Senior Extension Officer (Personal to Officers in post as at 31.12.15)
- FAREI 48 :** **Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400**
Agricultural Coordinator
Business Development Manager
Principal Agricultural Engineer
Principal Biometrician
Principal Extension Officer
Principal Research Scientist (Animal Health)
Principal Research Scientist (Livestock Research)
formerly Principal Research Scientist (Animal Production)
Principal Research Scientist (Crops)
Principal Research Scientist (Entomology)
Principal Research Scientist (Plant Pathology)
- FAREI 49 :** **Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Laboratory and Nursery Manager (Ex-FARC) (Personal)
- FAREI 50 :** **Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Assistant Director (Crops)
Assistant Director (Extension and Training)
Assistant Director (Livestock)
- FAREI 51 :** **Rs 110000**
Director

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL**SALARY SCHEDULE****(All salaries are personal to holders of the post)**

- FARC 1 :** **Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
 General Worker (AREU/FARC) (Personal)
 General Worker (Ex-NFYFC) (Personal)
 formerly Labourer
 Cook
 Cook/Labourer
- FARC 2 :** **Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450**
 Handy Worker (AREU) (Personal)
- FARC 3 :** **Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825**
 Farm Worker (Ex-NFYFC) (Personal)
- FARC 4 :** **Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
 Stores Attendant (AREU) (Personal)
- FARC 5 :** **Rs 17330**
 Safety and Health Officer (Part-Time) (AREU) (Personal)
- FARC 6 :** **Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575**
 Watchman (Ex-NFYFC) (Personal)
- FARC 7 :** **Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
 Gardener/Nursery Attendant (Personal)
 formerly Gardener/Nurseryman (AREU/FARC)
 Insecticide Sprayer Operator (AREU) (Personal)
 formerly Insecticide Sprayerman (AREU)
 Office Attendant/Caretaker (AREU/FARC) (Personal)
 Research Facility Attendant (AREU) (Personal)
 Stockman (Roster) (AREU) (Personal)
- FARC 8 :** **Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525**
 Irrigation/Pump Operator (Roster) (AREU) (Personal)

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd)

- FARC 9 :** **Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000**
Senior Gardener/Nursery Attendant (AREU/FARC) (Personal)
formerly Senior Gardener/Nurseryman (AREU/FARC)
- FARC 10 :** **Rs 22575**
Driver (Ex-NFYFC) (Personal)
- FARC 11 :** **Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver (AREU) (Personal)
formerly Driver/Office Attendant (AREU)
Driver/Office Attendant (FARC) (Personal)
formerly Office Attendant/Driver (FARC)
- FARC 12 :** **Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Field Supervisor (AREU) (Personal)
formerly Gangman (AREU)
Senior Stockman (AREU) (Personal)
- FARC 13 :** **Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Handy Worker (Skilled) (AREU) (Personal)
- FARC 14 :** **Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant (AREU) (Personal)
- FARC 15 :** **Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750**
Implement Operator (AREU) (Personal)
- FARC 16 :** **Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Telephonist/Receptionist (AREU) (Personal)
- FARC 17 :** **Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Driver (Heavy Vehicle > 5 tons) (AREU) (Personal)

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd)

- FARC 18 :** Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075
Laboratory Attendant (AREU/FARC) (Personal)
- FARC 19 :** Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625
Receptionist/Assistant Clerk (FARC) (Personal)
- FARC 20 :** Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
Audiovisual Assistant (AREU) (Personal)
- FARC 21 :** Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
Word Processing Operator (Ex-NFYFC) (Personal)
- FARC 22 :** Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
Book Keeper/Storekeeper (Ex-NFYFC) (Personal)
Field Support Assistant (Ex-NFYFC) (Personal)
- FARC 23 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
Clerk/Word Processing Operator (AREU/FARC) (Personal)
Library Clerk (AREU) (Personal)
- FARC 24 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Accounts Clerk (AREU/FARC) (Personal)
Assistant Procurement and Supply Officer (AREU/FARC) (Personal)
Data Processing Assistant (AREU) (Personal)
Executive Officer (AREU) (Personal)
Senior Clerk (FARC) (Personal)
Stores Officer (AREU/FARC) (Personal)
- FARC 25 :** Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425
Extension Assistant (AREU) (Personal)
Research Assistant (AREU) (Personal)

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd)

FARC 26 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275

Laboratory Technician (FARC) (Personal)
Transport Organiser (AREU) (Personal)

FARC 27 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Internal Control Officer (FARC) (Personal)

FARC 28 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Cartographer (AREU) (Personal)
Visual Artist (Graphics) (AREU) (Personal)

FARC 29 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Confidential Secretary (AREU/FARC) (Personal)

FARC 30 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Higher Executive Officer (AREU) (Personal)
Human Resource Officer (AREU) (Personal)
Procurement and Supply Officer (AREU) (Personal)
Senior Extension Assistant (AREU) (Personal)
Senior Research Assistant (AREU) (Personal)

FARC 31 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325

Accounting Technician (FARC) (Personal)

FARC 32 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325

Principal Research Assistant (AREU) (Personal)

FARC 33 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850

Accounts Officer/Senior Accounts Officer (AREU) (Personal)

FARC 34 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900

Office Superintendent (AREU) (Personal)

FARC 35 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425

Assistant Research Scientist (AREU/FARC) (Personal)

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd)

- FARC 36 :** **Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Technical Officer/Senior Technical Officer (Equipment Maintenance)
(AREU) (Personal)
- FARC 37 :** **Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
Stores Superintendent (AREU) (Personal)
- FARC 38 :** **Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Maintenance Officer (AREU) (Personal)
- FARC 39 :** **Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Librarian (AREU) (Personal)
- FARC 40 :** **Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant (FARC) (Personal)
Human Resource Officer (AREU) (Personal)
Internal Auditor (AREU) (Personal)
- FARC 41 :** **Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Extension Officer (AREU) (Personal)
- FARC 42 :** **Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Manager (AREU/FARC) (Personal)
HR Manager (AREU) (Personal)
- FARC 43 :** **Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
IT Officer/Systems Administrator (AREU) (Personal)
- FARC 44 :** **Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Agricultural Engineer/Senior Agricultural Engineer (AREU) (Personal)
Assistant Programme Manager (FARC) (Personal)
Biometrician/Senior Biometrician (AREU) (Personal)
Economist/Senior Economist (AREU) (Personal)
Research Scientist/Senior Research Scientist (AREU/FARC) (Personal)
Station/Laboratory Manager (AREU) (Personal)

Ex-FOOD AND AGRICULTURAL RESEARCH COUNCIL (Contd)

- FARC 45 :** **Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Manager, Accounts Section (AREU) (Personal)
Senior Extension Officer (AREU) (Personal)
- FARC 46 :** **Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400**
Agricultural Coordinator (AREU) (Personal)
Business Development Manager (AREU) (Personal)
Information, Liaison and Documentation Officer (FARC) (Personal)
Principal Agricultural Engineer (AREU) (Personal)
Principal Biometrician (AREU) (Personal)
Principal Economist (AREU) (Personal)
Principal Extension Officer (AREU) (Personal)
Principal Research Scientist (Animal Health) (AREU) (Personal)
Principal Research Scientist (Animal Production) (AREU) (Personal)
Principal Research Scientist (Crops) (AREU) (Personal)
Principal Research Scientist (Entomology) (AREU) (Personal)
Principal Research Scientist (Plant Pathology) (AREU) (Personal)
- FARC 47 :** **Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Laboratory and Nursery Manager (FARC) (Personal)
Programme Manager (FARC) (Personal)
- FARC 48 :** **Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Assistant Director (Crops) (AREU) (Personal)
Assistant Director (Extension and Training) (AREU) (Personal)
Assistant Director- General (FARC) (Personal)
Assistant Director (Livestock) (AREU) (Personal)
- FARC 49 :** **Rs 95000**
Deputy Director (AREU) (Personal)
- FARC 50 :** **Rs 110000**
Director (AREU) (Personal)
Director General (FARC) (Personal)



18. GAMBLING REGULATORY AUTHORITY

- 18.1 Operating under the *aegis* of the Prime Minister's Office since January 2015, the Gambling Regulatory Authority (GRA) is a body corporate set up under the GRA Act 2007. It is mainly responsible for licensing and monitoring of gaming/gambling activities and collection of license fees from stakeholders.
- 18.2 The objects of the GRA include, among others, to: regulate and control gambling activities and the organisation of lottery games, sweepstake and lotteries; regulate and monitor the organisation of horse racing; promote public confidence in the integrity of the gambling industry and the horse racing industry; ensure that gambling is conducted in a fair and transparent manner; foster responsible gambling in order to minimise harm caused by gambling; promote tourism, employment and economic development; and promote the welfare and leisure of the race-going public.
- 18.3 At present, GRA is providing its services through three units, namely the Licensing and Inspectorate Unit, the Finance Unit and the IT Section with the following activities:
- **Licensing and Inspectorate Unit** is responsible, among others, for implementing the Board's decision, examining applications for the issue or renewal of licence, preparing affidavits, attending court cases and carrying inspections for ensuring compliance with the condition of licence.
 - **Finance Unit** is responsible, *inter-alia*, for collection of licence fees, preparation of the budget, preparing for the payroll, and monthly tax returns, preparation of the financial statements and making requests for funds.
 - **IT Section** is responsible, among others, for all IT related problems mainly configuration of the computer, network and accessories at the Authority, manage the online connection of the server and assist users with the day- to-day operational problems.
- 18.4 In accordance with Section 13 (i) of the GRA, the responsibility of the execution of the Policy of the Board and the control and management of the day-to-day business of the Authority rest upon the Chief Executive. The other personnel comprises four officers on permanent establishment, three officers on secondment from MOFED and six officers on contract. The Authority is also assisted by a team of officers of the "Police des Jeux".
- 18.5 During consultation, Management reported that Government in its programme 2015-2019, stated that it would be merciless in combatting the growing illicit gambling activities in order to minimise harm in society. On this basis, the GRA re-oriented its policies and approaches to attain this objective. Hence, representation has been made for the GRA to have the proper organisation structure and the

more so qualified staff to undertake and shoulder responsibilities. Management submitted a new structure comprising grades to perform different functions and their proposed schemes of service. It further highlighted that the re-engineering process of the GRA would be done in phases in order to ensure a smooth transition.

- 18.6 The submission was examined in line with provisions of Section 3 of the GRA Act where it is stipulated that the GRA should comprise the Inspectorate Division, the Investigation Division, the Internal Audit Division and any other divisions as may be set up by the Board. Some incompatibility was noted between the provisions of the Act and the proposed functional structure of the organisation. In view thereof and given the number of grades involved, the Bureau considers it more appropriate for the GRA to re-examine its proposals regarding the structure and new grades. Thereafter, the salary gradings may be provided on an adhoc basis once the established procedure has been followed and relevant clarifications/information obtained.
- 18.7 We are, however, on the basis of functional needs, providing for the grades of Legal Affairs Officer, Public Relations/ Responsible Gambling Officer, Auditor, Systems Analyst and Clerk/Word Processing Operator. As regards grades on the permanent and pensionable establishment, we are providing the revised salary scales in alignment with our pay structure.

Recommendation 1

- 18.8 We recommend the creation of the following grades: Legal Affairs Officer, Auditor, Public Relations/Responsible Gambling Officer, Systems Analyst and Clerk/Word Processing Operator.**

Legal Affairs Officer (New Grade)

Recommendation 2

- 18.9 Appointment to the grade of Legal Affairs Officer should be made by selection from among candidates who possess a Degree in Legal Studies or Law from a recognised institution or an equivalent qualification acceptable to the Authority and who reckon at least three years' experience in dealing with court and legal matters/proceedings.**
- 18.10 Incumbent would be required, among others, to: advise the GRA Office on legal matters; handle court matters/proceedings pertaining to licences; consult with the Authority/Legal Adviser as and when required; develop, initiate, maintain and review policies and procedures for a compliance; develop and periodically review and update Standards of Conduct to ensure continuing currency and relevance in providing guidance to Management and employees; and develop/implement corrective actions plans to resolution on problematic issues and provide general guidance on how to tackle similar situations in future.

Public Relations /Responsible Gambling Officer (New Grade)**Recommendation 3**

- 18.11 Appointment to the grade of Public Relations /Responsible Gambling Officer should be filled by selection from among candidates who possess a Degree in Communication or Communication Studies or Journalism or any equivalent qualification acceptable and having at least three years' knowledge in the field of public relations, communication or journalism.**
- 18.12 Appointee would be required, among others, to: design and implement Communication Strategies and Plan; disseminate information which will help to create greater awareness of the role of the Authority; provide reports on the status and actions of the Communication Plan; develop and implement a Responsible Gambling Programme for the Authority; to sensitise people on the harm of gambling; and promote gambling as a leisure.

Auditor (New Grade)**Recommendation 4**

- 18.13 Appointment to the grade of Auditor should be made by selection from among candidates possessing a pass at the Final Examination required for admission to membership of ICA, ACCA, CIMA and CIPFA and who reckon at least four years' experience in auditing and/or accounting duties.**
- 18.14 Incumbent would be required, among others, to: conduct internal and external audit of the GRA and its stakeholders; develop a systematic audit testing of control; and make recommendations and improvements to the system of procedures to achieve accuracy, eliminate errors, defalcation, wastage, fraud and the maintenance of an up-to-date and well organised database.

Systems Analyst (New Grade)**Recommendation 5**

- 18.15 Appointment to the grade of Systems Analyst should be made by selection from among candidates possessing a Degree in Information Technology or Computer Science or Information Systems or any equivalent qualification acceptable to the Authority and who reckon at least two years' practical experience in system development, system analysis, database design and operation of a multi user system.**
- 18.16 Incumbent would be required, among others, to: develop, maintain and update software/web applications; update and maintain the GRA website; and assist users with day-to-day operational problems and coach hours on use of IT System and Office tools to enhance productivity and perform daily tasks required to maintain the GRA system in proper operating condition such as database maintenance, backup and other related duties.

Clerk/Word Processing Operator (New Grade)

- 18.17 Appointment to the grade of Clerk/Word Processing Operator should be made by selection from candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at GCE 'A' Level or an alternative qualification acceptable. Candidates must have the ability in typewriting at a speed of at least 30 words per minute.
- 18.18 Incumbent would be required, among others, to: perform clerical duties and take down dictation; carry out word processing and computer/data processing work; update information in the computer system; and to operate telefax and e-mail services.

18. GAMBLING REGULATORY AUTHORITY

SALARY SCHEHDULE

GRA 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475

Office Assistant

GRA 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Clerk/Word Processing Officer (New Grade)

GRA 3 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Management Support Officer
formerly Officer (General Services)

GRA 4 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Confidential Secretary

GRA 5 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Legal Affairs Officer (New Grade)
Public Relations/Responsible Gambling Officer (New Grade)
Systems Analyst (New Grade)

GRA 6 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Auditor (New Grade)

GRA 7 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Information System Officer ◆◆◆◆◆◆◆◆

19. HINDI SPEAKING UNION

- 19.1 The Hindi Speaking Union has been established in December 1994 as a body corporate under the Hindi Speaking Union Act. Its main objects include the promotion of the Hindi Language in its spoken and written forms; provide friendship and understanding between the Hindi speaking peoples of the world; and provide facilities for the interchange of views affecting the interests, well being, development, relationships and common problems of the hindi-speaking peoples of the world; and promote and encourage education among all peoples interested in Hindi.
- 19.2 In pursuance of its objectives, various activities are organised by the Union, namely book exhibitions/sales throughout the country, conferences, workshops and seminars, exchange programmes. In addition, magazines, periodicals and books are published at regular intervals and weekly radio programmes are presented and aired. The Union also runs a lending library located at Triolet.
- 19.3 An Administrative Secretary is responsible for the day to day administration. Support services are provided by a small pool of officers.
- 19.4 In the context of this Report, no submission has been made by the Management or staff side. We are, therefore, maintaining the existing structure whilst revising the salaries.

19. HINDI SPEAKING UNION SALARY SCHEDULE

HSU 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375	
		General Worker	
HSU 2	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200	
		Driver/Office Attendant	
HSU 3	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075	
		Motivator	
HSU 4	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175	
		Clerk/Word Processing Operator Library Clerk	
HSU 5	:	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450	
		Administrative Secretary ◆◆◆◆◆◆◆◆	

20. HUMAN RESOURCE DEVELOPMENT COUNCIL

- 20.1 The Human Resource Development Council (HRDC), set up as a body corporate under the provision of the HRDC Act 2003, operates under the *aegis* of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research. It envisions to have always “a creative and competent HR Base”.
- 20.2 The objects of the Council are, among others, to promote human resource development in line with national economic and social objectives; stimulate a culture of training and lifelong learning at the individual, organisational and national levels for employability and increasing productivity; and provide the necessary human resource thrust for successful transformation of the economy into a knowledgeable hub.
- 20.3 In line with the Government’s Programme 2015-2019, the HRDC is called upon to play a fundamental role in the evolving socio-economic architecture of Mauritius. The Council would be required to initiate skills development programmes to reduce the mismatch between demand and supply of human resources, address the graduate unemployment problem and contribute to Government’s vision in making Mauritius a “nation d’entrepreneurs” through its Skills for Growth Scheme.
- 20.4 The organisation is headed by a Director who is the Chief Executive of the Council. The latter is assisted in the day-to-day business operations by a Deputy Director and three Managers each in charge of the three divisions, namely; Corporate, Research and Consultancy, and Finance respectively. Officers from other various cadres also provide support to Management.
- 20.5 During consultations both Management and Staff Association have submitted that there is need to review upward the remuneration package of certain grades at top level owing to the specificity of the HRDC, being an apex organisation. In addition, a fit-for-purpose organisation structure has been requested, through the creation of appropriate grades to meet the new challenges and implement national projects.
- 20.6 After duly examining the various requests of both Management and Staff Association the Bureau is making appropriate recommendations to enable the Council to enhance its service delivery through the strengthening of the structure at different levels. We are also allowing for movement beyond top salary to some officers and providing enhanced pension benefits to certain category of employees.

Adjustment of Salary Scale

- 20.7 The Bureau has received requests to review the salary scales of certain top positions further to recommendations made in a report submitted by an external consultant prior to 2013 PRB Report. **We have examined the issue in-depth and have come to the conclusion that the matter should be dealt with**

administratively at the level of the Council and the parent Ministry, which have the prerogative of granting top up allowances wherever deemed necessary.

FINANCE DIVISION

Head, National Training Fund Unit (New Grade)

- 20.8 According to the HRDC Act, one of the main functions of the Council is to manage the National Training Fund (NTF) whereby employers contribute a training levy to the Council. The Finance Division is currently responsible for the management of the Training Levy/Grant System and accounting/budgeting issues.
- 20.9 Management has submitted that since the HRDC receives around Rs 425m annually and disburses around Rs 280m as Grant refund, the NTF Unit and the Accounting/Budgeting Unit should function separately for better control, with shared responsibility and accountability. Moreover, the Independent Commission against Corruption (ICAC) recommended, further to a Corruption Prevention Review (CPR) exercise carried out at the HRDC, that the Finance Division be restructured such that the NTF Unit is separated from the Accounting activities. As such, request has been made for the creation of a grade of Team Leader (NTF) to look after the day-to-day management of the NTF.
- 20.10 The Bureau has examined the request and considers that there is merit in the case. We are, therefore, providing for another appellation in line with the duties and responsibilities devolving upon the grade and making an appropriate recommendation to that end.

Recommendation 1

- 20.11 **We recommend the creation of the grade of Head, National Training Fund Unit. Appointment thereto should be made by selection from among candidates who are members of a professional body acceptable to the HRDC, registered with the Mauritius Institute of Professional Accountants (MIPA) and possess a Master's Degree in Finance or Management or Administration from a recognised institution. Candidates should also reckon at least five years post-qualification experience in management/administration; have a track record to demonstrate commitment to the provision of high quality financial services; possess problem solving skills and have ability to think strategically; and possess excellent administrative, interpersonal and communication skills.**
- 20.12 Incumbent would be responsible to the Manager, Finance for the smooth functioning and management of the NTF Unit and would be required, *inter-alia*, to: manage the day-to-day operations of the NTF Unit; ensure timely transfer of grant refund to employers and training centres; ensure the prevalence of a proper internal

control mechanism in the training unit; initiate actions in relation to cases of malpractice; provide advice, functional guidance and assistance to employers and training centres on training grant system; and manage the investment portfolio of the NTF and advise on investment strategies.

Monitoring Unit

Inspection and Monitoring Officer (Roster) (New Grade)

- 20.13 The HRDC is required to monitor the participation of employers, employees and job seekers in training schemes and programmes. In this context, regular site visits are conducted to ensure that training are effectively being dispensed, as grants are released for this specific purpose to organisations. This monitoring exercise is conducted by officers of the Monitoring Unit, which comprises one Executive Assistant/Senior Executive Assistant and Management Support Officers. The present staffing complement is considered to be inadequate to fulfil the purpose for which the Unit has been established.
- 20.14 Management has submitted that due to an increase in the number of visits and activities at the Monitoring Unit, there is need for a dedicated grade to perform these duties particularly regarding inspection and monitoring. We consider that this arrangement would enable a better service delivery through proper check and balances. We are, therefore, providing this new grade.

Recommendation 2

- 20.15 **We recommend the creation of the grade of Inspection and Monitoring Officer (Roster). Appointment, thereto, should be made by selection from among serving officers of the HRDC possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” and reckoning at least four years’ experience in a training or educational environment. Candidates should also be computer literate and possess good communication skills.**
- 20.16 Incumbent would be required, *inter alia*, to: liaise with appropriate departments/units for retrieval of relevant documents for conduct of inspection/monitoring; assist in the elaboration of programmes for inspection and monitoring; conduct inspection and monitoring visits, as per programme elaborated; check that training is being effectively carried out; assist in the preparation of inspection and monitoring reports for submission to management; inspect, on site, multimedia facilities procured by institutions and submit reports thereon; inspect, during visits, the records of employer/trainer related to the training being delivered; compile data for statistical purposes; and attend court in cases of prosecution related to the Training Grant Scheme, as and when required.

RESEARCH AND CONSULTANCY DIVISION

- 20.17 Management has informed that further to certain measures enunciated in the Government Programme 2015-2019, there has been an expansion in the activities at the Research and Consultancy Division. The latter's responsibilities are now geared towards research and the operationalisation and implementation of projects at various levels of the economy. New projects include those regarding national HRD policy development, career development as well as those involving collaboration with industry associations.
- 20.18 In this context, Management has apprised the Bureau that the Division is being renamed Research and Project Division and consequently, the appellation of the grade of Manager, Research and Consultancy be reviewed. We consider the request to be justified and are reviewing the appellation.

Manager, Research and Projects *formerly Manager, Research and Consultancy*

Recommendation 3

- 20.19 We recommend that the grade of Manager, Research and Consultancy be restyled Manager, Research and Projects.**

Research and Development Coordinator **Senior Research and Development Officer** *formerly Research and Development Officer*

- 20.20 Management has submitted that there is no longer the operational need to maintain the grades of Research and Development Coordinator and Research and Development Officer as two distinct grades, since incumbents are required to manage individual projects and report directly to the Manager, Research and Consultancy, now restyled Manager, Research and Projects. In such a context, both grades are performing the same duties. It has, therefore, been proposed to merge these two grades under a new appellation of Project Leader.
- 20.21 After an in-depth examination, the Bureau has noted that the duties and responsibilities devolving upon the grades of Research and Development Coordinator and Research and Development Officer are specific and distinct, without any major overlapping. Moreover, one of the main duty of the Research and Development Coordinator is to supervise the work of the Research and Development Officers. In such a context, a merger of the two grades would not be appropriate, the moreso the conduct of research and development of projects is a core function of the organisation.
- 20.22 However, we have observed a change in the way of operating of Research and Development Officers, where they are given much leeway in conducting their projects and making informed decisions. Against such a background, we are

providing for movement beyond top salary to allow incumbents to benefit from better career earnings and restyling the grade to a more appropriate appellation which better reflects the nature and level of duties devolving upon the officers. In addition, the Bureau has taken into consideration the critical importance of the Division and expansion of activities thereat. In this respect, we are making a recommendation which would enhance service delivery.

Recommendation 4

20.23 We recommend that:

- (i) the grade of Research and Development Officer be restyled Senior Research and Development Officer;**
- (ii) incumbents in the grade of Senior Research and Development Officer, formerly Research and Development Officer, who have reached the top of their salary scale should be allowed to move incrementally in the master salary scale up to salary point Rs 68500 provided they:(a) have drawn the top salary for a year; (b) have been efficient and effective in their performance during the preceding year; and (c) are not under report; and**
- (iii) Management considers the advisability of increasing the establishment size of the grade of Research and Development Coordinator and consequently that of Senior Research and Development Officer, formerly Research and Development Officer, for an enhanced service delivery.**

Research and Development Officer (New Grade)

20.24 In view of the expansion in activities at the HRDC, the Bureau has been informed that there is need to strengthen the structure at the base with the creation of an appropriate level which would provide assistance to the Senior Research and Development Officers, *formerly Research and Development Officer*, in the conduct of research. The Bureau is agreeable to the proposal.

Recommendation 5

20.25 We recommend the creation of the grade of Research and Development Officer. Appointment, thereto, should be made by selection from among candidates possessing a degree in Economics or Mathematics or Statistics or any other relevant field acceptable to the Council.

20.26 Incumbents would be required, *inter alia*, to: assist the Senior Research and Development Officer in the conduct of research; undertake literature reviews to support HRD projects; assist in the preparation of project proposals and project documents; assist in the planning, implementation, monitoring and evaluation of HRD projects; collect, collate and compile data; organise and participate in outreach

activities based on HRD projects; and assist in the maintenance of project databases.

- 20.27** We further recommend that, in future, appointment to the grade of Senior Research and Development Officer should be made by promotion of officers in the grades of Research and Development Officer reckoning at least three years' service in a substantive capacity in the grade and possessing a postgraduate degree in a relevant field acceptable to the Council. In the absence of suitably qualified candidates, the grade should be filled by selection from among candidates possessing a post graduate degree in Econometrics or Statistics or Demography or Economics and reckoning at least three years' experience in research in an educational or training or related industrial environment.

PROCUREMENT AND SUPPLY/GENERAL SERVICES

Procurement and Supply Officer/Senior Procurement and Supply Officer *formerly Procurement and Supply Officer*

- 20.28 The Procurement and Supply Unit of the HRDC is presently manned by a Procurement and Supply Officer. In view of the absence of a career path and in line with the Bureau's policy favouring career earnings, we are restyling the grade of Procurement and Supply Officer to a more appropriate job appellation to be in consonance with the nature of duties performed. We are also providing a form of compensation to the incumbent for possessing higher qualifications.

Recommendation 6

- 20.29** We recommend that the grade of Procurement and Supply Officer be restyled Procurement and Supply Officer/Senior Procurement and Supply Officer.
- 20.30** We further recommend that incumbents in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer, *formerly Procurement and Supply Officer*, possessing a diploma in Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325, provided they:
- (i) have drawn the top salary for a year;
 - (ii) have been efficient and effective in their performance during the preceding year; and
 - (iii) are not under report.

Clerical Officer (New Grade)

20.31 The General Services cadre at the HRDC, comprises the polyvalent and multifunctional grade of Management Support Officer and the evanescent grade of Clerk/Word Processing Operator/Senior Clerk/Word Processing Operator. We are further reinforcing the structure at the lower level through the creation of a grade of Clerical Officer.

Recommendation 7

20.32 We recommend the creation of the grade of Clerical Officer in line with the provisions made at paragraph 23 of Volume 2 Part II of this Report.

Enhanced Pension Benefits for PhD Holders of the HRDC

20.33 The core function of the HRDC consists mainly of research activities. In view of this specificity and the organisation's mandate, the Bureau considers that an incentive to further promote research in the field of Human Resource Development should be provided to staff of certain grades who possess a PhD. We believe that such a measure may motivate officers to follow courses leading to doctoral degrees. We are, therefore, making a specific recommendation to that effect.

Recommendation 8

20.34 We recommend that officers of the Research and Project Division, formerly Research and Consultancy Division, performing duties related to research and holding a relevant PhD degree recognised by the Council, should be granted four pensionable months of service every three years of post-doctoral effective service subject to a maximum of 40 months.

Ad hoc Allowance to employees in the grade of Driver/Messenger

20.35 The Bureau has been apprised that officers in the grades of Driver/Messenger and Driver/Messenger (Personal) are regularly called upon to effect repairs and maintenance works (electrical, plumbing and pipe fitting, painting, masonry, carpentry and joinery and general maintenance works). As these tasks fall outside their normal duties and require the possession of specific skills and competencies, we consider that payment of an *ad hoc* allowance to the officers concerned is justified.

Recommendation 9

20.36 We recommend that Management considers the advisability of granting an *ad hoc* allowance to be determined by the Board of the HRDC, to officers in the grades of Driver/Messenger and Driver/Messenger (Personal) who are regularly called upon to carry out repairs and maintenance works.

20. HUMAN RESOURCE DEVELOPMENT COUNCIL
SALARY SCHEDULE

- HRDC 1 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Messenger
- HRDC 2 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Handy Worker (Skilled)
- HRDC 3 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750**
General Assistant/Senior General Assistant
- HRDC 4 : Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750**
General Assistant/Senior General Assistant (personal to employees in post as at 30.06.2008)
- HRDC 5 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- HRDC 6 : Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Driver/Messenger (personal to employees in post as at 30.06.2008)
- HRDC 7 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer (New Grade)
- HRDC 8 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Clerk/Word Processing Operator/Senior Clerk/Word Processing Operator (personal to holder in post as at 30.06.2008)
- HRDC 9 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer

20. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

- HRDC 10 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
- HRDC 11 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Executive Assistant/Senior Executive Assistant
- HRDC 12 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- HRDC 13 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Procurement and Supply Officer/Senior Procurement and Supply Officer
formerly Procurement and Supply Officer
- HRDC 14 : Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Inspection and Monitoring Officer (Roster) (New Grade)
- HRDC 15 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Accounting Technician/Senior Accounting Technician
- HRDC 16 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 QB 43850 x 1525 – 49950 x 1625 – 51575**
Accounting Technician/Senior Accounting Technician (Personal to holder in post as at 30.06.2008)
- HRDC 17 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Research and Development Officer (New Grade)
- HRDC 18 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
IT Officer
- HRDC 19 : Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Public Relations and Communication Officer

20. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

- HRDC 20 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative/Human Resource Management Officer
- HRDC 21 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor
- HRDC 22 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Senior Research and Development Officer
formerly Research and Development Officer
Systems Administrator
- HRDC 23 : Rs 51575 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Research and Development Coordinator
- HRDC 24 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Head, National Training Fund Unit (New Grade)
- HRDC 25 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 92000**
Manager, Corporate
Manager, Finance
Manager, Research and Projects
formerly Manager, Research and Consultancy
- HRDC 26 : Rs 101000**
Deputy Director
- HRDC 27 : Rs 110000**
Director



21. IRRIGATION AUTHORITY

- 21.1 The Irrigation Authority (IA) is established as a parastatal body under the provision of the Irrigation Authority Act No. 39 of 1978 and operates under the *aegis* of the Ministry of Agro-Industry and Food Security.
- 21.2 The mission of Irrigation Authority is to provide a quality service to the Planters' Community through the shared commitment, serve professionally with a view to improving the welfare of the planters.
- 21.3 The overall objects of the Authority are, among others, to study the development of irrigation; implement and manage irrigation projects in every irrigation area and to do all other acts incidental thereto; and undertake research into the optimum use of water.
- 21.4 The activities of the Authority are carried out under the following Units/Departments namely: Internal Audit; Irrigation Planning; Construction and Supervision; Operation and Maintenance; Administrative and Accounts.
- 21.5 In the context of the present review exercise, representations have been made for the creation of grades at different levels of operations; change in appellation to better reflect the duties; upgrading of salary and qualification at various levels and restyling of grades to allow the organisation to deliver its services efficiently and effectively. There was also request for training to update knowledge and develop skills in the new systems of irrigation. We have examined all the proposals, apprised both Management and Staff Associations on issues that could not be retained as well as other representations that need to be studied further, and are making appropriate recommendations.

Principal Engineer (Operation and Maintenance)

formerly Principal Engineer (Civil/Mechanical)

Supervisor (Maintenance Works)

formerly Supervisor (Civil Works)

- 21.6 It has been submitted that the grades of Principal Engineer (Civil/Mechanical) and Supervisor (Civil Works) be restyled to Principal Engineer (Operation and Maintenance) and Supervisor (Maintenance Works) respectively to better reflect the duties being performed. We are agreeable to this request and are making appropriate recommendations to this effect.

Recommendation 1

- 21.7 **We recommend that the grades of Principal Engineer (Civil/Mechanical) and Supervisor (Civil Works) be restyled to Principal Engineer (Operation and Maintenance) and Supervisor (Maintenance Works) respectively.**

Work in Cyclonic Conditions

21.8 An allowance of Rs 800 is exclusively paid to employees involved in anchoring of pivots in cyclonic conditions. This provision is still valid.

Recommendation 2

21.9 We recommend the continued payment of an allowance of Rs 800 exclusively to employees involved in anchoring of pivots in cyclonic conditions.

21. IRRIGATION AUTHORITY**SALARY SCHEDULE**

IA 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
IA 2	:	Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825
		Tradesman's Assistant
IA 3	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200
		Irrigueur (Roster)
IA 4	:	Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200
		Stores Attendant
IA 5	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
		Security Guard
IA 6	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant Pump Operator
IA 7	:	Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475
		Senior Office Attendant

21. IRRIGATION AUTHORITY (Contd)

- IA 8 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
Field Supervisor
- IA 9 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Driver (Roster)
Field Supervisor(Roster)
Electrician
Mechanic
Painter
Pipe Fitter
Welder
Vulcaniser
- IA 10 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephonist
- IA 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Vehicle Controller
- IA 12 : Rs 24750 x 775 – 26300**
Trainee Engineer
- IA 13 : Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850**
Assistant Supervisor (Irrigation) (Roster)
- IA 14 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**
Assistant Stores Officer
- IA 15 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator

21. IRRIGATION AUTHORITY (Contd)

- IA 16 : **Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
 Technical Assistant
 Technical Assistant (Electromechanical)
- IA 17 : **Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
 Clerical Officer/Higher Clerical Officer
- IA 18 : **Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
 Assistant Workshop and Plant Supervisor
- IA 19 : **Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
 Supervisor (Maintenance Works)
formerly Supervisor (Civil Works)
- IA 20 : **Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
 Senior Word Processing Operator
- IA 21 : **Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
 Supervisor (Irrigation) (Roster)
- IA 22 : **Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
 Management Support Officer
- IA 23 : **Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
 Accounts Clerk
 Assistant Procurement and Supply Officer
 Executive Officer (Personal to incumbents in post as at 31.12.15)
 Purchasing and Supply Officer (from former Development Works Corporation)
 Stores Officer (Personal)
- IA 24 : **Rs 21950 x 625 – 23200 x 775 – 32500**
 Workshop and Plant Supervisor

21. IRRIGATION AUTHORITY (Contd)

- IA 25 : Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Field Officer/Senior Field Officer
formerly Field Officer
- IA 26 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Technical Design Officer
- IA 27 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Social Facilitator
- IA 28 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Internal Control Officer
- IA 29 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- IA 30 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Higher Executive Officer (Personal to incumbents in post as at 31.12.15)
Higher Stores Officer
Procurement and Supply Officer
Senior Accounts Clerk
- IA 31 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- IA 32 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
Technical Officer (Civil)
- IA 33 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Technical Assistant

21. IRRIGATION AUTHORITY (Contd)

- IA 34 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Technical Design Officer (Irrigation Planning Unit)
- IA 35 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Human Resource Officer
- IA 36 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
Senior Internal Control Officer
- IA 37 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
- IA 38 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Senior Technical Officer (Civil)
- IA 39 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Assistant
Agricultural Economist
Irrigation Operation Officer
- IA 40 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Information Technology Officer
- IA 41 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Internal Auditor
- IA 42 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Engineer (Irrigation Planning Unit)
Engineer (Mechanical)

21. IRRIGATION AUTHORITY (Contd)

- IA 43 : Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075**
Engineer (Construction and Supervision) (Staggered) (Personal)
Engineer (Operation and Maintenance) (Staggered) (Personal)
- IA 44 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Divisional Irrigation Operation Officer
- IA 45 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Financial Manager
Principal Engineer (Construction and Supervision)
Principal Engineer (Irrigation Planning Unit)
Principal Engineer (Operation and Maintenance)
formerly Principal Engineer (Civil/Mechanical)
- IA 46 : Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Head of Administration
- IA 47 : Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Head of Construction and Supervision
Head of Operation and Maintenance
Investigation/Research Specialist
- IA 48 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Head of Irrigation Planning Unit
- IA 49 : Rs 110000**
General Manager



22. ISLAMIC CULTURAL CENTRE

- 22.1 The mission of the Islamic Cultural Centre (ICC) is to serve the varied cultural and artistic needs of the Muslim Community of Mauritius and to promote awareness and appreciation of Islamic history and cultural heritage to the Mauritian Society.
- 22.2 Its organisation structure consists of a Director, Secretary/Treasurer, Hadj/ Programme Officer, officers in support grades and manual staff.
- 22.3 As the ICC has not responded to any of our Circulars nor has made any submission in the context of this review, we are maintaining the present structure and revising the salaries.

22. ISLAMIC CULTURAL CENTRE

SALARY SCHEDULE

- ICC 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Gardener
Office Attendant
- ICC 2 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
Driver/Office Attendant
- ICC 3 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Handy Worker (Multi-skilled)
- ICC 4 : Rs 13970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Receptionist/Word Processing Operator
- ICC 5 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
Library Clerk
- ICC 6 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)

22. ISLAMIC CULTURAL CENTRE (Contd)

ICC 7 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Executive Officer (Personal)
Hadj/Programme Officer

ICC 8 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Confidential Secretary

ICC 9 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325

Secretary/Treasurer

ICC 10 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000

Director



23. LAW REFORM COMMISSION

- 23.1 The Law Reform Commission of Mauritius (LRC) has been established as an independent statutory body by the Parliament under Act No 26 of 2005. It is operational since 2006 and is under the purview of the Attorney-General's Office.
- 23.2 The functions of the Law Reform Commission, as a specialist law reform agency, are to review in a systematic way the laws of Mauritius; make recommendations for its reform and development; and ensure that the laws are as understandable and accessible as are practicable.
- 23.3 The Commission envisions to be an efficient and effective law reform agency which would ensure that laws are responsive to the needs of the society, reflect best international practices and are in conformity with our international obligations.
- 23.4 In discharging its mandate, the LRC is committed to comparative legal research in order to evaluate the merits and demerits of our laws in the light of the experience of other jurisdictions.
- 23.5 At present, the LRC has a three-level structure comprising the grades of Law Reform Officer, Senior Law Reform Officer and Principal Law Reform Officer for its research functions and is supported by staff of the General Services.
- 23.6 The Chief Executive Officer is the Administrative/Technical head of the organisation responsible for all research to be done by the Commission in the discharge of its functions, for the drafting of all reports to be made by the Commission and, for the supervision of the staff and work of the Commission. He is assisted by the Secretary to the Commission who is responsible for the taking of minutes of proceedings of the Commission.
- 23.7 Since the present organisational set-up is delivering efficiently upon its mandate, in this Report we are bringing no change to the existing structure.

23. LAW REFORM COMMISSION

SALARY SCHEDULE

- LRC 1 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575**
Driver/Office Attendant
- LRC 2 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (LRC)

23. LAW REFORM COMMISSION (Contd)

- LRC 3 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Senior Officer (Personal)
- LRC 4 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 - 3712 x 1225 – 38350**
Confidential Secretary
- LRC 5 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Law Reform Officer
- LRC 6 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075**
Secretary to Commission
- LRC 7 : Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Senior Law Reform Officer
- LRC 8 : Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Secretary to Commission (Personal)
- LRC 9 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Principal Law Reform Officer
- LRC 10 : Rs 110000**
Chief Executive Officer



24. LE MORNE HERITAGE TRUST FUND

- 24.1 Le Morne Heritage Trust Fund was established in May 2004 under the Le Morne Heritage Trust Fund Act. Its main objectives comprise, among others, the promotion of Le Morne as a national, regional and international memorial site; preservation and promotion of the historical, cultural, environmental and ecological aspects of Le Morne; encouragement of research and support projects and publications related to slavery and marronage; and the collection, publication and dissemination of information pertaining to the history of slavery and marronage.
- 24.2 The Le Morne Cultural Landscape was inscribed on the United Nations Educational, Scientific and Cultural Organisation World Heritage list on 10 July 2008, to represent symbolically a place of resistance to slavery and the determination of slaves to acquire freedom. As such, one of the Fund's major aim is to preserve, safeguard and manage the landscape so that it can be used in a wise and sustainable manner, without compromising its authenticity and integrity.
- 24.3 The Fund is administered and managed by a Board. A Director is responsible for the execution of the policy and decisions of the Board as well as the control and management of the day-to-day business.
- 24.4 In the context of this Report, Management has submitted that in view of an expansion of the activities of the Fund, there is need for the creation of a few grades to strengthen the structure to enable an enhanced delivery of services. After careful study, we are agreeable to create the grades of Management Support Officer, Marketing and Public Relations Officer, Accounting Technician and ICT Technician.

Management Support Officer (New Grade)

Recommendation 1

- 24.5 We recommend that the grade of Management Support Officer be created, in line with provisions made at paragraphs 24 (i) of this Report.**

Marketing and Public Relations Officer (New Grade)

Recommendation 3

- 24.6 We recommend the creation of the grade of Marketing and Public Relations Officer. Appointment thereto should be made from among candidates possessing a Degree in Tourism Management or Marketing or Communication Studies from a recognised institution.**
- 24.7 Incumbent would be required to, among others, develop and coordinate marketing policies and strategies; develop and coordinate the marketing activities and programmes related to the visitor management and the promotion of the Le Morne Cultural Landscape, UNESCO World Heritage site; create, enhance and sustain awareness of Le Morne Cultural Landscape, UNESCO World Heritage Site in the

media towards local and foreign communities; and assist in the planning, promotion and execution of special events and activities.

Accounting Technician (New Grade)

Recommendation 4

24.8 We recommend the creation of the grade of Accounting Technician. Appointment thereto should be made from among candidates possessing a Cambridge Higher School Certificate and a pass in papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any other four papers of the ACCA Fundamentals (Skills)

24.9 Incumbent would be required to, *inter alia*, be in charge of the Finance department; establish, manage and monitor financial reporting system; set up and maintain system to monitor transactions carried out; prepare budget plans and cash flows; prepare and submit regular financial reports on income expenditure trends; attend to audit queries on financial issues; and keep accounting records and books of accounts.

Recommendation 5

24.10 We further recommend that the Accounting Technician would be allowed to cross the Qualification Bar in the salary scale upon completion of the ACCA fundamentals examinations or possession of an equivalent qualification acceptable to the Board.

ICT Technician (New Grade)

Recommendation 5

24.11 We recommend the creation of the grade of ICT Technician. Appointment thereto should be made from among candidates possessing a Diploma in IT or Computer Science or Information System or Software Engineering or an equivalent qualification and reckoning at least one year experience in the maintenance and repairs of IT equipment.

24.12 Incumbent would be required to, among others, maintain, repair and administer the computer system, including all peripherals; provide general technical guidance and support to end users; devise appropriate systems of security in relation to hardware and software; maintain an overview of the implementation of the Board's ICT policy; diagnose problems related to internet access in Boards and taking remedial action; and provide support to staff in the use of ICT.

Clerk Assistant

24.13 Management has submitted that the grade of Clerk Assistant no longer fits in the organisation's structure. We are, therefore, making the grade evanescent and granting a personal salary to incumbent in post as at 31 December 2015.

Recommendation 6

24.14 We recommend that the grade of Clerk Assistant be made evanescent.

24. LE MORNE HERITAGE TRUST FUND SALARY SCHEDULE

MHTF 1	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
	Handy Worker
MHTF 2	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
	Security Guard
MHTF 3	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
	Driver/Office Attendant Driver
MHTF 4	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
	Clerk Assistant (Personal to officers in post as at 31 December 2015)
MHTF 5	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
	Clerk/Word Processing Operator Heritage Guide
MHTF 6	Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950
	Conservation Officer
MHTF 7	Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
	Management Support Officer (New Grade)
MHTF 8	Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
	Accounts Officer
MHTF 9	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325
	ICT Technician (New Grade) Site Officer

24. LE MORNE HERITAGE TRUST FUND (Contd)

MHTF 10 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375

Accounting Technician (New Grade)

MHTF 11 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Administrative Secretary
Marketing and Public Relations Officer (New Grade)
Research Officer
Site Manager

MHTF 12 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Documentalist

MHTF 13 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Curator

MHTF 14 : Rs 95000

Director



25. MAHATMA GANDHI INSTITUTE

- 25.1 The Mahatma Gandhi Institute (MGI) was set up under the MGI Act No. 64 of 1970 (subsequently amended in 2002) with the main objectives of establishing, as a tribute to Mahatma Gandhi, a centre of studies of Indian Culture and Traditions and to promote education and culture generally.
- 25.2 It provides both secondary and tertiary education. The secondary and pre-vocational educations are provided through six secondary schools and the Gandhian Basic School respectively. Tertiary education and research activities are dispensed through five schools namely School of Indian Studies; School of Indological Studies; School of Performing Arts; School of Fine Arts; and School of Mauritian and Area Studies.
- 25.3 Besides academic curriculum, MGI also lays a lot of emphasis on values and gandhian philosophy with a view to developing the competencies, skills and aptitudes of the students. It organises various activities such as drama, public speaking, sports, projects and promotes exchange programmes with secondary schools in India and United Kingdom. Hence the Institute is working towards the advancement of both education and propagating culture at national, regional and international levels.
- 25.4 The Director-General is the principal academic and administrative officer. She is responsible to the MGI's Council for the finances and for maintaining and promoting good order and efficiency of the Institute. In the discharge of her functions, the Director-General is assisted by the Director (Mahatma Gandhi Institute) and Director (Schooling) (MGI/RTI). Other staff on the establishment of the MGI include grades belonging to the teaching, professional, technical and other occupational categories.
- 25.5 In the context of this review exercise, both Management and staff side have made representations for the creation of levels, restyling of existing grades, alignment of salaries, provision of duty free facilities, review of allowances payable to Head of School and Head of Department, and review of conditions of service.
- 25.6 During consultations, parties were apprised that grades are normally created on the basis of functional needs and the onus rests upon the Council. However, grades which are urgently required by the organisation, could be graded by the Bureau on an *ad hoc* basis well before and even after the publication of the Report, once the parent Ministry conveys its approval and the proposed schemes of service are in order. Both parties were informed that the Bureau would not accede to requests for restyling where it is found to have grading implications and/or no nexus with the duties and responsibilities associated with the posts. As regards alignment of salaries, parties were made aware that this would be examined by the Bureau on

the basis of its job evaluation schemes. On the issue of conditions of service, parties were signalled that these would be looked at holistically except for specific ones which are being considered/addressed by the Bureau.

- 25.7** For this review exercise, we are consolidating the structure with the creation of the grades of Senior Computer Laboratory Attendant and School Superintendent respectively. We are equally replicating recommendations in respect of incremental movement in the master salary scale for graduate professionals who are stagnating on their top salary. To address issues relating to HR, **it is recommended that Management should carry out a Human Resource Planning exercise.**

Senior Computer Laboratory Attendant (New Grade)

- 25.8 Representations have been received for the creation of a level to supervise the work of Computer Laboratory Attendants as well as to exert control and discipline among them. To enable the organisation to make effective use of resources and to monitor and supervise the activities of the Computer Laboratory Attendants, we are recommending accordingly.

Recommendation 1

- 25.9 We recommend the creation of a grade of Senior Computer Laboratory Attendant. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Computer Laboratory Attendant reckoning at least five years' service in a substantive capacity in the grade. Also candidates should have successfully completed an approved training course in computer repairs and maintenance and should possess good organising, supervisory and leadership skills.**

- 25.10 Incumbent would be responsible for: the organisation of work, supervision, control and training of Computer Laboratory Attendants; and the general maintenance and repairs of ICT equipment. Additionally, incumbents would be required, among others, to help in the write-off procedures of ICT equipment; provide general assistance in the administration of the Local Area Network (LAN); provide guidance and support in the routine maintenance of hardware and software and in keeping record of equipment; provide assistance to teachers for the running of hands-on sessions; and provide assistance to the Computer Technician.

School Superintendent (New Grade)

- 25.11 Management has submitted that there is need to reinforce the administrative support services through the creation of a level to assist in the effective management of the secondary schools and the optimum and efficient delivery of service. We are making appropriate recommendation in this context.

Recommendation 2

- 25.12 We recommend the creation of a grade of School Superintendent. Appointment thereto should be made by selection from among officers holding a substantive appointment in the grades of Usher/Senior Usher; Senior Executive Officer; Higher Executive Officer and from among Executive Officers reckoning at least two years' service in the grade.**
- 25.13 Selected candidates would be required to follow a work related certificate course in school management, as arranged by the MGI. On successful completion of the course, the School Superintendents would be allowed to move beyond the Qualification Bar (QB) in their salary scale.**
- 25.14 Incumbent in the grade of School Superintendent would be required, among others, to: supervise the work of supporting staff in the schools; assist the Rector in all matters pertaining to human resource, finance and procurement and supply, as well as in the general administration of the school and its day-to-day running; and plan, organise and supervise the work of employees of the Workmen's group.

Special Provision for Graduates and Professionals

- 25.15 As per the existing provision, graduates and professionals stagnating on their top salary are allowed to move incrementally in the master salary scale so as to ensure that the remuneration package of incumbents with relevant experience in the public service is competitive. However, the grant of the additional increment is linked to more stringent performance criteria so as to bring about a performance oriented culture. We are replicating this special provision for graduates and professionals for ease of application.

Recommendation 3

- 25.16 We recommend that officers in entry or professional grades requiring a University Degree or an equivalent recognised professional qualification drawing salary in a scale the maximum of which is not less than Rs 56450 and having reached the top of their respective salary scale should be allowed to move incrementally in the master salary scale up to salary point Rs 61325, provided they:**
- (i) have drawn the top salary for a year;**
 - (ii) have been efficient and effective in their performance during the preceding year; and**
 - (iii) are not under report.**

Human Resource Officer/Senior Human Resource Officer

25.17 Human Resource Officer/Senior Human Resource Officers possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification are allowed to move incrementally in the master salary scale up to salary point Rs 39275 subject to performance criteria. This provision is being maintained.

Recommendation 4

25.18 We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

Academic Achievement

25.19 The existing provision for the grant of additional increments to Academics below the level of Professor who have improved their qualifications and achieved within their academic field is being maintained.

Recommendation 5

25.20 We recommend that Assistant Lecturer/Lecturers, Senior Lecturers and Associate Professors holding a PhD and/or a Master's Degree and reckoning academic attainment through published research, teaching, administrative contributions and publications and having stayed on top of their revised 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.

25.21 For the purpose of implementation of the above paragraph, the new salary point reached by virtue of the provision made at paragraph 10.40 of Volume 1 of this Report shall be deemed to be the new top salary.

Educator (Secondary)

25.22 At present, there are certain specific recommendations for the grade of Educator (Secondary) in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research which are equally applicable for Educators (Secondary) at

the MGI. We are, while maintaining the existing provisions, revising the salary points.

Recommendation 6

25.23 We recommend that:

- (i) Educator (Secondary) would be required to teach during 30 periods in a week, one or more subjects relating to his academic qualifications;
- (ii) candidates possessing a post 'A' Level Degree and appointed Educator (Secondary) should join the recommended salary scale at salary point Rs 25525;
- (iii) Educators (Secondary) drawing a monthly salary of less than Rs 25525 should, on obtention of qualifications to cross the QB in the salary scale, be allowed to join the recommended salary scale at salary point of Rs 25525;
- (iv) Educators (Secondary) satisfying the requirement to cross the QB, would, on reaching the top salary point of Rs 56450, be allowed to move incrementally in the master salary scale up to salary point of Rs 61325 provided that they:
 - (a) have drawn the top salary for a year;
 - (b) have been efficient and effective in their performance during the preceding year; and
 - (c) are not under report.
- (v) the monthly allowance of Rs 2250 payable to Educators (Secondary) not possessing the qualifications to cross the QB and who are called upon to teach sixth form subjects in scarcity areas for a maximum of eight periods weekly, should be revised to Rs 2360. On obtention of the qualifications required to cross the QB, incumbents in the grade of Educator (Secondary) would be eligible to a 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 of Rs 25525 whichever is the higher.

Allowance to Head of School and Head of Department

25.24 At present, a monthly allowance of Rs 1800 is being paid to Academics who are assigned the duties of Head of School while Educators (Secondary) who are assigned the duties of Head of Department are paid a monthly allowance of Rs 1450.

25.25 We are maintaining this provision.

Recommendation 7

25.26 We recommend that:

- (i) Academics who are assigned the duties of Head of School be paid a revised monthly allowance of Rs 1830;
- (ii) Educators (Secondary) who are assigned the duties of Head of Department should:
 - (a) be paid a revised monthly allowance of Rs 1525; and
 - (b) continue to teach their subject of specialisation for 25 periods weekly.

Head, Department of Creativity and Performance

25.27 The present provision stipulating that the duties of Head, Department of Creativity and Performance should be assigned to a member of academic staff of an appropriate level to be determined by the MGI Council, on a rotational basis, **is being maintained.**

Discipline

25.28 Discipline within the school compound should be the concern of each and every member of the staff including the academics. Every member should participate actively to continuously maintain the highest level of discipline at school. They should act proactively and collectively to restore discipline immediately in situation of unruliness and disorderliness.

Specific Conditions of Service

Casual Leave

25.29 Members of the teaching profession are refunded their unutilised casual leave up to a maximum of 10 days at the rate of 1/88 of their monthly salary in the corresponding year. We are, in this Report, improving the existing provision in line with what obtains in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

Recommendation 8

25.30 We recommend that members of the teaching personnel who, during a whole calendar year, are assigned full responsibility of classroom teaching and who effectively perform teaching duties, should be refunded annually their unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year.

Vacation Leave

25.31 The present provisions governing vacation leave are being maintained.

Recommendation 9

- 25.32 (a) We recommend that the present vacation leave earning rate and ceiling for teaching staff should be in accordance with the provisions at Chapter 18 of Volume 1 of this Report.
- (b) We recommend that officers of the teaching personnel:
- (i) may be allowed to take 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 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, subject to a maximum not exceeding half the normal maximum accumulated vacation leave entitled to. However, officers who have already exceeded half the normal maximum accumulated vacation leave entitlement as at date of implementation of the Report, should retain same on a personal basis. Such leave may be taken as leave prior to retirement. Should the services of the officers be required during their pre-retirement leave, they will be refunded, at the time of retirement, at the rate of 1/30 of the last monthly salary per day for accumulated vacation leave not taken.
- (c) We also recommend that notwithstanding the provision of subparagraph (b) (i) above application for vacation leave in excess of the normal of 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, (a) once for officers reckoning less than 20 years' service and (b) not more than twice for those reckoning over 20 years' service inclusive of (a).

(d) We further recommend that vacation leave may be granted during the third term only for the reasons specified at (c) (i) to (vii).

25.33 The term "immediate member of the family", for the purpose of the foregoing paragraph is deemed to mean the officer's father, mother, brother, sister, spouse and children.

25.34 We also recommend that members of the teaching personnel should attend to training courses/seminars, talks, workshops organised during school vacation.

Political Activities

25.35 At present, full-time academic and non-academic staff of the Institute are not allowed to participate in active politics as involvement therein disrupts the proper functioning of the organisation. **This provision, being a main clause in the contract of employment of the staff, is being maintained.**

Abolition of Grades

25.36 Management has submitted that the grades of Farm Attendant, Supervising Attendant and Microfilm Operator are currently vacant and would no longer be required.

Recommendation 10

25.37 We recommend that the grades of Farm Attendant, Supervising Attendant and Microfilm Operator be abolished.

25. MAHATMA GANDHI INSTITUTE

SALARY SCHEDULE

MGI 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375

General Worker

MGI 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450

Handy Worker

25. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 3 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Stores Attendant
- MGI 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Gardener
Guest House Attendant
Museum Attendant
Office Attendant
Workshop Assistant
- MGI 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
- MGI 6 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Carpenter
Electrician
Mason
Painter
Plumber and Pipe Fitter
- MGI 7 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
Senior/Head Workshop Assistant
- MGI 8 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Head Gardener
- MGI 9 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- MGI 10 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Clerk Assistant

25. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 11 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975 QB 24750 x 775 – 27075**
Assistant Technician (Printing)
- MGI 12 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Computer Laboratory Attendant
Laboratory Attendant
- MGI 13 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Overseer
- MGI 14 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
Word Processing Operator (Oriental Language)
- MGI 15 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Archives Officer
Clerical Officer/Higher Clerical Officer
Library Clerk
- MGI 16 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Foreman
- MGI 17 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Senior Laboratory Attendant
Senior Computer Laboratory Attendant (New Grade)
- MGI 18 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Senior Word Processing Operator
- MGI 19 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400 QB 30175 x 775 – 31725**
Senior Assistant Technician (Printing)

25. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 20 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- MGI 21 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer (Personal)
Stores Officer (Personal)
- MGI 22 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Senior Library Clerk
- MGI 23 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Office Supervisor
- MGI 24 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Performing Artiste
- MGI 25 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Assistant Instructor (Personal)
- MGI 26 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Technician
- MGI 27 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 38350**
Assistant Editor
- MGI 28 : Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Usher/Senior Usher
- MGI 29 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary

25. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 30 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
Higher Executive Officer
Procurement and Supply Officer
- MGI 31 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- MGI 32 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Technician
Graphic Artist
Library Officer
Maintenance Officer
Printing Officer
Safety and Health Officer/Senior Safety and Health Officer
- MGI 33 : Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Performing Artiste
- MGI 34 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Accounts Officer
Senior Assistant Editor (Future Holder)
Senior Executive Officer
Senior Procurement and Supply Officer
- MGI 35 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
Senior Assistant Editor (Personal to holder of post as at 31.12.12)
- MGI 36 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 46900**
School Superintendent (New Grade)
- MGI 37 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Principal Procurement and Supply Officer
- MGI 38 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 QB 40800 x 1525 – 49950 x 1625 – 56450**
Educator (Secondary)

25. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 39 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 QB 46900 x 1525 – 49950 x 1625 – 56450**
Educator (Secondary) (Personal to holders of post as at 30.06.2003)
- MGI 40 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
Curator (Folk Museum)
- MGI 41 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Librarian
Counsellor
- MGI 42 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Internal Auditor
Human Resource Management Officer
- MGI 43 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
IT Administrator
- MGI 44 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Lecturer
- MGI 45 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Senior Educator (Secondary)
- MGI 46 : Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**
Deputy Rector
- MGI 47 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Registrar
Head, Gandhian Basic School
Head, Publishing and Printing Department
- MGI 48 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Senior Lecturer

25. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 49 : Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Head, Library and Archives
Rector
- MGI 50 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Assistant Director (Schooling)
Programme Co-ordinator
Registrar
- MGI 51 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Associate Professor
Bursar
- MGI 52 : Rs 89000 x 3000 – 95000**
Secretary (MGI/RTI)
- MGI 53 : Rs 101000**
Professor
- MGI 54 : Rs 102500**
Director (Mahatma Gandhi Institute)
Director (Schooling) (MGI/RTI)
- MGI 55 : Rs 116000**
Director General (MGI/RTI)



26. MALCOLM DE CHAZAL TRUST FUND

- 26.1 The Malcolm de Chazal Trust Fund is established under the Malcolm de Chazal Trust Fund Act of 2002 as a body corporate. Its objects 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 his works and ideas nationally and internationally; and encourage the expression of the Mauritian creative genius in the philosophical, literacy, artistic and other related domains.
- 26.2 The Fund is managed by a Board of Trustees, which is currently not operational. In this context, no proposal has been submitted for this Report.
- 26.3 We are, therefore, maintaining the grade of Coordinator and revising its salary scale.

26. MALCOLM DE CHAZAL TRUST FUND**SALARY SCHEDULE**

MCTF 1 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Co-ordinator



27. MANUFACTURING SECTOR WORKERS WELFARE FUND

- 27.1 The Manufacturing Sector Workers Welfare Fund (MSWWF), a body corporate established as per Act No. 29 of 2012, operates under the Ministry of Labour, Industrial Relations, Employment and Training with the objective of advancing and promoting the social and economic welfare of workers, their spouse and their children in the manufacturing sector.
- 27.2 Its functions, among others, are: to manage the financial and other resources of the fund; give loans or financial assistance to workers of the manufacturing sector; and finance all such things as appear requisite and advantageous for or in connection with the advancement and promotion of the social and economic welfare of workers, their spouses and children.
- 27.3 The General Manager 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 Fund. He is assisted in the dispatch of the services by the Programme Coordinator, Secretary, officers of the General Services grades and other supporting staff.
- 27.4 In the context of this review and during consultation, management requested for the creation of grades; abolition of the grade of Internal Auditor (Personal) and upgrading of salaries.
- 27.5 After carefully examining the submissions, we are, in this Report not bringing any major change in the existing structure except for the creation of a grade of IT Officer and abolition of the grade of Computer Support Officer

IT Officer (New Grade)

- 27.6 It has been represented that the Fund is investing in its IT infrastructure which is in the process of being re-engineered. Consequently, there is need for a professional level to be responsible for all the IT aspects of the organisation.

Recommendation 1

- 27.7 **We recommend the creation of the grade of IT Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Computer Science or Information Technology or an equivalent acceptable qualification to the Board and having at least two years' post qualification experience in the field of Information Technology.**
- 27.8 Incumbent should, *inter alia*, be responsible, among others, for all work relating to Information Technology, including coordination and management of projects; preparation, updating and implementation of IT Plans; preparation and appraisal of tenders for hardware and software; establishment of software and data security procedures to protect confidentiality of the Fund.

Abolition of Grade

27.9 Management has submitted that the grade of Computer Support Officer is currently vacant and does not meet the functional requirements of the organisation. Furthermore, with the creation of the grade of IT Officer, the grade of Computer Support Officer would no longer be required and it is, therefore, being abolished.

Recommendation 2

27.10 We recommend that the grade of Computer Support Officer be abolished.

27. MANUFACTURING SECTOR WORKERS WELFARE FUND

SALARY SCHEDULE

MSWWF 1	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
		Security Guard
MSWWF 2	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant
MSWWF 3	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23175
		Driver/Handy Worker (Skilled)
MSWWF 4	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Telephone Operator
MSWWF 5	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
		Clerk/Word Processing Operator
MSWWF 6	:	Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
		Programme/Welfare Assistant
MSWWF 7	:	Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
		Management Support Officer (New Grade)

27. MANUFACTURING SECTOR WORKERS WELFARE FUND (Contd)

- MSWWF 8 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer (Personal)
- MSWWF 9 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MSWWF 10 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
- MSWWF 11 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Public Relations/Liaison Officer
- MSWWF 12 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Accounts Officer
- MSWWF 13 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Programme Welfare Officer
Secretary
- MSWWF 14 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
IT Officer (New Grade)
- MSWWF 15 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Internal Auditor (Personal)
- MSWWF 16 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Programme Coordinator
- MSWWF 17 : Rs 95000**
General Manager



28. MAURITIAN CULTURAL CENTRE TRUST

- 28.1 The Mauritian Cultural Centre Trust (MCCT) was established in 2001 with a view to promoting Mauritian Culture and the development of a plural Mauritian Cultural identity. It also aims to identify, develop and perpetuate Mauritian Cultural heritage inclusive of oral traditions and folk arts; showcase Mauritian Culture Worldwide, set up a Mauritian Cultural troupe as well as encourage Mauritian artistic and cultural creativity.
- 28.2 For the 2013 PRB Report, only the grades of Clerk/Word Processing Operator and Driver/Office Attendant were on the establishment of the MCCT. However, as no activities are presently being carried out, the employees in the abovementioned grades have been redeployed to the Parent Ministry, the Ministry of Arts and Culture.
- 28.3 In the given circumstances, we do not propose to bring any change to the organisation structure in this review but are simply providing for the revised salaries of the existing grades.

28. MAURITIAN CULTURAL CENTRE TRUST SALARY SCHEDULE

**MCCT 1 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375
– 19575 x 475 – 21950 x 625 – 23200**

Driver/Office Attendant

**MCCT 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475
– 21950 x 625 – 23200 x 775 – 30175**

Clerk/Word Processing Operator



29. MAURITIUS BLOOD SERVICE

- 29.1 The Mauritius Blood Service (MBS) has been established under Act No. 4 of 2010. It operates under the *aegis* of the Ministry of Health and Quality of Life.
- 29.2 Its main objectives are to establish and operate an effective and sustainable national blood service; promote blood donation and recruit and retain blood donors from low risk population groups; devise, develop and determine adequate policies, strategies and plans; and promote research and training in the field of transfusion medicine.
- 29.3 The activities related to blood collection, processing and storage are performed by the staff of the Blood Transfusion service. Pending future development, no change is being brought to the existing arrangement.

**29. MAURITIUS BLOOD SERVICE
SALARY SCHEDULE**

MBS 1 : Rs 110000
Executive Director



30. MAURITIUS BROADCASTING CORPORATION

- 30.1 The MBC offers a national public broadcasting service and it operates under the *aegis* of the Prime Minister's Office. The array of programmes are broadcasted in 12 languages via the 17 TV channels in Mauritius, four in Rodrigues, two in Agalega as well as through seven Radio channels.
- 30.2 In the context of the Present Review, the Staff Association of the MBC (MBSSA) was convened for a meeting at the Bureau on 05 February 2015. The Union members stated that since a new Management has been put in place, they would wish to discuss with the latter before submitting their proposals. So they requested that another meeting be fixed thereafter. Eventually a second meeting with the MBSSA was scheduled for 06 August 2015. The Union members stated that the memorandum submitted was prepared jointly with Management. However, in the absence of such averment from Management itself we did not make any assumption nor did we take any decision.
- 30.3 During the meeting with Management on 10 September 2015, many proposals were made and Management undertook to discuss same with the Union prior to resubmitting it to the Bureau. When the union's representatives were ushered in they were so informed and they concurred to such course of action.
- 30.4 On 03 November 2015, another meeting was held with Management/Union to listen to their joint submission. During the interaction between officers of the Bureau and the Union/Management many points were raised following which they decided to reconsider their submissions anew and to subsequently submit proposals. Thereafter, a joint submission was submitted to the Bureau at the end of January 2016.
- 30.5 It should be noted that:
- (i) the proposals of the MBC pertain to a complete overhauling of the whole structure in place while exercises of such a magnitude are not undertaken during Report time;
 - (ii) when the proposals were submitted at the end of January 2016, the drafting process was almost over and we were about to move on to the editing stage prior to the setting of salaries; and
 - (iii) the views of neither the parent Ministry nor the MCSAR had been obtained regarding the overall restructuring exercise.
- 30.6 Against such a background it was quasi impossible for the Bureau to come up with a Report where all the issues would have been addressed during this short lapse of time.

30.7 The Bureau has, therefore, with the concurrence of Management and Union jointly, decided to publish the Report for the MBC within a period of three months as from the date of publication of the main Report. However, the date of implementation would still be 01 January 2016 and employees would continue drawing the Cost of Living Allowance of Rs 250 or Rs 150 as applicable, as well as the Extra Remuneration payable for the year 2015 in addition to their basic salary in the 2013 structure.



31. MAURITIUS CANE INDUSTRY AUTHORITY

- 31.1 The Mauritius Cane Industry Authority (MCIA), which operates under the *aegis* of the Ministry of Agro-Industry and Food Security, was set up as a body corporate under the Mauritius Cane Industry Authority Act No. 40 of 2011 with a view to promoting the development of the cane sector and its clusters to meet current and future challenges. The main objects of the Authority are to: promote and support the sustainable development, efficiency and viability of the cane industry; formulate and implement policies and strategies in relation thereto; and ensure its technical progress and efficiency.
- 31.2 Following reforms brought in the sugar sector and the implementation of the Multi Annual Adaptation Strategy (MAAS), the functions of the six ex-Service providing institutions (SPIs) namely: the Cane Planters and Millers Arbitration and Control Board; Farmers' Service Corporation; Mauritius Sugar Authority (MSA); Mauritius Sugar Industry Research Institute (MSIRI); Mauritius Sugar Terminal Corporation (MSTC); and Sugar Planters Mechanical Pool Corporation, have been taken over by the MCIA. Moreover, following a Government decision, the Authority has been entrusted the additional responsibility of overseeing the activities of the ex-Bagged Sugar Storage and Distribution Co. Ltd.
- 31.3 At present, the organisation structure of the MCIA comprises three main departments namely: Control and Arbitration; Mauritius Sugarcane Industry Research Institute and Farmers Service Agency as well as two sub-departments viz the Agricultural Mechanisation Unit and the Sugar Storage and Handling Unit. The Chief Executive Officer as administrative and technical head is responsible for the execution of the policy of the Board and for the control and management of the day to day business of the Authority. He is assisted by three Directors, each responsible for a main department. Officers in a multitude of grades at various levels provide support services.
- 31.4 The Bureau wishes to highlight that in the context of the 2013 PRB Report, employees of the defunct institutions were provided their revised personal salaries save for the ex-MSIRI and ex-MSA which were not governed by the terms and conditions of the PRB as they were operating along private lines. To this effect, following a Cabinet decision the PRB was appointed to act as an independent Salary Commission with the following Terms of Reference:
- (i) to review the salaries and conditions of service of employees of the ex-MSIRI and ex-MSA opting to join the PRB; and
 - (ii) to review the salaries and conditions of service of employees of the ex-MSIRI and ex-MSA opting to maintain their present conditions of service.
- 31.5 The Commission published its Report in March 2015 to the satisfaction of all parties concerned. Consequently, an Implementation Committee was set up under the

Chairmanship of the Ministry of Civil Service and Administrative Reforms to look into genuine errors and omissions arising out of the implementation of the recommendations made in the Report. However, the Committee was shortly disbanded in view of the fact that officers/employees of the ex-MSIRI and ex-MSA who had not opted for the Report should irrevocably be governed by their present conditions of employment.

- 31.6 The Ministry of Agro-Industry and Food Security has recently apprised the Bureau that the Ministry has agreed to allow all employees of the ex-MSIRI opting to join the PRB to draw their converted salary, including increments for the year 2013, 2014 and 2015. The Bureau has further been requested to consider providing personal salaries to employees of the ex-MSIRI and to address genuine anomalies following the Salary Commission's Report as well as make recommendations on specific conditions of service for the smooth conduct of research work.
- 31.7 It is worth mentioning here that the above request is not receivable as it does not fit into the framework of the Bureau. **We are, therefore, recommending that this issue should be dealt with administratively.**
- 31.8 In the context of this Report, Management and Staff Associations have apprised that while the defunct institutions have retained their core activities, their staff size was pruned by almost 50%. Employees are now required to perform diverse tasks, at times not falling within their normal duties. Management has equally informed that further to a Government decision, the Mauritius Sugarcane Industry Research Institute (MSIRI) would no longer operate under the purview of the MCIA once the MCIA Act is amended.
- 31.9 During consultations, Management as well as union members have submitted that the present organisation structure should be reviewed to allow for a better delivery of a cohesive and seamless service and also to transform the cane industry into a viable and sustainable one. In this respect, we have been apprised that the Agricultural Mechanisation Unit and Sugar Storage and Handling Unit would be converted from sub-departments to main ones, each under the responsibility of a Director. To this end, a strengthening of the organisation structure has been requested, through the creation of appropriate grades at different levels. In addition, the main representations have been geared towards the restyling of grades to reflect the actual nature of duties performed, amendment of schemes of service to allow appointment of serving qualified officers, merger of grades where much overlapping of duties is prevalent, upgrading of salaries at managerial levels and payment of an array of allowances.
- 31.10 Whilst studying the representations made by both Staff Associations and Management we have kept in mind the main orientation of this Report, namely the transformation of the public sector for an enhanced service delivery to meet citizens', non-citizens' and other stakeholders' needs and the fact that since the 2008 PRB Report, no change has been brought to the organisation structure of the

ex-service providing institutions as a major reform in the sugar sector was underway. To this effect, we are consolidating the organisation structure through the creation of a few grades to enable the MCIA to better achieve its mandate; restyling grades to more appropriate job appellations and merging grades where much overlapping of duties have been observed. In addition, we are reviewing the scheme of service of certain grades while providing a form of compensation to officers in cases where promotion prospects are quite meagre. We are also, to the extent it is possible, providing for a standard cadre in the fields of Human Resource, Finance, Procurement and Supply and Internal Control for alignment with what obtains in the Civil Service and maintaining the payment of existing allowances. Our recommendations, in this Report, have been geared towards enhanced service delivery, motivation of officers in post, promotion of safe and conducive working environment and career path/earnings.

- 31.11 It is also to be noted that following the integration of the ex- Bagged Sugar Storage and Distribution Co. Ltd into the MCIA, Management submitted proposed schemes of service in respect of grades obtainable at the former organisation for salary grading purposes. Whilst studying the structure, we have observed that the majority of these grades as well as the salaries granted do not fit in the Bureau's framework as the organisation was not governed by PRB's recommendations. Under this set up, the integration of these grades into our structure and the revision of salaries would require an in-depth study and a complex lengthy exercise. **In this perspective, we deem it more appropriate to conduct same on an *ad hoc* basis, the moreso, employees are due for a salary revision in July 2016, as per a private consultant's Report.**

AGRICULTURAL MECHANISATION UNIT

- 31.12 The Agricultural Mechanisation Unit (AMU) is responsible for the mechanisation of lands within the sugar industry. It operates primarily as a land preparation contractor with a staffing complement of around 200 employees. An Assistant Director is at the head of the Unit, who in turn reports to the Director of the Farmers Service Agency. The activities are organised under two main sections: Field and Workshop.
- 31.13 Both Management and Staff Associations have requested for a Directorate structure at the AMU with a view to facilitating its autonomy in effecting transactions and operations. In addition, a reinforcement at operational levels has been demanded along with the payment of a few allowances and a restyling of certain job titles.
- 31.14 After duly examining the proposals, we consider that the structure of the AMU should be reinforced to enable it to better achieve its objectives. We are, therefore, making appropriate recommendations to that end.

Director, Agricultural Mechanisation Unit (New Grade)**Recommendation 1**

31.15 We recommend the creation of a grade of Director, Agricultural Mechanisation Unit. Appointment thereto; should be made by selection from among candidates possessing a Master's Degree in Agriculture or Accountancy or Business Administration or Management or Finance or Engineering or an equivalent qualification acceptable to the Board and reckoning at least 10 years' post qualification experience at administrative/management level in an agriculture related organisation.

31.16 Incumbent would be required, *inter alia*, to: advise the CEO on matters pertaining to the Unit and ensure that targets and objectives set are met within the approved time frame; ensure compliance with existing legislations relating to the MCIA; and organise and/or advise on appropriate training courses for subordinate staff.

Head, Agricultural Machinery Operator (New Grade)**Recommendation 2**

31.17 We recommend the creation of a grade of Head, Agricultural Machinery Operator. Appointment, thereto, should be made by selection from among employees in the grade of Agricultural Machinery Operator and Agricultural Machinery Operator (Personal) reckoning at least three years' service in a substantive capacity.

31.18 Incumbent would be required, *inter alia*, to : operate any machine and/or drive any vehicle of the Authority as instructed by the supervising officers; perform mechanical land preparation tasks; report and be responsible to the senior officers for the upkeep of machinery, equipment, caravan, etc.; refuel, lubricate and carry out such other duties pertaining to the machines; and coach, guide and train employees under his supervision.

Chief Mechanic (New Grade)**Recommendation 3**

31.19 We recommend the creation of a grade of Chief Mechanic. Appointment thereto should be made by selection from among employees in the grades of Mechanic and Multi-Skilled Tradesman who reckon at least 10 years' service in their respective grade or an aggregate of at least 10 years' service in the grades of Mechanic and Multi-Skilled Tradesman and who possess the NTC Level 3 in a trade related to mechanics or heavy mechanics awarded by the Mauritius Institute of Training and Development or an equivalent qualification and a valid driving licence to drive car/van.

31.20 Incumbent would be required, *inter alia*, to: perform repairs, major overhauling, maintenance and servicing on all type of tractors, mechanical equipment, support

vehicles, among others; assist and be responsible to the supervising officer for the proper operation and maintenance of all tractors, equipment, vehicles and tools; support, supervise and direct the works of mechanics and provide necessary training; write simple factual reports; and identify replacement parts required and make requests to the supervising officer.

Multi-Skilled Tradesman (New Grade)

- 31.21 Both Management and Union members have submitted that the services of different Tradesmen (Mechanic, Welder, Electrician, Fitter, Panel Beater and Turner/Machinist) are required in fields for the repair of tractors and other equipment. In this context, request has been made for the creation of a polyvalent grade to perform duties related to more than one trade.
- 31.22 We consider that this practice would increase efficiency and improve service delivery whilst allowing the organisation to gainfully utilise available resources. We are, therefore, providing for a grade of Multi-Skilled Tradesman.

Recommendation 4

- 31.23 We recommend the creation of a grade of Multi-Skilled Tradesman. Appointment thereto, should be made by selection from among employees in the grades of Mechanic, Electrician, Fitter, Welder, Panel Beater and Turner/Machinist who reckon at least three years' experience in any one trade; have knowledge/competencies in at least two other trades and possess a valid driving licence to drive a car/van.**

- 31.24 Incumbent would be required, *inter alia*, to: drive the Authority's vehicles; identify mechanical defects and carry out repairs, maintenance, servicing and overhaul of equipment, vehicles and machines of the Authority; recondition parts and rebuilding of implements, involving fitting and soldering works; and identify electrical defects and carry out electrical works on all vehicles and agricultural machines of the Authority.

Restyling of Grades

- 31.25 Management has submitted that the present job appellation of the grade of Field Manager does not reflect the duties performed by the incumbent given that he is responsible for mechanical land preparation works including planning of tractor allocations. Request has, therefore, been made to restyle the grade to a more appropriate job appellation. The Bureau has equally been apprised that with the restyling of the grade of Field Manager, there is also need to restyle the grade of Field Superintendent and Field Officer/Senior Field Officer (Agricultural Mechanisation) for the sake of harmonisation in the cadre.
- 31.26 We consider the abovementioned requests to be fully justified and are recommending accordingly.

Recommendation 5

31.27 We recommend that the following grades be restyled as hereunder:

From	To
Field Manager	Operations Manager (Agricultural Mechanisation)
Field Superintendent	Operations Superintendent (Agricultural Mechanisation)
Field Officer/Senior Field Officer (Agricultural Mechanisation)	Operations Officer (Agricultural Mechanisation)

Movement in Salary Scale – Technical and Mechanical Officer/Senior Technical and Mechanical Officer

31.28 In line with our general philosophy of providing enhanced career earnings to officers of the technical cadre who are required to provide support to officers in professional grades where the scope of promotion is limited, we are making a provision allowing incumbents to move beyond their top salary. We believe that this measure would act as a motivation factor, the moreso the organisation is making optimal use of the skills and knowledge of these officers.

Recommendation 6

31.29 We recommend that officers in the grade of Technical and Mechanical Officer/Senior Technical and Mechanical Officer possessing a degree in Mechanical Engineering or Mechatronics or Manufacturing Engineering should, on reaching the top of their salary scale, move incrementally in the Master Salary Scale by two increments provided they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

Allowance to Workshop/Vehicle/Machinery Attendant

31.30 The Bureau has observed that the grade of Workshop/Vehicle/Machinery Attendant compares to that of Tradesman's Assistant in the Civil Service in terms of duties performed and salary granted. In both cases, their next promotional level is Tradesman. In the Civil Service, Tradesman's Assistants are given an incentive, upon acquiring higher skills/certificate to benefit from enhanced career earnings. In

the same breath, we believe that it would be fair to extend the same provision to incumbents in the grade of Workshop/Vehicle/Machinery Attendant.

Recommendation 7

31.31 We recommend that Workshop/Vehicle/Machinery Attendants who have successfully completed the NTC 3 and have served for at least four years in the same grade as from the date of obtention of the NTC 3 and are performing duties pertaining to the trade, be paid a non-pensionable allowance equivalent to two increments at the point they have reached in their salary scale, pending their appointment to the grade of Tradesman (Electrician, Fitter, Mechanic, Panel Beater, Turner/Machinist and Welder).

CONTROL AND ARBITRATION DEPARTMENT

31.32 The Control and Arbitration Department (CAD) has taken over the activities of the former Cane Planters and Millers Arbitration and Control Board following reforms in the sugar sector. It is mainly responsible for controlling the milling activities, arbitration of disputes among millers, planters and other stakeholders and determining the quantum of sugar and by-products accruing to producers. The Department is headed by a Director who is assisted in his daily activities by the Manager, Cane Payment and other professionals.

31.33 The main representations made by the staff side and Management include the creation of a grade of Lead Sugar Technologist, restoration of the on-call allowance previously being granted to officers of the ex-Control Board, grant of a crop season allowance, and strengthening of the structure at operational level. We have duly examined the proposals and only those deemed meritorious have been considered.

Assistant Director, Control and Arbitration Department formerly Manager, Cane Payment

31.34 Representations have been made to the effect that the Manager, Cane Payment is responsible to assist the Director, Control and Arbitration Department in the day-to-day administration of the department and also deputise for the Director in his absence. In this respect, request has been made to restyle the grade to a better job title which would reflect the true nature of duties performed and responsibilities devolving upon the incumbent. We view that the proposal is fully substantiated and are, therefore, restyling the grade.

Recommendation 8

31.35 We recommend that the grade of Manager, Cane Payment be restyled Assistant Director, Control and Arbitration Department.

31.36 Management has submitted that as per the present arrangement during crop season, the department is manned mainly by officers from the Ministry of Agro-Industry and Food Security. However, this practice is found to be unsuitable as it

may lead to staffing difficulties in the future. Moreover, with the implementation of the new cane testing system by the Infracana Cane Analyser, the nature of work at the CAD requires full-time employees. In view thereof, request has been made for the creation of appropriate grades and levels to enable the department to adequately discharge its functions. We are agreeable to the proposals and are accordingly making appropriate recommendations.

Area Superintendent (New Grade)

Recommendation 9

31.37 We recommend the creation of a grade of Area Superintendent. Appointment thereto, should be made by selection from among candidates possessing a Degree in Agriculture or Sugar Technology or an equivalent qualification and reckoning at least two years' experience.

31.38 Incumbent would be responsible, *inter alia*, for: the testing, verification and control of machines and peripherals used for the weighing of cane, sugar and other related products; the control of cane weighing; carrying out investigations concerning the delimitation of factory areas and their sub-regions; dealing with disputes among planters and millers and exercising general supervision over the laboratories of the Control and Arbitration Department.

Technical Officer/Senior Technical Officer (Control and Arbitration) (New Grade)

Recommendation 10

31.39 We recommend the creation of a grade of Technical Officer/Senior Technical Officer (Control and Arbitration). Appointment thereto, should be made by selection from among candidates possessing a Diploma in Agriculture or Sugar Technology or any related equivalent qualification in Sugar Technology.

31.40 Incumbent would be required, *inter alia*, to: perform technical duties in connection with cane testing and related products; control weighbridge and milling activities; attend to grievances and/or complaints from planters and other stakeholders; and assist supervising officers in the performance of their duties.

Sampler (New Grade)

Recommendation 11

31.41 We recommend the creation of the grade of Sampler. Appointment thereto, should be made by selection from among candidates who 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.

31.42 Incumbent would be required, *inter alia*, to: collect cane and juice samples, using core samplers or other sampling equipment, collect and label sample tickets; transport samples to laboratory; prepare samples by use of shredders and sub-sampling; carry out weighing operations under supervision; and help Senior Test Chemists (Personal) and Principal Test Chemists (Personal) in any other related duties.

Principal Test Chemist (Personal)

Senior Test Chemist (Personal)

31.43 Representations have been made from Staff Associations to merge the grades of Senior Test Chemist (Personal) and Principal Test Chemist (Personal) in view of considerable overlapping of duties and lack of promotion prospect.

31.44 We have studied the request and consider that there is need for a supervisory level such that the grades cannot be merged. We are, however, providing for another mechanism to compensate officers in the grade of Senior Test Chemist (Personal) in line with our general philosophy favouring career earnings and for shouldering higher responsibilities.

Recommendation 12

31.45 We recommend that officers in the grade of Senior Test Chemist (Personal) who have drawn their top salary for a year should be allowed to proceed incrementally in the salary scale of the grade of Principal Test Chemist (Personal) provided they:

- (i) have been efficient and effective in their performance during the preceding year; and**
- (ii) are not under report.**

31.46 We further recommend that Senior Test Chemists (Personal) should perform the duties and assume the responsibilities of the grade of Principal Test Chemist (Personal) upon moving in the higher salary scale.

FARMERS SERVICE AGENCY

31.47 The Farmers Service Agency (FSA) is mainly responsible to provide organised training/seminars to the planters' community; ensure supply of materials to planters and provide mechanical land preparation/derocking services to the planters. A Director and an Assistant Director are at the apex of the Agency. Officers of various levels provide support to the Directorate.

31.48 Representations made were mainly geared towards an upgrading of salaries; merging of levels; restyling of grades of the Office Attendant cadre; and grant of travelling benefits. After carefully analysing all the demands, we have acceded to only those deemed justified.

Technical Assistant/Senior Technical Assistant

- 31.49 At present, appointment to the grade of Technical Assistant/Senior Technical Assistant is 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.
- 31.50 Management and Staff Associations have submitted that with the phasing out of the grade of LAMU/Nursery Coordinator in the context of the sugar sector reforms, a few of its duties have been entrusted to officers in the grade of Technical Assistant/Senior Technical Assistant. In this context, request has been made for a review of the scheme of service of the grade of Technical Assistant/Senior Technical Assistant to include the duties of the evanescent grade of LAMU/Nursery Coordinator.
- 31.51 Upon examination of the duties being carried out by Technical Assistant/Senior Technical Assistants, we have observed that only part of the duties of the former grade of LAMU/Nursery Coordinator are concerned. However, we have also noted that through efflux of time, the duties of the Technical Assistant/Senior Technical Assistant have evolved and thereby warranting an upgrade in the qualification requirements. We are making provision to address both issues.

Recommendation 13

- 31.52 **We recommend that, in future, appointment to the grade of Technical Assistant/Senior 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 Mathematics or Principles of Accounts and a Cambridge Higher School Certificate with passes in at least two subjects.**
- 31.53 **We further recommend that Technical Assistant/Senior Technical Assistants who are required to perform duties of the evanescent grade of LAMU/Nursery Coordinator be paid a monthly allowance equivalent to two increments at the salary point reached in their salary scale.**

Manager, Extension and Training Centre

- 31.54 During consultation, the Bureau has been apprised that further to the restructuring exercise, Managers, Extension and Training Centre have been assigned additional duties owing to the setting up of various projects and the abolition of the former grade of Training Manager at the ex-Farmers Service Corporation. In this respect, we have been requested to revise the salary of the grade.

- 31.55 After duly examining the request, we hold the considered view that it would be more appropriate for **Management to review the duties of the grade, taking into consideration the new duties being performed by incumbents. In the same vein, the establishment size of Manager, Extension and Training Centre should be increased for a better delivery of service.**

MAURITIUS SUGARCANE INDUSTRY RESEARCH INSTITUTE

- 31.56 The Mauritius Sugarcane Industry Research Institute (MSIRI) is mainly responsible to carry out research and development on canes with a view to enhance competitiveness of the cane industry and conduct research on technical and engineering fields for improving efficiency of factories and for value addition to co-products. The Institute is headed by a Director who is assisted by professionals in the field of research.
- 31.57 The Bureau has received numerous representations mainly from the staff side. However, we observed that most of the issues could be addressed administratively, especially those relating to the grant of allowances which were being paid at the former MSIRI and to the review of duties. Other requests were mainly geared towards the restyling and merging of grades and upgrading of salaries. We have acceded to proposals which have been fully substantiated.

Research Officer/Senior Research Officer

- 31.58 At present, recruitment to the grade of Research Officer/Senior Research Officer is made by selection from among candidates possessing a degree in the field of agriculture or science or an equivalent qualification and reckoning at least four years' experience in the field of research and development in agricultural projects and laboratory techniques.
- 31.59 Management has submitted that officers in the technical cadre should be given the opportunity to join the professional cadre in an attempt to make effective and judicious use of their work experience. In this perspective, request has been made to review the scheme of service of the grade of Research Officer/Senior Research Officer to which the Bureau subscribes.
- 31.60 We are, therefore, reviewing the mode of appointment to the grade of Research Officer/Senior Research Officer to enable qualified and experienced officers of the technical grade to join the professional cadre with a view to facilitating their career progression. We are recommending accordingly.

Recommendation 14

- 31.61 **We recommend that, in future, appointment to the grade of Research Officer/Senior Research Officer should be made by selection from among officers in the grade of Technical Officer/Senior Technical Officer (Research) reckoning at least five years' service in a substantive capacity in the grade and**

possessing a Master's Degree in the field of agriculture or science or an equivalent qualification acceptable to the Board. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing the required qualification.

Technical Assistant/Senior Technical Assistant (Research)

formerly Technical Assistant (Research)

Senior Technical Assistant (Research)

31.62 Management and Staff Associations have submitted that there is a major overlapping of duties between the grades of Technical Assistant (Research) and Senior Technical Assistant (Research) and that the supervisory element is almost superfluous at the senior level. Request has thus been made for the two grades to be merged and restyled, to which the Bureau subscribes.

Recommendation 15

31.63 We recommend that the grades of Technical Assistant (Research) and Senior Technical Assistant (Research) be merged and restyled Technical Assistant/Senior Technical Assistant (Research).

Restyling of Grades

31.64 Representations have been obtained from both Management and Union members that a few grades should be restyled in line with the level of duties being carried out by incumbents.

31.65 We have studied the request in line with our general philosophy favouring career earnings and responsibilities currently devolving upon incumbents. We consider that there is full justification in the proposal made. We are, therefore, recommending accordingly.

Recommendation 16

31.66 We recommend that the following grades be restyled as hereunder:

From	To
Scientific Information and Publication Officer	Scientific Information and Publication Officer/Senior Scientific Information and Publication Officer
Mechanical Workshop and Transport Officer	Mechanical Workshop and Transport Officer/Senior Mechanical Workshop and Transport Officer

- 31.67 The Bureau has further been informed that there is no clear demarcation between the duties of the grades of General Worker/Field Worker and General Worker/Gardener. In this perspective, union members have requested for a proper restyling of the grades, the moreso, the same qualification is required.
- 31.68 After examining the issue in-depth, we view that there is merit in the case. We are, therefore, merging the two grades under a new appellation.

Recommendation 17

- 31.69 We recommend that the grades of General Worker/Field Worker and General Worker/Gardener be merged and restyled General Worker/Field Worker/Gardener.**
- 31.70 Staff Associations have equally represented that there exists a major overlapping of duties between the grades of Attendant (Office/Lab/Field/Mess) and Senior Attendant (Office/Lab/Field/Mess) whereby incumbents in these grades are required to perform multi-functional duties. To this end, request has been made to merge the two grades under a new appellation of Research Attendant.
- 31.71 We have examined the representations and consider that there is merit in the proposal. However, we are providing for another appellation in view of the multifunctional nature of the duties performed.

Recommendation 18

- 31.72 We recommend that the grades of Attendant (Office/Lab/Field/Mess) and Senior Attendant (Office/Lab/Field/Mess) be merged and restyled General Attendant.**
- 31.73 We further recommend that the scheme of service for the grade of General Attendant should include duties related to office, laboratory, field and mess.**

SUGAR STORAGE AND HANDLING UNIT

- 31.74 The Sugar Storage and Handling Unit (SSHU) of the MCI is responsible for the storage, handling and export of sugar. It is also involved in the reception of non-originating sugar for refining purposes. Following the integration of the ex-Bagged Sugar Storage and Distribution (BSSD) Co. Ltd. into the MCI, the functions of the SSHU have been enlarged to include warehousing and distribution of bagged sugar produced locally for both the local and export markets. At present, a Technical Manager is at the head of the Unit. Officers in professional, technical and manual grades provide support to Management.
- 31.75 During consultations, requests have been, among others, to consolidate the structure at the top level, merge the grades of Terminal Operator Grade I and II, upgrade qualification requirements of certain professional and technical grades and

review upward salaries. After duly examining all the requests only those proved fully justifiable have been acceded to.

Director, Sugar Storage and Handling Unit (New Grade)

31.76 In view of the expanded role of the SSHU, Management has submitted that there is need for a Director to oversee its proper functioning. We have examined the request and are agreeable to the proposal in view of enhancing service delivery. We are, therefore, making an appropriate recommendation to that end.

Recommendation 19

31.77 We recommend the creation of the grade of Director, Sugar Storage and Handling Unit. Appointment, thereto, should be made by selection from among candidates possessing a Master's Degree in Agriculture or Accountancy or Business Administration or Management or Finance or Engineering or an equivalent qualification acceptable to the Board and reckoning at least 10 years' post qualification experience at administrative/management level in an agriculture related organisation.

31.78 Incumbent would be responsible for the management and control of all activities at the SSHU and would be required, *inter alia*, to: provide technical direction, guidance and assistance to subordinate staff; exercise surveillance of the operation and maintenance of the department; formulate and maintain administrative procedures for the staff under his supervision; and prepare reports and recommendations on the operations, maintenance and development of the Department.

Terminal Operator Grade II (Civil/Electrical/Mechanical)

Terminal Operator Grade I (Civil/Electrical/Mechanical)

31.79 Staff Associations have made representations for a merger of the grades of Terminal Operator Grade II (Civil/Electrical/Mechanical) and Terminal Operator Grade I (Civil/Electrical/Mechanical) into a single grade of Terminal Operator (Civil/Electrical/Mechanical) due to a major overlapping of duties between the grades and absence of the supervisory element. Management has also made submission along the same lines.

31.80 We have examined the request and consider that there is merit in the case. We are, therefore, making appropriate recommendations to that end.

Recommendation 20

31.81 We recommend that the grades of Terminal Operator Grade II (Civil/Electrical/Mechanical) and Terminal Operator Grade I (Civil/Electrical/Mechanical) be merged and restyled as follows:

From	To
Terminal Operator Grade II (Civil)	Terminal Operator (Civil)
Terminal Operator Grade I (Civil)	
Terminal Operator Grade II (Electrical)	Terminal Operator (Electrical)
Terminal Operator Grade I (Electrical)	
Terminal Operator Grade II (Mechanical)	Terminal Operator (Mechanical)
Terminal Operator Grade I (Mechanical)	

31.82 We further recommend that incumbents possessing a valid driving licence for wheel loaders should be allowed to proceed beyond the QB inserted in the salary scale of the restyled grades of Terminal Operator (Electrical) and Terminal Operator (Mechanical).

31.83 We also recommend that, in future, appointment to the grade of Terminal Operator (Civil), Terminal Operator (Electrical) and Terminal Operator (Mechanical) should be made by selection from among employees in the grade of Terminal Attendant and Terminal Attendant/Gardener possessing the NTC Level 3 in the relevant trade. In the absence of qualified serving officers, appointment to the grade should be made from outside candidates possessing the required qualifications.

31.84 We further recommend that employees in the grade of Welder at the ex-MSTC and who prior to the coming into operation of the MCI A reckoned at least five years' service in the grade should exceptionally be allowed to apply for the post of Terminal Operator (Mechanical).

Movement in Salary Scale – Terminal Operations and Maintenance Officer (Mechanical), Terminal Operations and Maintenance Officer (Electrical) and Terminal Cleaning and Maintenance Officer (Civil).

31.85 Management has proposed for an upgrading of the qualification requirements of the grades of Terminal Operations and Maintenance Officer (Mechanical), Terminal Operations and Maintenance Officer (Electrical) and Terminal Cleaning and Maintenance Officer (Civil) from a Diploma to a Degree on the ground that prior to

the setting up of the MCIA, incumbents had the opportunity to be promoted to the grade of Engineer and were providing technical assistance to the latter.

31.86 Whilst studying the proposal, the Bureau has examined the duties of the grades. We have observed that the nature and level of these duties do not warrant candidates to imperatively possess a Degree in the field. However, we do acknowledge the additional contribution that may be brought during the performance of these duties by officers possessing a relevant Degree. In this perspective, we are allowing this category of officers to move beyond their top salary, in line with our general policy of rewarding incumbents in technical grades providing direct support to professionals.

Recommendation 21

31.87 We recommend that officers in the grades of Terminal Operations and Maintenance Officer (Mechanical), Terminal Operations and Maintenance Officer (Electrical) and Terminal Cleaning and Maintenance Officer (Civil) possessing a Degree in Mechanical Engineering or Electrical Engineering or Civil Engineering respectively should, on reaching the top of their respective salary scale, move incrementally in the Master Salary Scale by two increments provided they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

31.88 Management has also requested for the creation of a grade of Manager to oversee the activities of ex-BSSD which have been regrouped under the SSHU. We have been apprised that at present a Technical Manager is overseeing the activities of the SSHU as well as those of the ex-BSSD. We view that given an exercise regarding the integration of the grades of ex-BSSD into our framework as well as salary revision would be conducted on an *ad hoc* basis, it would be more appropriate to consider this request at a later stage. Meanwhile, the present arrangements may continue to prevail. **However, we also view Management should consider the advisability of granting an allowance to the Technical Manager for shouldering the additional responsibilities in connection with the ex-BSSD.**

Policy and Planning Unit

Analyst/Senior Analyst formerly Analyst

31.89 At present, there are two officers in post in the grade of Analyst at the Policy and Planning Unit. Management has submitted that the duties performed by each officer are completely different. While one is required to look after issues relating to

sugar and the environment, the other has to perform duties related to field and land development. In this respect, the Bureau has been requested to create a grade of Policy Analyst/Senior Policy Analyst in the respective fields.

- 31.90 Whilst examining the duties, we have noted that their nature is the same with the only difference in the area of operation. We have further observed that the level of duties actually performed is not in consonance with the salary recommended. Against this background and taking into account the policy of the Bureau regarding delayering, we deem it more appropriate to maintain a single generic appellation which would reflect the level of responsibilities shouldered by incumbents.

Recommendation 22

- 31.91 We recommend that the grade of Analyst be restyled Analyst/Senior Analyst.**

- 31.92 The Bureau has taken into consideration the duties presently devolving upon incumbents in arriving at the recommended salary of the grade.

Supervisor (Sugar Industry Project) formerly Field Officer

- 31.93 The Bureau has been requested to restyle the grade of Field Officer as incumbent performs duties related to the supervision and follow-up of projects of the sugar industry. Given that his current job appellation is not commensurate with the duties performed, we are agreeable to the proposal.

Recommendation 23

- 31.94 We recommend that the grade of Field Officer be restyled Supervisor (Sugar Industry Project).**

Air Pollution and Monitoring Unit

- 31.95 The newly created Air Pollution and Monitoring Unit is responsible to monitor the gaseous emissions by the sugar industry and other sectors of the economy and the quality of air surrounding an activity in accordance with the regulations of the Environment Protection Act. In order to enable the Unit to effectively and efficiently discharge its functions, creation of appropriate levels have been requested, to which the Bureau subscribes. We are, therefore, making appropriate recommendations to that end.

Air Monitoring Officer (New Grade)

Recommendation 24

- 31.96 We recommend the creation of a grade of Air Monitoring Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree in Environment or Health or Science related field or an equivalent**

qualification acceptable to the Board and reckoning at least three years' experience in laboratory or scientific related duties.

- 31.97 Incumbent would be responsible for the smooth operation of the air quality monitoring system and carry out tests as per standard procedures and would be required, *inter alia*, to: prepare the annual air monitoring work plan and programme; carry out tests at any time given that a number of industries, including sugar factories operate round the clock; prepare a maintenance schedule of the whole air monitoring system; and prepare and submit air pollution test reports and interview results.

Technical Assistant (Air Monitoring) (New Grade)

Recommendation 25

- 31.98 We recommend the creation of a grade of Technical Assistant (Air Monitoring). Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate with passes in at least two subjects including Biology or Chemistry or Physics and a Certificate in electronics or electrical or mechanical for troubleshooting and repairs of electronic and analytical instruments.**

- 31.99 Incumbent would be required, *inter alia*, to: assist in the smooth operation of the Air Quality Monitoring System and carry out tests on site and in the laboratory; carry out normal duties of environment quality monitoring; assist in the preparation of brief reports on the status of equipment; assist in the preparation of a maintenance schedule of the mobile trailers; and ensure that the equipment are in good operating conditions at all times.

HUMAN RESOURCE/FINANCE/PROCUREMENT AND SUPPLY/INTERNAL CONTROL/GENERAL SERVICES

Human Resource Cadre

Human Resource Management Officer (New Grade)

- 31.100 At present, human resource functions are performed by the Manager, Human Resources and a Human Resource Officer who are in turn supported by officers of the General Services cadre. Management has submitted that with the expanded role of the MCIA, there is an imperative need for a professional level to take over the responsibility of the ever evolving and complex HR issues of the organisation including industrial relations issues. Request has thus been made for the creation of a grade of Human Resource Management Officer to facilitate formulation and implementation of HR strategies and to ensure the efficient functioning of the department.
- 31.101 We consider the proposal to be fully justified and are making an appropriate recommendation to that end.

Recommendation 26

31.102 We recommend the creation of a grade of Human Resource Management Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree in Human Resource Management or Personnel Management or Management with specialisation in Human Resource Management or an equivalent qualification acceptable to the Board and reckoning at least four years' post qualification experience in Human Resource Management.

31.103 Incumbent would be required, *inter alia*, to: collect and provide sound information to policy makers for evolving HR policies and practices; assist in carrying out studies and research work in problem areas; carry out Training Needs Analysis and to assist in the development of training plans; attend and/or act as Secretary to Committees whenever required; and formulate and implement Human Resource policies and procedures to be applied in the Authority.

**Human Resource Officer/Senior Human Resource Officer
formerly Human Resource Officer**

Recommendation 27

31.104 We recommend that the grade of Human Resource Officer be restyled Human Resource Officer/Senior Human Resource Officer.

31.105 We further recommend that officers in the grade of Human Resource Officer/Senior Human Resource Officer formerly Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma in Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report**

Finance Division

31.106 At present, the Finance Division is headed by a Manager, Finance. Officers in the grades of Senior Accounts Officer, Accounts Officer, Assistant Financial Officer and Accounts Clerk provide support services.

31.107 Management has submitted that given the MCIA is involved in voluminous and complex financial transactions of different nature, the Manager, Finance requires the assistance of professionals in this field. The Bureau has equally been apprised that there is a major overlapping of duties and responsibilities amongst the grades of Senior Accounts Officer, Accounts Officer, Assistant Financial Officer and

Accounts Clerk. In view thereof and to ensure that the Finance Division is manned by versatile staff, proposal has been made for the creation of a grade of Financial Officer/Senior Financial Officer against abolition of these grades.

31.108 We have carried out an in-depth study of the representations and observed that there is a significant overlapping of duties among the different grades. We, therefore, view that it would be more appropriate to create a standard Financial Officer cadre in line with what obtains in the Civil Service and with our philosophy favouring flatter structures. Moreover, to facilitate transition, to the extent it is possible, we are making necessary provision for officers in the various grades to integrate the new structure. We also consider that there is need for a professional grade to oversee the core functions of the Finance Division. To this end, we are making appropriate recommendations.

Accountant (New Grade)

Recommendation 28

31.109 We recommend the creation of a grade of Accountant. Appointment thereto, should be made by selection from among candidates who are members of one of the following bodies:

- (i) The Institute of Chartered Accountants of England and Wales;**
- (ii) The Institute of Chartered Accountants of Scotland;**
- (iii) The Institute of Chartered Accountants of Ireland;**
- (iv) The Association of Chartered Certified Accountants;**
- (v) The Chartered Institute of Management Accountants;**
- (vi) The Chartered Institute of Public Finance and Accountancy;**

and who are registered with the Mauritius Institute of Professional Accountants (MIPA).

31.110 Incumbent would be required, *inter alia*, to; assist the Manager, Finance in establishing and maintaining proper accounting and financial control systems and procedures; maintain proper record of financial transactions and prepare financial statements; supervise the day to day running of the finance division; provide accurate and timely financial information and statistics to internal and external stakeholders as directed; and prepare and submit the annual estimates, final accounts and annual and periodical reports on financial matters of the Authority.

Financial Officer/Senior Financial Officer (New Grade)

Recommendation 29

31.111 We recommend the creation of a grade of Financial Officer/Senior Financial Officer. Appointment thereto, should be made by promotion, on the basis of experience and merit, of Assistant Financial Officers who reckon at least four

years' service in a substantive capacity in the grade or an aggregate of four years' service in the grade of Assistant Financial Officer and the former grade of Accounts Clerk.

31.112 Incumbent in the grade of Financial Officer/Senior Financial Officer would be required, *inter alia*, to: keep proper, complete and up-to-date records of all financial transactions, issue receipts through cash register/computer for all payments received; check daily and weekly recorder cards and keep same in safe custody; collect, verify, analyse and record all financial costings and budget data; attend to audit queries on financial issues; and ensure that the accounting arrangements of the Authority and collection of revenue is effected promptly.

31.113 We further recommend that incumbents in the grade of Financial Officer/Senior Financial Officer possessing a Diploma in Public Financial Management and Accounting or a Diploma in Accountancy from a recognised institution or an equivalent qualification may be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided they:

- (a) have drawn the top salary for a year;**
- (b) have been efficient and effective in their performance during the preceding year; and**
- (c) are not under report.**

31.114 We also recommend that the grade of Accounts Officer be restyled Financial Officer/Senior Financial Officer.

Principal Financial Officer (New Grade)

Recommendation 30

31.115 We recommend the creation of a grade of Principal Financial Officer. Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Financial Officer/Senior Financial Officer who reckon at least two years' service in a substantive capacity and who possess the Diploma in Public Financial Management and Accounting or a Diploma in Accountancy or an equivalent qualification acceptable to the Board.

31.116 Incumbent would be required, *inter alia* to: assist and advise on matters related to financial operations and management and transactions; ensure that financial, procurement and other relevant legislations and regulations are understood, correctly applied and fully complied; and prepare and submit financial statements/returns.

31.117 We also recommend that the grade of Senior Accounts Officer be restyled Principal Financial Officer.

Accounts Clerk**Recommendation 31**

31.118 We recommend that the grade of Accounts Clerk be restyled Assistant Financial Officer.

Procurement and Supply Cadre

31.119 At present, a Stores Superintendent is responsible to look after the day-to-day running of the Procurement and Supply Unit. He is assisted by officers in the grades of Procurement and Supply Officer and Assistant Procurement and Supply Officer. Management has submitted that in view of the increasing work load and level of transactions, coupled with growing responsibilities at the MCI, there is a strong need to consolidate the structure of the procurement and supply cadre in compliance with the Public Procurement Act 2006 and Regulations 2008. To this end, request has been made for a complete alignment of the procurement and supply cadre with what obtains in the Civil Service.

31.120 We consider that the request is not fully substantiated as the existing structure is appropriate to enable the Procurement and Supply Unit to deliver an effective and efficient service. We are, however, restyling the grade of Procurement and Supply Officer to Procurement and Supply Officer/Senior Procurement and Supply Officer in line with the duties and responsibilities devolving upon incumbents. We are making recommendations in that direction.

**Procurement and Supply Officer/Senior Procurement and Supply Officer
formerly Procurement and Supply Officer****Recommendation 32**

31.121 We recommend that the grade of Procurement and Supply Officer be restyled Procurement and Supply Officer/Senior Procurement and Supply Officer.

31.122 We further recommend that incumbents in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer, formerly Procurement and Supply Officer, possessing a Diploma in Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325, provided they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding period; and**
- (iii) are not under report.**

Internal Control Cadre

Internal Auditor/Senior Internal Auditor
formerly Internal Auditor

Internal Control Officer/Senior Internal Control Officer
formerly Internal Control Officer

31.123 At present the Internal Audit Section comprises the grades of Internal Auditor and Internal Control Officer. In view of the higher level of responsibilities devolving upon incumbents, Management has requested for a restyling of the grades along with an upgrading in salaries. We have studied the request and consider that there is merit in the case. We are, therefore, making appropriate recommendations in line with our general philosophy favouring career earnings and providing a mechanism to compensate incumbents possessing higher qualifications.

Recommendation 33

31.124 We recommend that the grades of Internal Auditor and Internal Control Officer be restyled Internal Auditor/Senior Internal Auditor and Internal Control Officer/Senior Internal Control Officer respectively.

31.125 We further recommend that incumbents in the grade of Internal Control Officer/Senior Internal Control Officer, *formerly Internal Control Officer*, having successfully completed all Papers of Fundamentals (knowledge) and having obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) or possessing the Certificate in Business Accounting (Foundation Level) and having obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

General Services Cadre

31.126 The grade of Office Management Assistant exists on the establishment of the MCIA. Prior to this Report, the Bureau was requested to review its mode of appointment due to certain specificities at the organisation. Concerned parties were informed that the issue would be addressed in this Report. After careful study, we are revisiting the qualification requirements of the grade of Office Management Assistant. In addition, we are reinforcing the structure of the General Services cadre through the creation of a grade of Clerical Officer.

Office Management Assistant**Recommendation 34**

31.127 We recommend that appointment to the grade of Office Management Assistant should be made in line with the provisions made at paragraph 24 of Volume 2 Part II of this Report.

31.128 We further recommend that:

- (i) officers in the grade of Executive Officer, Executive Assistant and Clerk/Senior Clerk, in post as at 31 December 2015, should be given the option to join the grade of Office Management Assistant; and
- (ii) the grades of Higher Executive Officer, Executive Officer, Executive Assistant and Clerk/Senior Clerk should be made evanescent.

Clerical Officer (New Grade)**Recommendation 35**

31.129 We recommend the creation of a grade of Clerical Officer in line with the provisions made at paragraph 23 of Volume 2 Part II of this Report.

ALLOWANCES**On-Call and In-Attendance Allowance to officers of the Control and Arbitration Department**

31.130 Management has informed that during the crop season, officers of certain grades at the CAD are required to be on call after normal working hours and have to attend their site of work, whenever needed, whilst being on call. In addition, we have been apprised that officers in the Test Chemist cadre and Technical Officer cadre are required to work on a roster basis during the crop season. In both cases, request has been made for the payment of appropriate allowances. Since these officers were being compensated for working under the same conditions at their former organisation, we are agreeable to the proposal of Management.

Recommendation 36

31.131 We recommend that officers of the Control and Arbitration Department be paid a monthly commuted allowance for being on-call as well as an in-attendance while being on-call inclusive of travelling time, during crop season as follows:

Grade	Amount (Rs)
Area Superintendent (New Grade)	830
Sugar Technologist/Senior Sugar Technologist	1135

Assistant Director, Control and Arbitration Department formerly <i>Manager, Cane Payment</i>	1260
Director, Control and Arbitration Department	1500

31.132 We further recommend that officers in the grades of Senior Test Chemist (Personal) and Principal Test Chemist (Personal) and Technical Officer/Senior Technical Officer (Control and Arbitration) should be paid a monthly allowance equivalent to one increment at the initial of their respective salary scale for working on a roster basis during crop season.

Bad Road Allowance

31.133 At present, officers who regularly use their cars for official travelling on bad roads or their 4 x 4 or 2 x 4 vehicles or auto/motorcycles in the performance of their duties on bad roads are paid a monthly bad road allowance. We are maintaining this provision.

Recommendation 37

31.134 We recommend that a Bad Road Allowance should be paid as hereunder:

- (i) Rs 1575 monthly to officers who regularly use their cars for official travelling in the performance of their duties;**
- (ii) Rs 800 monthly to officers who regularly use 4 x 4 or 2 x 4 vehicles in the performance of their duties; and**
- (iii) Rs 225 and Rs 300 to employees who regularly use their autocycles and motorcycles respectively, in the performance of their duties.**

Allowance for distributing gas, oil and fuel to tractors

31.135 Employees in the grade of Workshop/Vehicle/Machinery Attendant are presently paid a monthly allowance equivalent to one and a half increments at the initial of their salary scale for distributing gas, oil and fuel to tractors. Management has submitted that this allowance should be extended to the Attendants (Office/Laboratory/Field/Mess) for performing similar duties. To this effect we are reviewing this provision.

Recommendation 38

31.136 We recommend that officers in the grades of Workshop/Vehicle/Machinery Attendant and General Attendant *formerly Attendant (Office/Laboratory/Field/Mess)* and Senior Attendant (Office/Laboratory/Field/Mess), should be paid a monthly allowance equivalent to one and a half increments at the initial of their respective salary scale for distributing gas, oil and fuel to tractors.

Driving Allowance

31.137 Officers in the Tradesman grade who effectively drive the organisation's vehicles to site of works are presently paid a daily driving allowance. We are maintaining this provision.

Recommendation 39

31.138 We recommend that an allowance of Rs 150 per day should be paid to Tradesmen who are required to drive the organisation's vehicles to their respective site of work in the performance of their duties.

Allowance to Clerical Officers and Management Support Officers**Recommendation 40**

31.139 We recommend that officers in the grades of Clerical Officer and Management Support Officer who are required to collect and bank money should be paid an allowance of Rs 40 daily.

Allowance for performing duties of Sprayer Operator**Recommendation 41**

31.140 We recommend that a responsibility allowance computed on a daily basis should be paid to General Workers whenever they are required to perform the duties of the grade of Sprayer Operator.

Allowances for Extra Hours of Work

31.141 During crop season, officers in the grades of Engineer/Senior Engineer (Electrical); Terminal Operations and Maintenance Officer (Electrical), Terminal Operations and Maintenance Officer (Mechanical) and Terminal Cleaning and Maintenance Officer (Civil) who are required to put in additional hours of work during emergencies and for carrying out repairs during weekends and public holidays are paid an allowance. We are maintaining this provision.

Recommendation 42

31.142 We recommend that officers in the grades listed below should be paid a monthly allowance, for putting in extra hours of work during the crop season, as hereunder:

Grade	Rs/month
Engineer/Senior Engineer (Electrical)	3325
Terminal Operations and Maintenance Officer (Electrical)	2600
Terminal Operations and Maintenance Officer (Mechanical)	
Terminal Cleaning and Maintenance Officer (Civil)	

31.143 We also recommend that officers who are required to supervise the arrival and departure of employees 15 minutes prior to the start of operations at the Sugar Storage and Handling Unit and after the closure time throughout the year, should be paid an allowance of Rs 1425.

Allowance for attending duties at 4.45 a.m. during the Crop Season

31.144 At present, officers 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 a monthly allowance. We are maintaining this provision.

Recommendation 43

31.145 We recommend that officers of the Terminal Operator cadre 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 should be paid allowances as hereunder:

Grade	Allowance Rs/per month
Senior Terminal Operator (Electrical) Senior Terminal Operator (Mechanical)	2300
Terminal Operator (Electrical) <i>formerly Terminal Operator Grade I (Electrical)</i> <i>Terminal Operator Grade II (Electrical)</i>	1500
Terminal Operator (Mechanical) <i>formerly Terminal Operator Grade I, Mechanical)</i> <i>Terminal Operator Grade II (Mechanical)</i>	

Allowance to Engineer/Senior Engineer (Electrical), Terminal Operations and Maintenance Officers (Electrical) and Terminal Operations and Maintenance Officer (Mechanical) for attending duty at 4.45 a.m. during Crop Season.

31.146 Officers in the grades of Engineer/Senior Engineer (Electrical), Terminal Operations and Maintenance Officers (Electrical) and Terminal Operations and Maintenance Officer (Mechanical) are presently paid a monthly allowance when required to attend duty at 4.45 a.m. on a weekly roster basis. We are maintaining this provision.

Recommendation 44

31.147 We recommend that Engineer/Senior Engineer (Electrical), Terminal Operations and Maintenance Officers (Electrical) and Terminal Operations and Maintenance Officers (Mechanical) who are required, to attend duty, during crop season at the Sugar Storage and Handling Unit at 4.45 a.m. on a weekly roster basis should be paid a monthly allowance of Rs 2800.

Allowance for attending to Emergencies

31.148 At present, officers in the grades of Terminal Operations and Maintenance Officer (Electrical) and Terminal Operations and Maintenance Officer (Mechanical) who are required to attend to emergencies after their normal working hours during intercrop season are paid an appropriate allowance inclusive of travelling time. We are maintaining this provision.

Recommendation 45

31.149 We recommend that Terminal Operations and Maintenance Officers (Electrical) and Terminal Operations and Maintenance Officers (Mechanical) who attend to emergencies after normal working hours during inter crop season should be paid an allowance of Rs 450 per call.

Allowances for Cross Functional and Wide Ranging Duties

31.150 At present, officers in the grades of Terminal Operator (Civil) *formerly Terminal Operator Grade I (Civil) and Terminal Operator Grade II (Civil)* and Welder are paid a monthly allowance during crop season for performing cross functional and wide ranging duties. We are maintaining this arrangement.

Recommendation 46

31.151 We recommend that Terminal Operators (Civil) *formerly Terminal Operator Grade I (Civil) and Terminal Operator Grade II (Civil)* and Welder who are called upon to perform cross-functional and wide range of duties during the crop season should be paid a monthly allowance of Rs 750.

Allowances for Cleaning of Receiving Station, Conveyor Galleries and Ship Loader, etc., at night during Crop Season

31.152 Employees in the grades of Terminal Attendant, Terminal Attendant/Gardener and Sanitary Attendant are, at present, paid an allowance per fortnight for cleaning the Receiving Station, Conveyor Galleries/Belts and Ship Loader, among others, at night. We are maintaining this provision.

Recommendation 47

31.153 We recommend that officers in the grade of Terminal Attendant, Terminal Attendant/Gardener and Sanitary Attendant for cleaning the Receiving Station, Conveyor Galleries/Belts and Ship Loader, etc., at night during the crop season, should continue to be paid a fortnightly allowance of Rs 750.

Mileage Allowance (Autocycle/Motorcycle)**Recommendation 48**

31.154 We recommend that employees in the grades of Terminal Operator (Civil), Terminal Operator (Electrical), Terminal Operator (Mechanical), Senior

Terminal Operator (Electrical) and Senior Terminal Operator (Mechanical) who use their autocycles and motorcycles to attend duty 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 Sugar Storage and Handling Unit is up to 400 km over a month, the whole distance covered should be computed at Rs 2.65 and Rs 3.25 per km for autocycles and motorcycles respectively; and**
- (ii) where the total distance covered on days the employees attend the Sugar Storage and Handling Unit is more than 400 km over a month, refund of mileage should be computed at the rate of Rs 2.65/Rs 3.25 for the first 400 km and Rs 1.90/Rs 2.35 for mileage in excess of 400 km for autocycles and motorcycles respectively;**

whichever is appropriate

OR

be refunded travelling expenses at bus fares, whichever is higher.

Other Allowances

- 31.155 The Bureau has been apprised that in addition to the allowances recommended in the PRB Report, there are other allowances which certain officers and employees of the MCIA were drawing at their former institutions. To this end, request has been made to make provision for the payment of these allowances in this Report.
- 31.156 We have examined the proposals and observed that the context in which these allowances have been granted may not be the same today under the MCIA. Furthermore, the rationale and justification for the grant of these allowances are unknown to the Bureau given that the organisations concerned operated along private lines. Against this background, we are not in a position to make firm recommendations in that respect.
- 31.157 Furthermore, we have equally been requested to grant responsibility allowances to officers of various grades on the plea that following the integration of the six ex SPIs into the MCIA, incumbents are called upon to perform additional duties. We wish to point out that recommendations for the payment of a responsibility allowance or an *ad hoc* allowance on account of additional duties performed already exists. In this perspective, the officers concerned should make their case administratively.

Recommendation 49

- 31.158 **We recommend that any request for the payment of *ad hoc* or a responsibility allowance not covered in this Report should be looked into administratively.**

31. MAURITIUS CANE INDUSTRY AUTHORITY

SALARY SCHEDULE

- MCIA 1 : Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker
- MCIA 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075**
Sanitary Attendant
Terminal Attendant
- MCIA 3 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825**
Workshop/Vehicle/Machinery Attendant
- MCIA 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
General Worker/Field Worker/Gardener
formerly General Worker/Field Worker
General Worker/Gardener
Office Attendant
Senior General Worker/Field Worker (Personal)
Terminal Attendant/Gardener
- MCIA 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000**
Sampler (New Grade)
Toolskeeper
- MCIA 6 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
Driver/Handy Worker
Driver/Messenger
- MCIA 7 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Field Supervisor
- MCIA 8 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
General Attendant
formerly Attendant (Office/Lab/Field/Mess)
Senior Attendant (Office/Lab/Field/Mess)

31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

- MCIA 9 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Assistant Time Keeper
Electrician
Fitter
Mechanic
Panel Beater
Turner/Machinist
Welder
Tradesman
- MCIA 10 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- MCIA 11 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Radio/Telephone Operator/Receptionist
- MCIA 12 : Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Agricultural Machinery Operator
Multi-Skilled Tradesman (New Grade)
- MCIA 13 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Operator (Personal)
- MCIA 14 : Rs 14875 x 275 - 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Driver, Heavy Mechanical Unit
Farm Machinery Operator (Personal)
- MCIA 15 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300**
Agricultural Machinery Operator (Personal to holders in post as at 31.12.12)
Head Operator (Personal)
- MCIA 16 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Timekeeper

31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 17 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625

Assistant Stores Officer (Personal)

MCIA 18 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625

Head, Agricultural Machinery Operator (New Grade)

MCIA 19 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400

Word Processing Operator

MCIA 20 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Clerical Officer (New Grade)

MCIA 21 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Chief Mechanic (New Grade)

MCIA 22 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725

Terminal Operator (Civil)

formerly Terminal Operator Grade I (Civil)

Terminal Operator Grade II (Civil)

MCIA 23 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725

Assistant Field Officer

Technical Assistant (Air Monitoring) (New Grade)

MCIA 24 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 QB 32500

Terminal Operator (Electrical)

formerly Terminal Operator Grade I (Electrical)

Terminal Operator Grade II (Electrical)

Terminal Operator (Mechanical)

formerly Terminal Operator Grade I (Mechanical)

Terminal Operator Grade II (Mechanical)

MCIA 25 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Clerk/Senior Clerk (Personal)

31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

- MCIA 26 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Computer Support Officer
- MCIA 27 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer
- MCIA 28 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Assistant Financial Officer
formerly Accounts Clerk
Assistant Procurement and Supply Officer
Executive Assistant (Personal)
Executive Officer (Personal)
- MCIA 29 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350 QB 35275**
Senior Terminal Operator (Electrical)
Senior Terminal Operator (Mechanical)
- MCIA 30 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Technical Assistant/Senior Technical Assistant
Technical Assistant/Senior Technical Assistant (Research)
formerly Technical Assistant (Research)
Senior Technical Assistant (Research)
- MCIA 31 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Senior Test Chemist (Personal)
- MCIA 32 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MCIA 33 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- MCIA 34 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Internal Control Officer/Senior Internal Control Officer
formerly Internal Control Officer

31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

- MCIA 35 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
formerly Human Resource Officer
Financial Officer/Senior Financial Officer (New Grade)
Financial Officer/Senior Financial Officer
formerly Accounts Officer
Procurement and Supply Officer/Senior Procurement and Supply Officer
formerly Procurement and Supply Officer
- MCIA 36 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Administrative Assistant
Supervisor (Sugar Industry Project)
formerly Field Officer
IT Technician
Safety and Health Officer/Senior Safety and Health Officer
- MCIA 37 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Principal Test Chemist (Personal)
- MCIA 38 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Principal Financial Officer (New Grade)
Principal Financial Officer
formerly Senior Accounts Officer
- MCIA 39 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Mechanical Workshop & Transport Officer /Senior Mechanical Workshop & Transport Officer
formerly Mechanical Workshop & Transport Officer
Operations Officer (Agricultural Mechanisation)
formerly Field Officer/Senior Field Officer (Agricultural Mechanisation)
Technical and Mechanical Officer/Senior Technical and Mechanical Officer
Technical Officer/Senior Technical Officer (Control and Arbitration) (New Grade)
- MCIA 40 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Terminal Cleaning and Maintenance Officer (Civil)
Terminal Operations and Maintenance Officer (Electrical)
Terminal Operations and Maintenance Officer (Mechanical)
- MCIA 41 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Stores Superintendent

31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

- MCIA 42 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 QB 49950 x 1625 – 54825**
Technical Officer/Senior Technical Officer (Extension)
Technical Officer/Senior Technical Officer (Research)
- MCIA 43 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
Human Resource Management Officer (New Grade)
- MCIA 44 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Area Superintendent (New Grade)
Air Monitoring Officer (New Grade)
Systems Analyst
- MCIA 45 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant (New Grade)
- MCIA 46 : Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Operations Superintendent (Agricultural Mechanisation)
formerly Field Superintendent
- MCIA 47 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Analyst/Senior Analyst
formerly Analyst
- MCIA 48 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
IT Manager
Scientific Information and Publication Officer/Senior Scientific Information and Publication Officer
formerly Scientific Information and Publication Officer
Sugar Technologist/Senior Sugar Technologist
- MCIA 49 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor

31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)

MCIA 50 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Engineer/Senior Engineer (Electrical)
Project Officer (Civil Engineering)

MCIA 51 : Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Research Officer/Senior Research Officer

MCIA 52 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Manager, Extension and Training Centre
Operations Manager (Agricultural Mechanisation)
formerly Field Manager
Workshop Manager

MCIA 53 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650

Administrative Manager
Manager, Finance
Manager, Human Resource
Manager, Policy and Planning

MCIA 54 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650

Manager Operations Research

MCIA 55 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400

Research Manager

MCIA 56 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000

Assistant Director, Agricultural Mechanisation Unit
formerly Assistant Director, Farmers Service Agency (Agricultural Mechanisation)

Assistant Director, Control and Arbitration Department
formerly Manager, Cane Payment

Assistant Director, Farmers Service Agency
formerly Assistant Director, Farmers Service Agency (Extension and Training)
Principal Research Manager

MCIA 57 : Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000

Technical Manager

31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)**MCIA 58 : Rs 101000**

Director, Agricultural Mechanisation Unit (New Grade)
 Director, Control and Arbitration Department
 Director, Farmers Service Agency
 Director, MSIRI
 Director, Sugar Storage and Handling Unit (New Grade)

MCIA 59 : Rs 113000

Chief Executive Officer

**Ex-FARMERS' SERVICE CORPORATION
 SALARY SCHEDULE**

All salaries are personal to holders of the post

Ex-FSC 1 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325

LAMU/Nursery Co-ordinator (Personal)

Ex-FSC 2 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375

Internal Auditor (Personal)

Ex-FSC 3 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450

Technical Manager (Personal)

Ex- MAURITIUS SUGAR TERMINAL CORPORATION

Ex-MSTC 1 : Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000

Administrative Manager (Personal)

Ex-SUGAR PLANTERS' MECHANICAL POOL CORPORATION

Ex-SPMPC 1 : Rs 101000

General Manager (Personal)



32. MAURITIUS EXAMINATIONS SYNDICATE

- 32.1 The Mauritius Examinations Syndicate (MES) was established as a corporate body by the Mauritius Examinations Syndicate Act No. 4 of 1984. It operates under the *aegis* of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research, with the objectives to organise and conduct examinations; promote the development of a sound system of Examinations by engaging in relevant research and other related activities; award certificate and cooperate with other examination bodies.
- 32.2 The Syndicate is committed to organising and conducting examinations at all levels consistent with policies and goals and in line with emerging international trends. In so doing it envisions to maintain itself as a leading institution both in Mauritius and in the region, playing a key role in the fields of examinations, assessment and evaluation.
- 32.3 The Director, who is the principal academic and administrative officer, is responsible for the day-to-day management. He is supported by two Deputy Directors, an Administrative/Deputy Secretary, a Secretary, other officers of the technical section and staff of the General Services Cadre.
- 32.4 In the context of this review, both staff side and Management informed that the Office of the Public Sector Governance had, at the request of Government, carried out a study on the restructuring of the MES and submitted its recommendations which have been approved by Cabinet at its meeting on Friday 09 January 2015. However, in view of the complexity and scope of the restructuring exercise, the Board of MES and Management thought it wise that an in-depth study should be carried out first by an external Consultant to ensure a smooth implementation.
- 32.5 During consultations, management was apprised that grades which are urgently required would be graded by the Bureau on an *ad hoc* basis well before and even after the publication of this Report, once the parent Ministry conveys its approval on the proposed schemes of service.
- 32.6 Taking into consideration the structural adjustments at the Syndicate, we are in this Report not bringing any change to the existing structures. **We are, however, recommending the conduct of an HR Audit to identify additional HR requirements and to prompt appropriate remedial measures.**

Allowance

- 32.7 At present, the Confidential Secretary attached to the office of the Director, MES, is called upon to work regularly over and above the normal working hours. She is exceptionally paid a monthly *ad hoc* allowance along the same lines as Confidential Secretary posted with Ministers, Parliamentary Private Secretaries, officers of the

level of Permanent Secretary and above and the Cabinet's Office. **We are maintaining this provision.**

32. MAURITIUS EXAMINATIONS SYNDICATE

SALARY SCHEDULE

MES 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
MES 2	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
		Security Guard
MES 3	:	Rs 17375
		Safety and Health Officer (Part time)
MES 4	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Gardener
MES 5	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000
		Examinations Attendant
MES 6	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000
		Senior Gardener
MES 7	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver
MES 8	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Binder Handy Worker/Tradesman
MES 9	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Receptionist/Telephone Operator

32. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

- MES 10 : Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Senior Examinations Attendant
- MES 11 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**
Assistant Stores Officer (Personal)
- MES 12 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Technical Assistant (Electrical Installation and Maintenance)
Technical Assistant (Practical Examinations)
Technical Assistant (Printing)
Technical Assistant (Computer)
- MES 13 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
Examinations Clerk
- MES 14 : Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Security Officer
- MES 15 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Foreman
- MES 16 : Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Assistant Head of Printing
- MES 17 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Procurement and Supply Officer
Data Processing Assistant
Examinations Assistant
Stores Officer (Personal)
- MES 18 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Senior Security Officer

32. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

- MES 19 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MES 20 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Procurement and Supply Officer
Senior Data Processing Assistant
Senior Examinations Assistant
- MES 21 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Senior Confidential Secretary (Personal)
- MES 22 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Technician
Documentation Officer
Maintenance Officer
- MES 23 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Programmer
- MES 24 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
Senior Procurement and Supply Officer
- MES 25 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Examinations Superintendent
Head of Printing
- MES 26 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Research and Development Assistant
Senior Programmer
- MES 27 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Principal Financial Officer
- MES 28 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer

32. MAURITIUS EXAMINATIONS SYNDICATE (Contd)

- MES 29 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
IT Officer
Systems Administrator
- MES 30 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Human Resource Management Officer
- MES 31 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Officer (Personal to officers in post as at 30.06.08)
- MES 32 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Examinations Officer (Administration)
Examinations Officer (Data Processing)
- MES 33 : Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Manager (Procurement and Supply)
- MES 34 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Research and Development Officer
- MES 35 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Financial Manager
Senior Examinations Officer (Administration)
Senior Examinations Officer (Data Processing)
- MES 36 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Administrative/Deputy Secretary
- MES 37 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Principal Examinations Officer
- MES 38 : Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Principal Research and Development Officer
Secretary
- MES 39 : Rs 98000**
Deputy Director
- MES 40 : Rs 110000**
Director ◆◆◆◆◆◆◆◆

33. MAURITIUS EX-SERVICES TRUST FUND

- 33.1 The Mauritius Ex-Services Trust Fund (MESTF) was set up under Act No. 6 of 2000 and operates under the *aegis* of the Ministry of Finance and Economic Development. Its objects are to: provide financial assistance to ex-servicemen; provide assistance to ex-servicemen associations represented on the Board; and advance and promote the general welfare of ex-servicemen.
- 33.2 The MESTF provides financial assistance through a monthly pension to about 2000 registered ex-servicemen and 5000 widows of ex-servicemen including registered ex-servicemen and widows of ex-servicemen in Rodrigues. In addition, a funeral grant is paid to their heirs or widow at the time of their demise. In pursuance of its objects, the Trust Fund carries out welfare activities under various schemes consisting of domiciliary visits to bedridden ex-servicemen, centenarian birthday celebrations, Poppy Day Appeal and Remembrance Day. The Trust Fund also receives grant from the St Dunstan Charity found in the United Kingdom to provide financial assistance in the form of a monthly pension to the blind ex-servicemen.
- 33.3 The Trust Fund has embarked on an ambitious project for the creation of a museum for the ex-servicemen where the contribution of about 37000 Mauritian enrolled in the British Army during the Second World War would be put on record. It has enlisted the participation and assistance (financial and technical) of the United Kingdom through the Royal Commonwealth Ex-Services League.
- 33.4 The MESTF is administered and managed by the Board. The Secretary serves the Board and is supported in the day-to-day administration by officers in the Finance, Administrative and General Services cadre.
- 33.5 In the context of this Report, Management has submitted that the Secretary has been entrusted with higher responsibilities as head of the Trust Fund, whereby he is responsible for the overall management of the MESTF and is required among others, to implement policies, schemes, projects for the welfare of ex-servicemen in general as approved by the Board. He is also responsible for the management and optimisation of the financial and other resources of the Trust Fund to further the social and economic welfare of ex-servicemen. Besides acting as the Secretary of the Board, he is also responsible for the keeping of all books, records and minutes of proceedings, prepare and submit Financial Statements and Annual Reports for approval by the Board and advise the Board on the financial transactions and formulation of budgets.
- 33.6 The Bureau has taken into account the higher responsibilities being shouldered by the Secretary in arriving at the recommended salary of the grade and in the same vein, we are reviewing its qualification requirements. As regards the organisation structure, we consider it appropriate and are, therefore, maintaining it.

Secretary**Recommendation**

33.7 We recommend that, in future, appointment to the grade of Secretary should be made by selection from among serving officers of the Mauritius Ex-Services Trust Fund who are registered with the Mauritius Institute of Professional Accountants (MIPA) and reckon five years' experience at administrative/management level. In the absence of qualified serving officers, the grade should be filled by selection from among candidates possessing the required qualifications.

**33. MAURITIUS EX-SERVICES TRUST FUND
SALARY SCHEDULE**

MESTF 1	: Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075
	Caretaker
MESTF 2	: Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
	Office Attendant
MESTF 3	: Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
	Word Processing Operator
MESTF 4	: Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
	Clerical Officer/Higher Clerical Officer
MESTF 5	: Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
	Accounts Clerk
MESTF 6	: Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950
	Secretary



34. MAURITIUS FILM DEVELOPMENT CORPORATION

- 34.1 The Mauritius Film Development Corporation (MFDC) is a parastatal body, set up under Act No. 31 of 1986. It operates under the *aegis* of the Ministry of Arts and Culture.
- 34.2 The mission of the Mauritius Film Development Corporation is to develop the image industry by creating opportunities in all relevant fields.
- 34.3 The objectives of the MFDC are, among others, to import, export, exhibit and produce films; establish relationship with foreign and international persons or bodies for the promotion of film activities; promote the holding of film show festivals to cater for the cultural and linguistic needs of the people of Mauritius; give such assistance, financial or otherwise, as the Board may determine to persons or bodies engaged in the production or exhibition of films; and give shooting authorisation to local and foreign crews.
- 34.4 At present, the functions of the Corporation are carried out by the three departments namely: Finance, Administration and Human Resource; Project and Programme; and Production.
- 34.5 During consultations, Management has apprised the Bureau that one of the items mentioned in the Government Programme is to review the functions of the MFDC. Consequently, the objectives and functions of the MFDC are being reviewed and the present MFDC Act dated 1986 would be revamped and replaced by a new Legislation. For this Report, we are making appropriate recommendations in line with the submissions from Management in the present context.

Procurement and Supply Officer (New Grade)

- 34.6 Presently, the Corporation does not have staff specifically for procurement. The Finance Section assumes the responsibility of procurement. In order to have a better control and segregation of duties, there is need for a level to be responsible for all procurement and supply functions in line with the established procedure. We are making provision for a level to maintain a proper Store Management System.

Recommendation 1

- 34.7 **We recommend the creation of a grade of Procurement and Supply Officer. Recruitment thereto, should be made by selection from among candidates possessing a Certificate in Purchasing and Supply Management from a recognised institution or an alternative equivalent qualification acceptable to the Board.**
- 34.8 Incumbent in the grade of Procurement and Supply Officer would be required to, among others, be responsible for the procurement and supply division; prepare and finalise tender documents as per the prevailing rules and regulations; effect

procurement of requested items; receive and verify procured items; perform inventories as instructed; assist in duties relating to committees, organisation of official functions, training programmes and other activities; and control stock of items and ensure availability of frequently used items such as stationery and other commodities.

Technician (Light and Sound) (New Grade)

Technician (Camera) (New Grade)

34.9 Management has submitted that with the expanded activities of the MFDC in production of films, documentations, serials and audiovisual productions, there is need for Technicians with specific skills to service the production unit. We are making provision for the grades of Technician (Light and Sound) and Technician (Camera) to enable the organisation to enhance its service delivery.

Recommendation 2

34.10 We recommend the creation of a grade of Technician (Light and Sound). Recruitment thereto should be made by selection from among candidates possessing the Technician Diploma in Electrical and Electronic Engineering awarded by the City and Guilds of London Institute or the Brevet de Technicien in Electronics awarded by the Mauritius Institute of Training and Development or an alternative equivalent qualification acceptable to the Board.

34.11 Incumbent in the grade of Technician (Light and Sound) would be required to, among others, operate shooting light and sound; maintain and repair audio-visual equipment, overhead projections and slide projectors; carry out regular checks and ensure that all equipment are safe for operation and safely installed; assist in the preparation of technical tender documents; set up and operate sound equipment, lighting equipment and giant screens; be responsible for the programming of computerised lighting console and automated projectors, designing and configuring stage lighting and sound photos; and prepare a maintenance schedule for lighting, sound and power control equipment.

Recommendation 3

34.12 We also recommend the creation of a grade of Technician (Camera). Recruitment thereto should be made by selection from among candidates possessing the Technician Certificate in Telecommunications and Electronics Engineering awarded by the City and Guilds at London Institute or a Cambridge Higher School Certificate with passes at Principal Level in Physics or Chemistry and Mathematics, or an alternative equivalent qualification acceptable to the Board.

34.13 Incumbent in the grade of Technician (Camera) would be required to, among others, perform camera work (motion and still) for films, commercials and audiovisual materials; assist in editing, post production and production tasks; maintain cameras in good condition; and be responsible for camera while in shooting.

General Manager
formerly Director

34.14 We recommend that the grade of Director be restyled to General Manager to be in conformity with the existing provision in the Mauritius Film Development Corporation Act No 31 of 1986.

34. MAURITIUS FILM DEVELOPMENT CORPORATION

SALARY SCHEDULE

MFDC 1 :	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450 Handy Worker (Lay Services)
MFDC 2 :	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 Security Guard (on shift)
MFDC 3 :	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver/Handy Worker
MFDC 4 :	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300 Technician/Driver
MFDC 5 :	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400 Word Processing Operator Word Processing Operator/Receptionist
MFDC 6 :	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175 Clerical Officer/Higher Clerical Officer Technician (Camera) (New Grade)

34. MAURITIUS FILM DEVELOPMENT CORPORATION (Contd)

MFDC 7 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950

Technical Assistant

MFDC 8 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Accounts Clerk

MFDC 9 : Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350

Technician (Light and Sound) (New Grade)

MFDC 10: Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Confidential Secretary

MFDC 11: Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Accounts Officer

Procurement and Supply Officer (New Grade)

MFDC 12 : Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850

Audiovisual Officer

IT Support Officer

Project and Programme Officer

MFDC 13 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Senior Project and Programme Officer

Technical Executive

MFDC 14 : Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700

Secretary/Accountant

MFDC 15 : Rs 86000

General Manager

formerly Director



35. MAURITIUS INSTITUTE OF EDUCATION

- 35.1 Since its inception as a body corporate in 1973, the three pillars on which the Mauritius Institute of Education (MIE) stands are educational research, curriculum development and Teacher Education. As an important arm of the Ministry of Education & Human Resources, Tertiary Education and Scientific Research, the MIE plays a crucial role in enlarging the effective functioning of the education system. It also supports the Ministry in strategic plan concerning the aspects of curriculum framework development for the Early Childhood Care and Education and primary sector; Training for staff of secondary education; ICT in Education; and School Staff Development.
- 35.2 The central preoccupation of the MIE, today, is Teacher Education. It is responsible for the professional development of Teachers of secondary schools now extended to all cadres of this sector. The MIE has also set up a structured and flexible pathway for continuous development and it offers a wide array of programmes ranging from Certificate to Doctoral, thus enabling Professionals of the Education Sector to engage in lifelong learning.
- 35.3 With development in the country, particularly in the education sector, the activities of the MIE have expanded and it is offering courses on a distance learning mode. In this context it has set up the Centre for Open and Distance Learning.
- 35.4 The overall responsibility of the MIE rests upon the Director who is assisted by academics as well as non-academics. While the core activities are carried out through the various schools and departments, each under the responsibility of a Head who is an academic, the non-academics perform support functions. We consider that the present set up is adequate for the MIE to meet its objectives.
- 35.5 For this Report, all the representations received from the Unions and Management were discussed with parties and where it was not technically advisable to accede to their requests, they were so apprised and provided with the necessary explanations.
We are reinforcing the present structure and maintaining other benefits.

Driver (Heavy Vehicle) (New Grade)

- 35.6 At present the Drivers of the organisation are called upon to drive the 28 seater-bus for the conveyance of students to attend courses at different places and for any other related activities. It has been represented that more buses would be purchased in the future and there is need of a dedicated grade to drive these buses.

Recommendation 1

- 35.7 **We recommend the creation of the grade of Driver (Heavy Vehicle) on the establishment of the MIE. Appointment, thereto, should be made by selection from Driver/Messengers on the permanent and pensionable establishment of**

the MIE who possess the Certificate of Primary Education and a valid driving licence to drive cars, vans, lorry (up to 5 tons) and bus.

- 35.8 Incumbent would be required, among others, to: drive buses, lorries and vehicles above 5 tons; cars, vans, as and when required; carry out simple checks/maintenance tasks including, *inter alia*, checking of radiator or overflow tank for water level and filling up with water; checking of engine oil pump and topping up and checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary.

Senior Graphic Designer (New Grade)

- 35.9 There are eight Graphic Designers who assist academics in producing educational and multi-media teaching materials; create, design and produce publications (News letters, Brochures, Manuals, Journals and other academic materials); carry out research and investigate work related to graphics and develop multi-media instructional materials. These officers report to an officer in the grade of Senior Technician. We are providing a higher level for unity in command to monitor, coordinate, supervise and manage their work.

Recommendation 2

- 35.10 We recommend the creation of the grade of Senior Graphic Designer. Appointment thereto, should be made on the basis of merit and experience of officers in the grade of Graphic Designers who reckon at least four years' experience in a substantive capacity in the grade.**

- 35.11 Incumbent would be required, among others, to: plan, organise, supervise and monitor the work of Graphic Designers.

Assistant Technician (Printing)

- 35.12 Currently, officers in the grades of Assistant Technician (Printing) who 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 are allowed to proceed beyond the Qualification Bar (QB) provided in the recommended salary for the grade.
- 35.13 We are maintaining this provision and in line with what obtains in the Civil Service, we recommend that officers who have acquired experience of at least 15 years in the relevant field, be allowed to proceed incrementally beyond the Qualification Bar **provided in the salary scale.**

Allowance to Head of School and Head of Department

35.14 Academics occupying the position of Head of School and Head of Department are paid a monthly allowance of Rs 1830 and Rs 1525 respectively. In the context of this review, **we are maintaining the quantum thereof.**

Academic Achievement

35.15 Presently, Lecturers, Senior Lecturers and Associate Professors holding a PhD and/or Master's degree and reckoning academic achievement through published research, teaching, administrative contributions and publications and having stayed on top of their revised salary scales for one year should be allowed to move incrementally up to a maximum of one increment to be read from the Master salary scale. **We are keeping the present arrangement intact.**

Special Provision for Graduates and Professionals

35.16 As per the existing provision, graduates and professionals stagnating on their top salary are allowed to move incrementally in the master salary scale so as to ensure that the remuneration package of incumbents with relevant experience in the public service is competitive. However, the grant of the additional increment is linked to more stringent performance criteria so as to bring about a performance oriented culture. We are replicating this special provision for graduates and professionals for ease of application.

Recommendation 3

35.17 **We recommend that officers in entry or professional grades requiring a University Degree or an equivalent recognised professional qualification drawing salary in a scale the maximum of which is not less than Rs 56450 and having reached the top of their respective salary scale should be allowed to move incrementally in the master salary scale up to salary point Rs 61325, provided they:**

- (iv) have drawn the top salary for a year;**
- (v) have been efficient and effective in their performance during the preceding year; and**
- (vi) are not under report.**

Confidential Secretary

35.18 Demands have been made in the context of this Report to allow Confidential Secretaries possessing the Advanced Secretarial Course to move by one increment beyond the top salary of the grade, similar to their counterparts in the Civil Service. For the sake of harmonisation on what obtains in the Civil Service, we recommend accordingly.

Recommendation 4

35.19 We recommend that Confidential Secretaries:

- (i) be granted one increment upon successful completion of the Advanced Secretarial Course, subject to the top salary of the grade. Where an officer has successfully completed the Advanced Secretarial Course after having reached the last point in his salary scale, the officer should be paid a non-pensionable lump sum equivalent to twelve times the value of the last increment drawn; and
- (ii) be eligible for 70% duty exemption on the purchase of a car on reaching the salary point of Rs 36200.

General Worker

35.20 While conducting job interviews at the Bureau, incumbents in the grade of General Worker reported that they are regularly called upon to cumulate the duties of the grade of Office Attendant without any extra remuneration. Management acceded that these General Workers indeed are performing work outside the scheme of service. We are hence, making an appropriate recommendation.

Recommendation 5

35.21 We recommend that General Workers who are regularly called upon to perform the duties of the grade of Office Attendant should be paid an allowance equivalent to one increment at the initial salary point of Office Attendant.

Sabbatical Leave

35.22 In previous reports, we have recommended that Management should consider the advisability of setting up a Sabbatical Leave Scheme for Academic Staff at the earliest possible. **We are maintaining this provision.**

Political Achievement

35.23 Employee participation in active politics may disrupt the proper functioning of the organisation. **We are, therefore, maintaining the provision that full time employees of the MIE should not be allowed to participate in active politics.**

35. MAURITIUS INSTITUTE OF EDUCATION

SALARY SCHEDULE

MIE 1	:	Rs 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
MIE 2	:	Rs 11200 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200
		Stores Attendant
MIE 3	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
		Security Guard
MIE 4	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Gardener Library Attendant Office Attendant
MIE 5	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000
		Senior Gardener
MIE 6	:	Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475
		Senior Library Attendant
MIE 7	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Messenger Printing Assistant (Personal) Technical Attendant
MIE 8	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Binder Handy Worker (Multi Skilled) Cabinet Maker/Carpenter Electrician Painter

35. MAURITIUS INSTITUTE OF EDUCATION (Contd)

- MIE 9 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- MIE 10 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- MIE 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Driver (Heavy Vehicle) (New Grade)
- MIE 12 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Technical Attendant (Personal)
*formerly Laboratory Attendant
Resources Centre Attendant
Workshop Attendant
(in post as at 30.06.93)*
- MIE 13 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975 QB 24750 x 775 – 27075**
Assistant Technician (Printing)
- MIE 14 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
- MIE 15 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator
- MIE 16 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Senior Binder
- MIE 17 : Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Senior Assistant Technician (Printing)

35. MAURITIUS INSTITUTE OF EDUCATION (Contd)

- MIE 18 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Library Clerk/Senior Library Clerk
- MIE 19 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- MIE 20 : Rs 17375 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Assistant Procurement and Supply Officer
Executive Officer (Personal)
- MIE 21 : Rs 17375 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Educational Data Assistant
- MIE 22 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MIE 23 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Technician
- MIE 24 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Higher Executive Officer
Procurement and Supply Officer
- MIE 25 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Technician
Graphic Designer
Library Officer
Maintenance Officer
Safety and Health Officer/Senior Safety and Health Officer
- MIE 26 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
Senior Procurement and Supply Officer

35. MAURITIUS INSTITUTE OF EDUCATION (Contd)

- MIE 27 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Principal Executive Officer
- MIE 28 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Assistant Librarian/Cataloguer
- MIE 29 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Senior Graphic Designer (New Grade)
Senior Technician
- MIE 30 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Principal Financial Officer
Principal Procurement and Supply Officer
- MIE 31 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
Instructional Designer
Research Officer/Documentalist
- MIE 32 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Administrator
Analyst/Programmer
- MIE 33 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Human Resource Management Officer
Internal Auditor
- MIE 34 : Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Senior Instructor (Personal)
- MIE 35 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Chief Technician
- MIE 36 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Deputy Head Librarian

35. MAURITIUS INSTITUTE OF EDUCATION (Contd)

- MIE 37 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Lecturer
- MIE 38 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Registrar
- MIE 39 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Financial Controller
Head Librarian
Senior Lecturer
- MIE 40 : Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Deputy Registrar
- MIE 41 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Registrar
- MIE 42 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Associate Professor
- MIE 43 : Rs 101000**
Professor
Deputy Director
- MIE 44 : Rs 110000**
Director



36. MAURITIUS INSTITUTE OF HEALTH

- 36.1 Set up by Act No. 36 of 1989 (subsequently amended in 2003), the Mauritius Institute of Health (MIH) contributes to the promotion of health and quality of life of society through training and health systems research. Its main activities relate to epidemiological surveys and health systems research; curriculum development and provision of basic and post basic courses for health practitioners; and technical cooperation with countries of the region in training and research for the health sector. Its vision is to become a world class centre of excellence in research and training in health and health related fields.
- 36.2 The Institute organises its activities under four functional units namely: Training; Research; Media; and Administrative. Each unit has its own specificity and contribution towards the achievement of the Institute's mission. MIH conducts courses, holds examinations and grants certificates, diplomas and awards by either acting on its own or jointly with any other educational institution.
- 36.3 The overall responsibility of the MIH befalls the Executive Director who maintains and promotes the proper administration of the Institute. He is assisted by a complement of staff comprising professionals, technical and general services grades.
- 36.4 In the context of this Review, both Management and staff side have requested for the creation of additional levels; alignment of salaries; restyling of grades; restructuring of the Training Unit as well as the Research Unit; payment of extra duty allowance; and enhanced conditions of service.
- 36.5 During consultations, both parties were apprised that creation of new grades depends on the functional and operational needs of the organisation and normally the onus rests with the Board. It was, however, highlighted that grades which are urgently required, could be graded by the Bureau on an *ad hoc* basis provided the established procedure has been followed. In regard to alignment of salaries, parties were informed that such requests are examined taking into consideration, among others, the qualification requirement, nature of duties, level of operation and responsibility. On the issue of Conditions of Service including extra duty allowances, both Management and the staff side were apprised that except for specific ones, general conditions would be dealt with holistically after analysing submissions from all stakeholders. Due explanation was given for request that could not be attended.
- 36.6 We are, in this Report, maintaining the present structure, providing for movement in the master salary scale for the grades of Executive Assistant and Training Manager and revising the allowances payable to Training Managers. Moreover, to address existing HR problems in the organisation, **we recommend that Management**

should conduct a Human Resource Planning exercise, to identify the need for additional HR requirements and to prompt appropriate remedial measures.

Executive Assistant – former Development Works Corporation

36.7 Presently, the Executive Assistant of former Development Works Corporation, after having reached his top salary, is allowed to move incrementally in the salary scale of Rs 20675 x 750 – 29675 x 900 – 34175 x 1200 – 35375.

Recommendation 1

36.8 We recommend that the Executive Assistant of former Development Works Corporation having reached his top salary should be allowed to move incrementally in the salary scale of Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350. Management should ensure that the incumbent is entrusted responsibilities commensurate with his position.

Training Manager

36.9 As per the existing provision, the Training Managers, after drawing top salary of Rs 77000 are allowed to proceed incrementally in the master salary scale up to salary point of Rs 83000 subject to performance criteria. We are maintaining this provision and revising the salary point.

Recommendation 2

36.10 We recommend that Training Managers should be allowed to proceed incrementally up to the revised salary point Rs 89000 provided they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

Book Allowance and Special Medical Service Allowance for Training Managers

36.11 Training Managers, who are members of the medical profession, are granted a yearly Book Allowance for the purchase of medical books and a monthly Special Medical Service Allowance for not being allowed the privilege of private practice in line with what obtains at the Ministry of Health and Quality of Life. **We are maintaining this provision and revising the quantum of the allowances.**

Recommendation 3

36.12 We recommend that the Book Allowance and the Special Medical Service Allowance payable to the Training Manager be revised as follows:

Allowance	Existing Quantum	Revised Quantum
Book Allowance	Rs 13200 annually	Rs 13500 annually
Special Medical Service Allowance to Training Managers reckoning at least 10 years' service in the grade	7% of the monthly salary	7% of the monthly salary

36. MAURITIUS INSTITUTE OF HEALTH

SALARY SCHEDULE

MIH 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
MIH 2	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant Handy Worker (Personal) <i>formerly Handy Worker (Office Attendant) (NTFCH)</i>
MIH 3	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000
		Cook
MIH 4	:	Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475
		Senior Office Attendant
MIH 5	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver
MIH 6	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Receptionist/Telephone Operator

36. MAURITIUS INSTITUTE OF HEALTH (Contd)

- MIH 7 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Clerical Assistant (Personal)
formerly Clerical Assistant (NTFCH)
- MIH 8 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
Word Processing Operator (Personal)
formerly Word Processing Operator (NTFCH)
- MIH 9 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer (Personal)
Clerk/Word Processing Operator
- MIH 10 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Senior Word Processing Operator
- MIH 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Assistant (Ex DWC) (Personal)
- MIH 12 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- MIH 13 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Executive Assistant (Personal to officers in post as at 31.12.15)
Printing and Publishing Officer
- MIH 14 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
Documentalist
- MIH 15 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer

36. MAURITIUS INSTITUTE OF HEALTH (Contd)

- MIH 16 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- MIH 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Officer
- MIH 18 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
IT Trainer
Research Assistant
- MIH 19 : Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 61325**
Programme Coordinator, Nursing and Paramedical Studies
- MIH 20 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500**
Research Officer/Senior Research Officer
- MIH 21 : Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Training Manager
- MIH 22 : Rs 110000**
Executive Director



37. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

- 37.1 The Mauritius Institute of Training and Development (MITD) is a corporate body established under the MITD Act No 12 of 2009 which envisions to be the leader in human capital development in the region and beyond for global employability. It operates under the *aegis* of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.
- 37.2 The objects of the MITD are, *inter alia*, to promote excellence in technical and vocational education and training; promote research and enhance knowledge in technical and vocational education and training; increase access to technical and vocational education and training through the setting up of training centres; promote exchange programmes and courses with other institutions in technical and vocational education and training; and assist in the apprenticeship of persons who are, or would be, employed in commercial, technical and vocational fields.
- 37.3 The Director of the MITD is the Chief Executive of the organisation and he is responsible to the Board for the day to day management and control of its activities/business. The functions of the Director are presently entrusted to an Officer-in-Charge. He is supported by a team of technical, operational and support staff at different levels.
- 37.4 In the context of this review exercise, requests were made by both Management and the staff side for the creation and restyling of a number of grades. Management also informed that the new organisation structure of the MITD has recently been finalised by the Board. However, the profiles for the new grades requested were not submitted to the Bureau for grading and for inclusion in this Report. Positions pertaining to this new structure would, therefore, be graded by the Bureau whenever requested, on an *ad hoc* basis.
- 37.5 We are, in this Report, maintaining the present organisation structure and other provisions while reviewing the salary of existing grades.

Human Resource Officer/Senior Human Resource Officer

Recommendation 1

- 37.6 **We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component from a recognised institution or an equivalent qualification acceptable to the Board should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:**
- (i) have drawn the top salary for a year;**
 - (ii) have been efficient and effective in their performance during the preceding year; and**
 - (iii) are not under report.**

37. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

SALARY SCHEDULE

- MITD 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker
- MITD 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075**
Support Assistant
- MITD 3 : Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Senior Support Assistant
- MITD 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Office Attendant (Personal to employees in post as at 30.06.08)
Workshop Assistant (Personal to employees in post as at 30.06.08)
- MITD 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525**
Driver/Messenger
- MITD 6 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575**
General Assistant (Personal to employees in post as at 30.06.08)
- MITD 7 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Messenger (Personal to Driver/Messengers in post at ex-IVTB and Ex-TSMTF as at 30.06.2008)
- MITD 8 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750**
Senior General Assistant (Personal to employees in post as at 30.06.08)
- MITD 9 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator

37. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

- MITD 10 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Printing Assistant
Technical Attendant (Maintenance)
- MITD 11 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Laboratory Attendant (Personal to employees in post as at 30.06.08)
- MITD 12 : Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator/Receptionist
- MITD 13 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Technical Assistant (IT)
Technical Assistant (Maintenance)
- MITD 14 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer (Personal)
Clerk/Word Processing Operator
Data Entry Operator
Library Clerk (Personal to officers in post as at 30.06.08)
Security Officer
- MITD 15 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Technical Assistant (Maintenance) (Personal to incumbents in the grade of Technical Assistant of ex-TSTMTF in post as at 30.06.08)
- MITD 16 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Teacher, Basic Secondary Schools
- MITD 17 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Instructor (Personal to officers in the grade of Instructor at Ex-TSMTF as at 30.06.08)
Management Support Officer (New Grade)

37. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 18 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Accounts Clerk
Assistant Executive Clerk (Personal)
Assistant Financial Officer
Assistant Procurement and Supply Officer

MITD 19 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350

Instructor

MITD 20 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Usher (Personal to officers in post as at 30.06.08)

MITD 21 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Confidential Secretary

MITD 22 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Executive Clerk (Personal)
Higher Executive Officer
Procurement and Supply Officer

MITD 23 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800

Human Resource Officer/Senior Human Resource Officer

MITD 24 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325

Analyst Programmer
Human Resource Assistant (Personal to officers in post as at 30.06.08)
Library Officer
Maintenance Officer
Marketing Officer (Personal to officers in post as at 30.06.08)
Safety and Health Officer/Senior Safety and Health Officer
Technician (IT)

MITD 25 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850

Senior Procurement and Supply Officer

37. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

- MITD 26 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB
37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- MITD 27 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Senior Accounting Technician
- MITD 28 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x
1625 – 56450**
Administrative Officer
Administrative Officer (Assessment and Certification)
Econometrist
Human Resource Management Officer (Personal to officers in post as at
30.06.08)
Psychologist
Sports Welfare Officer
Trainer (*Personal to officers in the grade of Trainer of Ex-TSMTF*)
Training Officer
- MITD 29 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x
1625 – 56450**
Systems Administrator
- MITD 30 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x
1625 – 56450**
Administrative Secretary (Personal to officers in post as at 30.06.08)
Internal Auditor
- MITD 31 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x
1625 – 62950**
Accountant/Senior Accountant
Communication and Events Officer
Curriculum Officer
Examination Officer
Head Librarian
- MITD 32 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Curriculum Officer (Personal to incumbent in the grade of Curriculum Officer
of ex-IVTB)
Marketing Manager
Project Officer
Senior Trainer (Personal to officers in post as at 30.06.08)

37. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 33 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650

Coordinator (Personal to officers in post as at 30.06.08)

MITD 34 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650

Assistant Manager
Assistant Manager (Human Resource)
Assistant Manager (Information and Communication Systems)
Assistant Manager (Procurement and Logistics)
Senior Examination Officer

MITD 35 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450

Assistant Manager (Personal to incumbent in the grade of Assistant Manager of ex-IVTB and ex-TSMTF)
Assistant Manager (Human Resource) (Personal to incumbent in the grade of Assistant Manager responsible for Human Resource at ex-IVTB)
Assistant Manager (Information and Communication Systems) (Personal to incumbent in the grade of Assistant Manager responsible for Information Technology at ex-IVTB)
Assistant Manager (Procurement and Logistics) (Personal to incumbent in the grade of Assistant Manager responsible for Procurement at ex-IVTB)

MITD 36 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350

Training Center Manager

MITD 37 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 77175

Training Centre Manager (Personal to incumbents of ex-IVTB)
Training Center Manager (Personal to incumbents in the grade of Manager at Ex-TSMTF)

MITD 38 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000

Team Leader (Administration)
Team Leader (Assessment & Certification)
Team Leader (Facilities Management)
Team Leader (Finance)
Team Leader (Human Resource)
Team Leader (Information and Communication Systems)
Team Leader (Procurement and Logistics)

37. MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Contd)

MITD 39 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000

Divisional Manager (*Personal to incumbent in the grade of Divisional Manager responsible for IT of ex-IVTB*)

Divisional Manager (*Personal to incumbent in the grade of Divisional Manager responsible for Research, Project and Curriculum Development and Training Delivery of ex-IVTB*)

Divisional Manager (*Personal to incumbent in the grade of Divisional Manager responsible for Corporate Affairs of ex-IVTB*)

Divisional Manager (Facilities Management) (*Personal to incumbent in the grade of Divisional Manager responsible for Maintenance of ex-IVTB*)

Team Leader (IT) (*Personal to incumbent in the grade of Divisional Manager responsible for IT of ex-IVTB*)

MITD 40 : Rs 89000 x 3000 – 95000

Deputy Director (Training)

Deputy Director (Corporate)

Deputy Director (Assessment and Certification)

MITD 41 : Rs 113000

Director



38. MAURITIUS MARATHI CULTURAL CENTRE TRUST

- 38.1 The Mauritius Marathi Cultural Centre Trust (MMCCT) promotes and preserves Marathi Arts and Culture among the diverse cultures of Mauritius through artistic and cultural activities while nurturing creativity and innovation.
- 38.2 Since its inception, the MMCCT under the *aegis* of the Ministry of Arts and Culture, has been actively involved in the organisation of various activities and cultural programmes in connection with the celebration of national events linked to the Marathi Culture, national day celebration and arrival of indentured labourers, among others. It also organises exhibitions/talks, artistic competitions and dispenses training courses in theatre, music, various types of folkdances of the Maharashtra, costume and make up, Rangoli design and making and Murthi sculpturing.
- 38.3 The organisation structure of the MMCCT has been reinforced with the provision of the grades of Administrative Secretary and Clerk/Word Processing Operator in the 2013 PRB Report and Management Support Officer in the EOAC Report. As the structure is adequate to enable the MMCCT attain its objectives, we therefore do not propose to bring any major change to it. Nevertheless, following proposals made by Management concerning the amendment to the scheme of service of Administrative Secretary to include duties relating to the organisation, planning and coordination of cultural activities, programmes and projects, we have carried out an in-depth study and we are recommending accordingly.

Administrative Secretary

- 38.4 Subsequent to the expansion of cultural activities organised by the MMCCT, there is need for a dedicated grade to be responsible for the organisation, planning and coordination of artistic and cultural activities, programmes and projects. However, given the size of the organisation and the volume of activities, these duties do not require an officer in a full time position. On the other hand, the extent and volume of activities presently devolving on the Administrative Secretary do not warrant an employee in that position in a full time capacity either. With a view to optimising the use of existing human resources, we are therefore, enlarging the scheme of service of the grade to include the abovementioned duties while restyling the grade to a more appropriate appellation.

Recommendation 1

38.5 We recommend that:

- (i) the scheme of service of the grade of Administrative Secretary be amended to include functions relating to organisation, planning and coordination of artistic and cultural activities, programmes and projects;**
- (ii) the grade of Administrative Secretary be restyled Administrative and Events Officer.**

These elements have been taken into consideration in arriving at the salary recommended for the grade.

38. MAURITIUS MARATHI CULTURAL CENTRE TRUST

SALARY SCHEDULE

- MMCCT 1 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- MMCCT 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- MMCCT 3 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer
- MMCCT 4 : Rs 25525x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative and Events Officer
formerly Administrative Secretary
- MMCCT 5 : Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Director



39. MAURITIUS MEAT AUTHORITY

- 39.1 The Mauritius Meat Authority (MMA) operates under the *aegis* of the Ministry of Agro-Industry and Food Security. It is established as a body corporate under the Mauritius Meat Act of 1974. Its mission is to ensure the slaughter and timely delivery of meat fit for human consumption.
- 39.2 The main activities at the MMA are organised under three sections: Production, Secretariat and Administrative Services, and Finance. The different slaughter houses at the Central Abattoir are namely: Beef, Pork, and Sheep-Goat meat. In each slaughter house, the social, cultural and religious aspects are given a special consideration while carrying out the slaughtering as well as for the meat delivery.
- 39.3 Both the Unions and Management have submitted representations to create additional levels in respect of the core functions of the Authority as well as for the Human Resource Section and Finance Department. In view of the expansion of its activities, the Bureau considers that the present organisation structure should be better equipped and we are, to this end, making appropriate recommendations.

Human Resource/Senior Human Resource Officer

Recommendation 1

- 39.4 **We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma in Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:**
- (i) **have drawn the top salary for a year;**
 - (ii) **have been efficient and effective in their performance during the preceding year; and**
 - (iii) **are not under report.**

Slaughterman/Senior Slaughterman *formerly Slaughterman*

- 39.5 Representations have been received that there is need for a grade at the supervisory level to coordinate the work of the Slaughtermen. After careful examination of the submission, it was observed that the creation of an additional level may end up with duplication of duties. Taking into consideration the number of employees in post in the grade of Slaughterman and the additional duties devolving upon them, we are restyling the grade of Slaughterman and providing for an elongated salary scale.

Recommendation 2

- 39.6** We recommend that the grade of Slaughterman be restyled Slaughterman/Senior Slaughterman.
- 39.7** We further recommend that, in future, appointment to the grade of Slaughterman/Senior Slaughterman should be made by selection from officers in the grade of Meat Loader/Lorry Helper reckoning five years' experience and who have obtained at least one year training as Slaughterman in the Abattoir.
- 39.8** We also recommend that the scheme of service for the grade of Slaughterman/Senior Slaughterman *formerly Slaughterman* be enlarged to include the additional duties and responsibilities.

Allowance to General Worker

- 39.9** General Workers posted at the Abattoir are presently paid a monthly allowance of Rs 1000 for performing specific tasks such as sorting of animals; cleaning of bleeding area, slaughter halls, weighing rooms, cold rooms; collection and disposal of Abattoir wastes; and assisting the Laundry Worker as and when required. There is still need for such tasks to be undertaken by the General Workers. The allowance is, therefore, being maintained.

Recommendation 3

- 39.10** We recommend that General Workers posted at the Abattoir to perform the above-mentioned specific duties should continue to be paid the monthly allowance of Rs 1000.

Transport Management

- 39.11** Assistant Head Butchers are currently required to perform additional duties related to transport management for different sections of the Abattoir against payment of a monthly allowance of Rs 625. We are maintaining the allowance which is serving its purpose.

Recommendation 4

- 39.12** We recommend that the monthly allowance payable to the Assistant Head Butchers for work performed over and above their normal duties in connection with the management of the transport fleet of the MMA be maintained at Rs 625.

Specific Conditions of Service for the Authority

Breakfast

39.13 Employees of the MMA starting work before 0600 hours on peak days are provided breakfast. This arrangement should continue in view of the specificity of the organisation.

Recommendation 5

39.14 We recommend that the MMA should continue to provide breakfast to all employees who start work before 0600 hours on peak days.

Attendance Bonus

39.15 An attendance bonus of Rs 60 per hour is presently paid to employees working prior to 0600 hours to ensure timely supply of meat in good hygienic conditions, among others.

Recommendation 6

39.16 We recommend that the attendance bonus payable to officers in the above mentioned grade should be revised to Rs 65 per hour:

Head of Illegal Slaughter Squad	Plant Operator
Head Butcher	Motor Mechanic Grade I
Assistant Head Butcher	Electro Mechanic
Slaughterman/Senior Slaughterman	Boiler Operator
<i>formerly Slaughterman</i>	Driver
Meat Loader/Lorry Helper	
General Purpose Handy Worker/ Tradesman's Assistant	

Hours of Work

39.17 In order to ease the day-to-day activities of the Authority, the Management of the MMA has adopted variable patterns of work and modes of appointment.

Recommendation 7

39.18 We recommend that the MMA continues to apply the alternative modes of employment as specified at Chapter 13 of Volume 1 – Employment on Contract and Alternative Modes of Employment.

Health Surveillance

39.19 At the Abattoir of the MMA, employees have higher risk of contracting diseases due to the specific working environment and it is necessary that a Health Surveillance mechanism be set up for a close monitoring of these employees' health.

Recommendation 8

- 39.20 We recommend that the MMA should, with the assistance of the relevant authorities, continue to ensure that an annual health risk assessment is carried out to identify situations where employees are exposed to noxious substances or adverse working conditions that may impair their health and that the employees concerned are placed under a suitable Health Surveillance Programme.**

Meat Loader/Lorry Helper

- 39.21 After reaching a certain age, Meat Loader/Lorry Helpers are not able to carry heavy weights and make great physical effort. To this end, specific recommendations were made in the 2013 PRB and EOAC Reports regarding the redeployment and retirement of Meat Loader/Lorry Helpers. We share the views of Management and Unions for its continued implementation.

Recommendation 9

- 39.22 We recommend that Management considers the advisability of redeploying those Meat Loader/Lorry Helpers, who are above 55 years and whose duties require physical fitness, in other sections where less physical effort is required.**
- 39.23 We further recommend that Meat Loader/Lorry Helpers be allowed to retire after completing 25 years' of pensionable service. However, retirement benefits for these employees should be governed by provisions as specified under the Chapter 15 of Volume 1 - Retirement and Retirement Benefits - Pension Scheme for the Public Sector.**

39. MAURITIUS MEAT AUTHORITY**SALARY SCHEDULE**

MA 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
MA 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700
		Laundry Worker
MA 3	:	Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200
		Stores Attendant

39. MAURITIUS MEAT AUTHORITY (Contd)

- MA 4 : Rs 17330**
Safety and Health Officer (Part-time)
- MA 5 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575**
Security Guard
- MA 6 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Gardener
General Purpose Handy Worker/Tradesman's Assistant
Meat Loader/Lorry Helper
Office Attendant
Stockman (Personal)
- MA 7 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
- MA 8 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Senior Stockman (Personal)
- MA 9 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Boiler Operator
Plant Operator
Electro-Mechanic
Motor Mechanic Grade I
- MA 10 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- MA 11 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist
- MA 12 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Slaughterman/Senior Slaughterman
formerly Slaughterman

39. MAURITIUS MEAT AUTHORITY (Contd)

- MA 13** : **Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Slaughterman (Personal)
- MA 14** : **Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Driver (Meat Van)
- MA 15** : **Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
- MA 16** : **Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Assistant Head Butcher
- MA 17** : **Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
- MA 18** : **Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Cashier (Personal)
Management Support Officer (New Grade)
- MA 19** : **Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
formerly Assistant Financial Operations Officer
Assistant Procurement and Supply Officer
Executive Officer (Personal to officers in post as at 31.12.15)
- MA 20** : **Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Head Butcher (Goat, Pork, Cattle/Sheep)
- MA 21** : **Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Head of Illegal Slaughter Squad
- MA 22** : **Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary

39. MAURITIUS MEAT AUTHORITY (Contd)

- MA 23 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Higher Executive Officer
Procurement and Supply Officer
- MA 24 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- MA 25 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Abattoir Supervisor
- MA 26 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
- MA 27 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
- MA 28 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Engineer
- MA 29 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Secretary
- MA 30 : Rs 110000**
General Manager



40. MAURITIUS MUSEUMS COUNCIL

- 40.1 Set up under the Mauritius Museums Council Act No. 3 of 2000, the Mauritius Museums Council (MMC) operates as a body corporate under the *aegis* of the Ministry of Arts and Culture. It has under its purview two National Museums, six Specialised Museums and the Millennium Monument.
- 40.2 With a mission to collect, preserve and use in a sustainable manner the Mauritian Cultural Heritage for the purpose of: developing interest and pride in; increasing knowledge and understanding of; and promoting appreciation and respect for the heritage throughout the Republic of Mauritius and internationally, the MMC envisions to be a centre of excellence in the quest for and dissemination of knowledge on the collective memory and in the preservation of the cultural and natural heritage of the people of the country and to be a source of inspiration and posterity.
- 40.3 The Director-General is responsible for the execution of the policies and decisions of the Board and for the control and Management of the day-to-day business of the MMC. He is supported by officers in technical and general services cadres and employees in the manual grades.
- 40.4 In the context of the present review exercise, both Management and Union have submitted that the roster pattern of work for the grades of Senior Museum Technician (Roster), Museum Technician (Roster) and Museum Attendant (Roster) should be abolished as all the museums are not opened to the public on a 7-day week basis. We have analysed the request and to enable the Council to meet effectively its operational needs, we are making the appropriate provision.
- 40.5 We are also, in this Report, restyling the grade of Office Attendant and abolishing some other ones which are no longer required by the organisation.

Abolition of grades

Recommendation 1

- 40.6 We recommend that the grades of Museum Attendant (Roster), Museum Technician (Roster), Senior Museum Technician (Roster) and Security Guard (Personal) be abolished.**

Head Office Attendant

Office Attendant/Senior Office Attendant formerly Office Attendant

- 40.7 Management has submitted that the grade of Head Office Attendant is presently vacant and the Council no longer requires such a grade as this is impeding its service delivery in the various Museums. Upon request, we are restyling the grade

of Office Attendant to Office Attendant/Senior Office Attendant against abolition of the grade of Head Office Attendant for enhanced service delivery.

Recommendation 2

40.8 We recommend that the grade of Office Attendant be restyled Office Attendant/Senior Office Attendant.

40.9 We further recommend that the grade of Head Office Attendant be abolished.

40. MAURITIUS MUSEUMS COUNCIL

SALARY SCHEDULE

MMC 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
MMC 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
		Handy Worker
MMC 3	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Gardener/Nursery Attendant Museum Attendant
MMC 4	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475
		Office Attendant/Senior Office Attendant <i>formerly Office Attendant</i>
MMC 5	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant
MMC 6	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Handy Worker (Skilled)
MMC 7	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Receptionist/Telephonist

40. MAURITIUS MUSEUMS COUNCIL (Contd)

- MMC 8 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Laboratory Attendant
Salesperson
- MMC 9 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator (Personal)
- MMC 10 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- MMC 11 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Museum Technician
- MMC 12 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- MMC 13 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal)
- MMC 14 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Senior Museum Technician
- MMC 15 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MMC 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Museums Public Relations Officer
- MMC 17 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Accounts Officer/Senior Accounts Officer

40. MAURITIUS MUSEUMS COUNCIL (Contd)

- MMC 18 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Principal Museum Technician
- MMC 19 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
- MMC 20 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Conservator
Curator
Museum Educator
- MMC 21 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Secretary
- MMC 22 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Director
- MMC 23 : Rs 95000**
Director General



41. MAURITIUS OCEANOGRAPHY INSTITUTE

- 41.1 The Mauritius Oceanography Institute (MOI), was established by Act No 24 of 1999. It operates under the *aegis* of the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands and envisions to become the centre of excellence in oceanography in the Indian Ocean region by contributing towards the advancement of oceanography at the national, regional and international level for the welfare of the people of the Republic of Mauritius.
- 41.2 As a research organisation in the field of oceanography, the MOI aims at developing and strengthening oceanographic research, using an integrated scientific approach, enhancing the understanding of ocean and coastal processes, for the rational development of marine resource, within the maritime zone of the Republic of Mauritius.
- 41.3 The structure of the MOI comprises a Director who is the head of the organisation and is assisted by a Deputy Director for the overall management and day-to-day administration of the Institute. Officers in the grades of Associate Research Scientist, Research Scientist and Principal Research Scientist provide the core services of the Institute, namely the research functions, whereas at the technical/supportive levels, various other grades provide for the necessary back-ups.
- 41.4 While maintaining the existing structure and with a view to providing a career path for serving officers, the EOAC reviewed the qualifications requirements in the scientific cadre, upgraded same for the grade of Public Relations Officer, and restyled some other grades to more appropriate job appellations commensurate with the nature of the duties devolving upon the incumbents.
- 41.5 The Committee also made certain specific recommendations and introduced a new allowance for the scientific and technical staff of the Institute.
- 41.6 In this review exercise, we are re-engineering the existing structure through the provision of additional grades at the professional and technical levels. We are equally maintaining the various allowances whilst revising the quantum.

IT Manager (New Grade)

- 41.7 Management has apprised the Bureau that, despite the gradual growth of the MOI, Information and Communication Technology Systems and the implementation of new software and technologies that have taken place over the past years, the human resource structure of the MOI IT Section has remained unchanged. The IT Section is currently manned by an IT Officer and a Systems Administrator.
- 41.8 In view of the further expansion in the Institute's IT infrastructure with new projects requiring more and more of ICT, it is proposed to reinforce the structure of the IT Section. Considering that, as per the Ocean Economy Road Map, Marine ICT has

been rightly figured out to be a very important component falling under the Marine Services Cluster, we are agreeable to the above proposal and are recommending accordingly.

Recommendation 1

41.9 We recommend the creation of the grade of IT Manager on the establishment of the Mauritius Oceanography Institute. Appointment, thereto, should be made from among holders of an MSc in Computer Science or related fields and reckoning five years' post qualification experience in Information Technology and Management of projects.

41.10 The IT Manager would be the head of the Information and Communication Technology Unit and would, among others, ensure the day to day running of the Unit; advise management on the overall IT aspects, strategy and policy; lead the Information Technology group and ensure the day to day functioning of the IT Centre. He would further be responsible for the preparation and appraisal of tenders for hardware and software; establish software and data security procedures to protect the Oceanic Data Centre and confidentiality of information of the Institute; implement applications for data and information Management; and identify emerging trends to ensure that IT Systems are responsive and meet the on-going needs of the organisation.

Documentation Officer (New Grade)

41.11 The MOI, being a scientific and research institution, has a wide collection of scientific books, scientific journals, reports, magazines and also multimedia collections as well as a Library Software. The volume of documents, publications as well as electronic database and reference materials necessitate the introduction of a proper framework and new technologies for acquisition, classification, cataloguing and computerisation. With the aim to create a proper Documentation Centre which would cater for the research activities of the Institute, there is need for a grade as well as trained personnel for the set up and for running the day to day activities of the Documentation Centre. We are, therefore, making appropriate provision.

Recommendation 2

41.12 We recommend the creation of the grade of Documentation Officer on the establishment of the MOI. Appointment, thereto, should be made by selection from among holders of a Degree in Library and Information Science from a recognised institution or an equivalent qualification and reckoning at least four years' experience in the related field.

41.13 Incumbent would, *inter alia*, be responsible for the administration and management of the Documentation Unit; advise the Director of the Institute on all matters, pertaining to the Documentation Unit; select and procure scientific reference books, publications, and other documents for the Documentation Unit; classify, catalogue and index scientific documentation materials, publications and research reports; liaise with scientific organisations, both public and private, for access to research papers; and guide and provide assistance to users in their reading and particularly in research and reference works.

Public Relations Officer

41.14 The qualifications requirements for the grade of Public Relations Officer on the establishment of the Mauritius Oceanography Institute has been upgraded such that, in future, appointment thereto, should be made from among candidates possessing a Degree in Communication Studies from a recognised institution or an equivalent qualification acceptable to the Board. **In this Report, we are maintaining this recommendation.**

Recommendation 3

41.15 We recommend that incumbents:

- (i) possessing a Degree in Communication Studies or equivalent and drawing salary less than Rs 28625 should be allowed to join the recommended salary scale at salary point Rs 28625; and**
- (ii) not possessing a Degree in Communication Studies or equivalent should, on obtention of the required qualification, be allowed to move incrementally beyond the QB inserted in the salary scale.**

Procurement and Supply Officer (New Grade)

41.16 In view of the expansion of the activities of the MOI as well as the provisions of the Public Procurement Office's Act, there is need to create a grade of Procurement and Supply Officer to be responsible for procurement duties.

Recommendation 4

41.17 We recommend the creation of the grade of Procurement and Supply Officer on the establishment of the MOI. Appointment, thereto, should be made by selection from among holders of a Cambridge Higher School Certificate with a pass at Principal Level in Mathematics or Accounts and a certificate in Purchasing and Supply Management from a recognised institution.

41.18 Incumbent would, among others, be required to organise and manage the procurement and supply activities of the MOI; perform procurement, storekeeping and stock control duties in accordance with existing rules and regulations; assist in any assignment related to procurement, supply and warehousing operations; to

receive materials and ensure that they comply with requisition orders and are in good conditions; and be fully conversant with stores, financial regulations and computer procedures.

Health and Safety Officer (Part-Time) (New Grade)

41.19 In line with the Occupational Health and Safety Act and the expansion of the activities of the Institute, the nature of scientific work which involves laboratory research tasks and diving activities, Management has submitted that there is need for a grade of Health and Safety Officer who would ensure the enforcement of Health and Safety regulations currently in force. We are agreeable to the proposal and recommend accordingly.

Recommendation 5

41.20 We recommend the creation of the grade of Health and Safety Officer to serve on a Part-time basis at the Mauritius Oceanography Institute. Appointment, thereto, should be made from among holders of a Diploma in Occupational Health and Safety of the University of Mauritius or a Diploma in Occupational Safety and Health Management of the University of Technology, Mauritius.

41.21 Incumbent would be required, among others, to 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 related to occupational safety and health; audit and review any safety and health measures and procedures to ensure occupational safety and health; investigate any occupational accident and recommend on measures to prevent its occurrence; and inspect all areas, assess all risks and make recommendations thereon including provision of protective equipment.

Technical Officer (New Grade)

Laboratory Attendant (New Grade)

41.22 The laboratory of the MOI collects samples, analyses and conducts chemical, biological, molecular-biology and biotechnological tests. With the increase in the workload and new responsibilities as regards such activities, there is need for a specific grade to assume such responsibility at the laboratory. We are making the appropriate recommendation.

Recommendation 6

41.23 We recommend the creation of the grade of Technical Officer on the establishment of the MOI. Appointment, thereto, should be made by selection from among holders of a Diploma in Biology, Chemistry, Physics or Engineering or an appropriate alternative qualification in the scientific fields.

41.24 The Technical Officer would, *inter alia*, collect samples already analysed and keep records thereof; sort out, prepare, assemble and operate equipment used in the laboratory and sites of work; collect, receive, label and prepare samples of various materials in the laboratory and on sites of work; perform any test assigned by laboratory management and all associated work; assist in keeping inventory/audits of laboratory items; assist in the procurement of equipment, chemicals and any other material required; and carry out first line maintenance and the general care of laboratory equipment so as to keep them in good working condition.

Recommendation 7

41.25 We recommend the creation of the grade of Laboratory Attendant on the establishment of the MOI. Appointment, thereto, should be made by selection from among holders of a pass in one science subject at the Cambridge School Certificate or the General Certificate of Education 'Ordinary Level' Examinations.

41.26 Incumbent would report to the Technical Officer and would, among others, be required to sort out, prepare, assemble and operate equipment used in the laboratory and on sites of work; collect, receive, label and prepare samples of the various materials in the laboratory and on sites of work; handle and record readings on scales, gauges and other laboratory equipment; handle chemicals; and be responsible for the general cleanliness of the laboratories and maintenance of the equipment including greasing where necessary.

Continuous Professional Development (CPD)

41.27 With a view to enhancing the research capabilities of the MOI, the EOAC made provisions for a CPD scheme for the scientific cadre to develop their research skills and competencies.

41.28 At present, Principal Research Scientist, Research Scientist and Associate Research Scientist the MOI are:

- (i) paid an allowance of **Rs 8000** annually which is cumulative over a maximum period of three years to meet expenses towards their professional development on presentation of documentary evidence; and
- (ii) granted special leave of 10 days annually, subject to exigencies of the service, to enable them to take advantage of professional development programmes either locally or abroad. The special leave may be combined with other types of leave whenever the number of days of leave required exceeds ten days.

41.29 We are maintaining the above provision.

Recommendation 8

41.30 We recommend that the Principal Research Scientists, Research Scientists and Associate Research Scientists on the permanent and pensionable establishment of the MOI should continue to be paid an allowance of Rs 8000 annually and be granted special leave of ten days annually, subject to exigencies of service, to enable them to take advantage of professional development programmes either locally or abroad, on the same terms and conditions, as enunciated above.

Consultancy Services

41.31 At present, the MOI staff are allowed to provide consultancy services and the net income there from is shared between officers involved in the provision of research and consultancy services and the MOI in the ratio of 2:1.

Recommendation 9

41.32 We recommend that the present arrangement between the MOI staff involved in providing consultancy services and the MOI should be maintained.

Enhanced Pension Benefits to PhD holders of the MOI.

41.33 At present, staff members of the MOI holding a PhD recognised by the Institute are granted four pensionable months of service for every three years of post-doctorate effective service subject to a maximum of forty months.

Recommendation 10

41.34 We again recommend that the present provision for the grant of enhanced pension benefits to PhD holders of the MOI should be maintained.

Sea Going Incentive

41.35 Presently scientific and technical staff who have stayed on board vessel for a period of five consecutive days in connection with scientific operations are eligible for one day's rest.

Recommendation 11

41.36 We recommend that this provision be maintained as an on-going process for the Scientific and technical staff concerned with such scientific operations.

Sea Going Allowance

41.37 Scientific and technical staff of the MOI who act as observers on board vessels in connection with scientific operations are paid a sea going allowance of Rs 975 per officer per day.

Recommendation 12

41.38 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 1000 per officer per day.

Diving Allowance

41.39 We also recommend that the Diving Allowance paid to scientific and technical staff of the MOI be maintained at Rs 660 per dive, subject to a maximum of Rs 9800 a month. This maximum may be reviewed by the Board of the Mauritius Oceanography Institute based on operational requirements.

41. MAURITIUS OCEANOGRAPHY INSTITUTE

SALARY SCHEDULE

MOI 1	:	Rs 17700 Health and Safety Officer (Part-Time) (New Grade)
MOI 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450 Handy Worker
MOI 3	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver/Office Attendant
MOI 4	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075 Laboratory Attendant (New Grade)
MOI 5	:	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400 Front Desk Officer
MOI 6	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175 Clerical Officer/Higher Clerical Officer
MOI 7	:	Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 Management Support Officer (New Grade)

41. MAURITIUS OCEANOGRAPHY INSTITUTE (Contd)

- MOI 8 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer [Personal to officers in post as at 31.12.15]
- MOI 9 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Technical Assistant/Senior Technical Assistant
- MOI 10 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MOI 11 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Procurement and Supply Officer (New Grade)
- MOI 12 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant (New Grade)
- MOI 13 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Administrative Assistant
Technical Officer (New Grade)
- MOI 14 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
Public Relations Officer
- MOI 15 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Associate Research Scientist
Documentation Officer (New Grade)
IT Officer
- MOI 16 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Accountant/Senior Accountant
- MOI 17 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Research Scientist
Systems Administrator

41. MAURITIUS OCEANOGRAPHY INSTITUTE (Contd)

- MOI 18 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 70450**
IT Manager (New Grade)
- MOI 19 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Principal Research Scientist
- MOI 20 : Rs 92000**
Deputy Director (Personal)
- MOI 21 : Rs 86000 x 3000 – 92000**
Deputy Director (Future Holder)
- MOI 22 : Rs 119000**
Director



42. MAURITIUS QUALIFICATIONS AUTHORITY

- 42.1 The Mauritius Qualifications Authority Act No 42 of 2001 has provided for the establishment of the Mauritius Qualifications Authority (MQA) as a body corporate which, at present operates under the purview of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research, with a view to promoting valued qualifications for employability and lifelong learning. Its mission is to continuously enhance good practices and relevant expertise to safeguard public interest in quality education and training.
- 42.2 The MQA is the guardian of the National Qualifications Framework and is responsible for accrediting training programmes in the Technical and Vocational Education and Training Sector (TVET).
- 42.3 With a view to attaining its objectives as set out in the Act, the main functions of the MQA are, among others, to register and accredit training institutions in Mauritius; recognise and validate competencies for purposes of certification obtained outside the formal education and training system; recognise and evaluate qualifications, other than those obtained in the primary, secondary and post-secondary educational sectors, for the purpose of establishing their equivalence; keep a database of learning accounts in Mauritius; publish an annual list of registered unit standards, qualifications and training institutions; and advise on matters pertaining to the National Qualifications Framework (NQF).
- 42.4 The National Qualifications Framework has been developed and implemented by the Authority to promote valued qualifications for employability and lifelong learning.
- 42.5 At present, there are five divisions under which the operational activities of the MQA devolve, namely: Corporate Services, Quality Assurance Services, Framework Services, Qualification Evaluation Services, and Learner Attainment and Information Services. The Corporate Services Division which encompasses both Administration and Finance is under the responsibility of a Manager, Corporate Services whereas the other Divisions are each headed by a Manager. The grade of Manager is a polyvalent one and, therefore, incumbents are transferable to any other Division of the MQA, except Corporate Services.
- 42.6 The MQA 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 control and management of the day-to-day administration of the MQA.
- 42.7 In the context of the present review exercise, the Management has apprised the Bureau that since its inception, there has been no change in the organisational set up of the Mauritius Qualifications Authority. In view of the present operational exigencies of the MQA locally and internationally, re-engineering of the present

structure and conditions is, therefore, required to meet the new direction set for the organisation.

- 42.8 In this Report, we are, therefore, making provision for the creation of a few additional grades and restyling the grade of Library Officer to a more appropriate job appellation commensurate with the nature of duties and level of responsibilities that would be devolving upon the incumbent.

Legal Officer (New Grade)

- 42.9 In view of the increasing number of legal issues usually arising at the MQA, there is need for an officer having a legal background to assist in handling all matters having legal implications and assist in the preparation of legislations. We are recommending, accordingly.

Recommendation 1

- 42.10 We recommend the creation of the grade of Legal Officer on the establishment of the Mauritius Qualifications Authority. Appointment thereto, should be made from among holders of a Degree in Law and reckoning at least two years' post qualification experience in the legal field.**

- 42.11 Incumbent would, among others, be required to keep a record of all legal advice sought and received; advise on all legal issues pertaining to the functions of the Authority; follow up on any legal dispute or litigation in which the MQA may be involved; keep track of all legal developments in the field of Technical and Vocational Education and Training in Mauritius; and prepare documents with relevant persons or bodies.

Human Resource Management Officer (New Grade)

- 42.12 The Management has submitted that in the 2013 PRB Report, a grade of Human Resource Officer was created but the post could not be filled in view of the fact that the MQA felt the need to have an officer at a higher level, with experience in Human Resource procedures prevailing in the Civil Service, and who is well versed in Industrial Relations and Labour Laws, and could deal with complex Human Resource issues, in general. We are providing for same.

Recommendation 2

- 42.13 We recommend the creation of the grade of Human Resource Management Officer on the establishment of the Mauritius Qualifications Authority. Appointment thereto, should be made from among holders of a Degree in Human Resource Management or Management with specialisation in Human Resource Management and reckoning at least three years proven post-qualification experience in the field of Human Resource Management.**

42.14 Incumbent would, *inter-alia*, provide advice and assistance in the design and implementation of human resource strategies, policies and practices; deal with matters pertaining to recruitment, selection of employees, appointments, promotions, transfer, advertisements, interviews, retirement, and review of scheme of service; carry out training needs analysis and assist in the formulation and implementation of Staff Training and Development Strategies; implement and monitor a Performance Management System. He would also be required to deal with industrial relations and disciplinary issues, employees complaints and grievances, and represent the Authority in industrial tribunals and courts; keep abreast of all developments and changes in the field of Employment and Industrial Laws and advise Management on appropriate actions to be taken thereon; assist in the establishment, implementation, monitoring and maintenance of the Quality Management System; and assist in carrying out the Authority's statutory objectives and regulatory functions.

Receptionist/Telephone Operator (New Grade)

42.15 At present, the duties of Receptionist/Telephone Operator is performed by officers in the grade of Clerk/Word Processing Operator/Receptionist on a rotational basis. During consultations, Management informed the Bureau that this arrangement is impeding service delivery. As such, it was requested that the grade of Receptionist/Telephone Operator which existed at the MQA prior to the 2008 PRB Report, be reinstated. We are providing remedial actions.

Recommendation 3

42.16 We recommend the creation of the grade of Receptionist/Telephone Operator on the establishment of the MQA. Appointment, thereto, should be made from among holders of a Cambridge School Certificate with credit in English Language and French obtained on one sitting or passes in at least five subjects with at least grade C in English Language and French on one certificate at the General Certificate of Education "Ordinary level".

42.17 Incumbent would, among others, be required to operate the telephone switchboard (PABX) and the reception desk; maintain a register of all visitors and control access to offices; ensure that calls and messages are properly noted and communicated to officers concerned inside and outside the organisation; and perform simple clerical duties.

42.18 We also recommend that officers in the grade of Clerk/Word Processing Operator/Receptionist should continue to perform the receptionist duties as per the existing arrangement within the organisation, pending the filling of the vacancies in the grade of Receptionist/Telephone Operator.

42. MAURITIUS QUALIFICATIONS AUTHORITY

SALARY SCHEDULE

- MQA 1 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- MQA 2 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator (New Grade)
- MQA 3 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator/Receptionist
Clerical Officer (New Grade)
- MQA 4 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- MQA 5 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer (Personal to officer in post as at 31.12.15)
- MQA 6 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MQA 7 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Higher Executive Officer
Human Resource Officer
Procurement and Supply Officer
- MQA 8 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
ICT Technician
Information and Documentation Officer
formerly Library Officer
Public Relations Officer

42. MAURITIUS QUALIFICATIONS AUTHORITY (Contd)

- MQA 9 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- MQA 10 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Legal Officer (New Grade)
- MQA 11 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Human Resource Management Officer (New Grade)
Internal Auditor
- MQA 12 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Systems Administrator
- MQA 13 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Accreditation Officer
Administrative Officer
- MQA 14 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Accountant/Senior Accountant
formerly Accountant
- MQA 15 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Manager
Manager, Corporate Services
- MQA 16 : Rs 95000**
Deputy Director and Registrar (Personal)
- MQA 17 : Rs 89000 x 3000 – 95000**
Deputy Director and Registrar (Future Holder)
- MQA 18 : Rs 110000**
Director



43. MAURITIUS RESEARCH COUNCIL

- 43.1 The Mauritius Research Council (MRC) established under Act No. 10 of 1992 operates under the *aegis* of the Ministry of Technology, Communication and Innovation. It is the apex government organisation responsible for promoting science, research, technology and innovation. With the MRC Amendment Act 2014, the Council is being called upon to take an even more prominent role in contributing towards accelerating the socio-economic development of the country.
- 43.2 Over and above promoting and co-ordinating national investment in research, the MRC has spearheaded a number of green-field projects on a national scale such as Land Based Oceanic Industry, Marine Renewable Energy, Wheat Cultivation, Seaweed Industry and Intellectual Property Rights.
- 43.3 Management has submitted that with its new mandate to drive research and innovation, there is need to empower the MRC to become more efficient and responsive. In this regard, the MRC has proposed the restyling of a few grades, creation of levels, and reviewing the qualification requirements for the grade of Technician/Driver. In view thereof, we are creating a few grades and revisiting the scheme of service for the grade of Technician/Driver.

Accounts Officer (New Grade)

Procurement and Supply Officer (New Grade)

- 43.4 At present, there is a grade of Accounts/Purchasing Officer at the MRC. Management has reported that the said grade is no more serving its dual purpose. Besides, procurement of the organisation has increased considerably. Given that the post of Accounts/Purchasing Officer is vacant, the Bureau is making provision for two distinct grades to perform duties related to accounting and procurement respectively.

Recommendation 1

- 43.5 **We recommend 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 or Principles of Accounts obtained on one certificate, and either a pass at Principal Level in Accounting at the Cambridge Higher School Certificate or possess a Certificate of the London Chamber of Commerce and Industry in Accounting (Level 3) *formerly Higher Stage* or possess a Certificate of the London Chamber of Commerce and Industry in Book Keeping and Accounting (Level 2) *formerly Intermediate Stage*.**

- 43.6 Incumbent would be required, among others, to assist in the day-to-day running of the Accounts Department and the supervision of its staff; control and discharge expenditure and payments in compliance with regulations; control and collect revenue/receipts as well as ensure the safekeeping and banking thereof; prepare/assist in the preparation of Estimates; prepare and submit financial statements/returns, as and when required; and prepare payroll and examine vouchers before payments.
- 43.7 We also recommend the creation of a grade of Procurement and Supply Officer. Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate with passes at Principal Level in Accounting or Mathematics and a Certificate in Purchasing and Supply Management from a recognised institution or an alternative qualification acceptable by the Council.**
- 43.8 The Procurement and Supply Officer would be required, *inter alia*, to: organise and manage the procurement and supply activities of the Council; be responsible for procurement and supply storekeeping and stock control duties; prepare reports on procurement activities and maintain contract agreements; carry out test checks and report on discrepancy; keep and update store records; and receive materials into stores and ensure that they comply with requisition orders and are in good conditions.

Technician/Driver

- 43.9 Management has submitted that there is need to amend the scheme of service for the grade of Technician/Driver to include a Trade Test Certificate in Electricity as an alternative qualification to the NTC3/NC3 in Electrical Installation. The Bureau is agreeable to the request and is recommending accordingly.

Recommendation 2

- 43.10 We recommend that the scheme of service for the grade of Technician/Driver should be amended so that, in future, appointment to the grade be made by selection from among candidates possessing the NTC3/NC3 in Electrical Installation or a Trade Test Certificate in Electricity and a valid driving licence to drive a car/van.**

Safety and Health Officer (Part-Time) (New Grade)

- 43.11 Management has further submitted to create a grade of Safety and Health Officer on a part-time basis to advise on all matters relating to safety and health and also to increase awareness on health at all levels within the Council.

Recommendation 3

43.12 We recommend the creation of a grade of Safety and Health Officer on a part-time basis on the establishment of the MRC. Appointment to the grade should be made by selection from among candidates possessing a Diploma in Occupational Health and Safety.

43.13 Incumbent would, *inter alia*, be required to: 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 related to occupational safety and health; and investigate any occupational accident and recommend on measures to prevent its occurrence.

Consultancy Services

43.14 The MRC staff are currently allowed to provide consultancy services. Net income from the consultancy services are distributed between the consultancy team and the MRC. This provision is being maintained.

Recommendation 4

43.15 We recommend that the MRC staff should continue to be allowed to provide consultancy services and the net income distribution ratio between officers involved in the scheme for consultancy services and the MRC, should be 2:1.

Enhanced Pension Benefits for PhD Holders

43.16 PhD holders of the MRC are granted enhanced pension benefits similar to academics holding PhD degree at the University of Mauritius. We are maintaining the existing provisions.

Recommendation 5

43.17 We recommend that the MRC staff holding a PhD degree recognised by the Council should continue to benefit from four pensionable months of service every three years of post-doctoral effective service subject to a maximum of 40 months.

43. MAURITIUS RESEARCH COUNCIL**SALARY SCHEDULE**

MRC 1 : Rs 17330

Safety and Health Officer (Part-Time) (New Grade)

MRC 2 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050

Office Attendant

43. MAURITIUS RESEARCH COUNCIL (Contd)

- MRC 3 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
Driver/Office Attendant
- MRC 4 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Technician/Driver
- MRC 5 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Receptionist/Word Processing Operator
- MRC 6 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer (Personal to officers in post as at 31.12.12)
Clerk/Word Processing Operator
- MRC 7 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer
- MRC 8 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Officer (Personal to officers in post as at 31.12.12)
Research Support Officer
- MRC 9 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MRC 10 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer (New Grade)
Procurement and Supply Officer (New Grade)
- MRC 11 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- MRC 12 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
IT Technician/Senior IT Technician

43. MAURITIUS RESEARCH COUNCIL (Contd)

- MRC 13 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
Public Relations and Communication Officer
Research Assistant
Statistician
- MRC 14 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Resource Officer
Project Monitoring Officer
- MRC 15 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Systems Administrator
- MRC 16 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Business Services Manager
Research Officer
- MRC 17 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Research Coordinator
- MRC 18 : Rs 101000**
Head of Finance and Administration
Programme Director
- MRC 19 : Rs 152000**
Executive Director (Personal to holder in post as at 31.12.15)



44. MAURITIUS SPORTS COUNCIL

- 44.1 Established as a corporate body under the Sports Act No. 28 of 2013, the Mauritius Sports Council (MSC) operates under the *aegis* of the Ministry of Youth and Sports. Its functions are, *inter alia*, to: develop and improve among the public at large the practice of sport in conjunction with the relevant sports organisation; foster and support the provision of facilities for sports and encourage and support persons who carry out research and studies into matters concerning sports and physical activities.
- 44.2 The mission of the Council is to support the Ministry in planning, coordinating and promoting competitive and recreational sports through financial, administrative and services assistance to National Sports Federations and other related Sports Bodies; thereby creating and maintaining a high sense of professionalism in sports management and practice.
- 44.3 In line with its mission, the MSC organises every year several projects, namely: National Sports Award; monthly Awards such as Nestle Milo Young Athlete of the Month Award and Top Athlete of the Month Award; Candia Sports Medicine Programme and Keep Fit with Yoplait Programme. As such, it envisions to be the leading and privileged partner of all Sport Bodies.
- 44.4 The Sports Council is also managing 29 sports infrastructures comprising Swimming Pools, Stadia Football Grounds and Gymnasia/Sports complexes.
- 44.5 At present, an officer in the grade of Sports Officer from the Ministry of Youth and Sports has been designated as Managing Secretary and is responsible for the control and management of the day-to-day business of the MSC. He is supported by officers of the General Services and Manual Workers.
- 44.6 During consultative meeting, Management reported that the Sports Council operates as a Unit of the Ministry and is being serviced by officers who are either on a contractual basis or who have been seconded for duty from other departments. It has been pointed out that, until such time the Council consolidates its permanent establishment, the existing arrangement would be maintained to ensure continuous delivery of services to the stakeholders.
- 44.7 In the context of this Review, Management proposed a new organisational structure for the MSC consisting of different functions and grades. Proposed schemes of service of the different grades were also submitted. The Bureau was apprised that currently the personnel of the Council comprises mainly of manual workers in different grades.

44.8 After examination, we are providing the revised salaries for existing grades on its establishment. As regards, the salary gradings of new grades, these would be provided on an *ad hoc* basis once the established procedure has been followed and additional relevant information has been obtained.

44. MAURITIUS SPORTS COUNCIL

SALARY SCHEDULE

- MSC 1 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450**
Handy Worker
- MSC 2 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
- MSC 3 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Field Supervisor
- MSC 4 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Plumber and Pipe Fitter
formerly Plumber
- MSC 5 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- MSC 6 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator



45. MAURITIUS STANDARDS BUREAU

- 45.1 The Mauritius Standard Bureau (MSB), was established by the Standards Act of 1975 and it became a body corporate by virtue of the Mauritius Standards Act. It operates under the *aegis* of the Ministry of Industry, Commerce and Consumer Protection, with the mission to promote and provide market relevant standards, metrology and internationally recognised conformity assessment services for the business community, government and society at large. A major achievement of the MSB is that it has pioneered ISO 9001 Certification in Mauritius and has certified around 100 organisations both from the public and private sectors. The MSB has been instrumental in propelling the quality standards in the public sector to increase operational efficiency and effectiveness.
- 45.2 At the MSB, the core operations are run under the five main divisions, namely Standards Development; Quality Assurance; Engineering; Chemical Logistics and Metrology. Other sections/divisions responsible for the support services are the Documentation and Information Centre, Administration, Human Resource, Information Technology, Finance and Business Development.
- 45.3 The main representations from Unions for this Report were focussed on the upgrading of certain existing posts. On the other hand, Management has requested for the restyling of some grades and creation of levels in the Information Technology Department and other sections as well. After a study of all the requests, we are reinforcing the organisation structure and making appropriate provisions to enable the MSB to meet its operational needs effectively and efficiently.

Business Development Officer

formerly Marketing Officer

Assistant Business Development Officer

formerly Marketing Assistant

- 45.4 In order to better attain the objectives and goals of the MSB as stipulated in the new strategic plan, Management has made submissions to restyle the grades of Marketing Officer and Marketing Assistant presently posted in the Business Development Division to better reflect the core duties performed by the incumbents. The duties and qualification requirements are, however, being maintained.

Recommendation 1

- 45.5 We recommend that the grades of Marketing Officer and Marketing Assistant be restyled Business Development Officer and Assistant Business Development Officer respectively.**

Human Resource Officer/Senior Human Resource Officer

45.6 The Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component is presently allowed to move incrementally in the master salary scale. This provision is being maintained.

Recommendation 2

45.7 We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they :

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

Office Management Assistant (New Grade)

45.8 Management has submitted that there is an organisational need for the grade Office Management Assistant at the MSB. Given that the structure in the Administration Section needs to be further reinforced so as to provide more general and administrative support, we are agreeable to the Management's request.

Recommendation 3

45.9 We recommend the creation of a grade of Office Management Assistant. Appointment thereto, should be made by selection from among officers in the grades of Executive Officer (Personal) and Management Support Officer reckoning four years' service in the cadre.

45.10 Incumbent would be required, *inter alia*, to provide administrative support in general administration, human resource management, finance and procurement and supply; assist in the organisation of official functions, induction and training programmes and other activities; manage and ensure safekeeping of official records; and ensure the keeping of proper, complete and up-to-date human resource/financial records.

Computer Support Officer (New Grade)

45.11 With the coming into operation of the E-Solution in the Standards Development Unit of the MSB, representations have been received from Management that support staff is required to assist the IT Officer/Systems Administrator in the day-to-day running of the IT system. Given that the MSB is increasing its services through IT,

a request has, therefore, been made for the creation of a grade of Computer Support Officer. The Bureau is recommending accordingly.

Recommendation 4

45.12 We recommend the creation of a grade of Computer Support Officer. Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate with at least two subjects inclusive of Mathematics at principal level and a Certificate in Information Technology or Computer Studies from a recognised institution.

45.13 Incumbent would, among others, be required to assist the IT Officer/Systems Administrator in his duties; operate computer systems including running of processes, handling of inputs, production of outputs, performing backups and keeping records thereof; and comply to and promote applicable security standards in relation to computer systems.

Maintenance Officer (Part-Time) (New Grade)

45.14 Submissions have been made by Management of MSB to make provision for the employment of a Maintenance Officer on a part-time basis to lead the maintenance section. We are making appropriate recommendations to this effect.

Recommendation 5

45.15 We recommend the creation of a grade of Maintenance Officer on part-time basis on the establishment of the MSB. Appointment to the grade will be made by selection from among candidates possessing a Diploma in Building and Civil Engineering or equivalent qualifications acceptable to the Standards Council.

45.16 Incumbent would be required, *inter alia*, to be responsible for the maintenance and repairs of plant, furniture and equipment (laboratory and office) as well as for the execution and supervision of Civil Engineering works; supervise control maintenance staff, including cleaners, gardeners; and submit regular report on maintenance activities.

Incremental Credit

45.17 The Bureau has been informed by Management that it is mandatory for Managers to possess the Level II of Non-Destructive Testing (NDT) for which they sit for an examination in South Africa. On completion of the courses up to Level II of NDT, Managers performing the NDT work are granted incremental credit. We are maintaining this provision.

Recommendation 6

- 45.18 We recommend that Managers should be granted one incremental credit at the salary point reached in their respective salary scale on completing the courses up to Level II of Non-Destructive Testing.

45. MAURITIUS STANDARDS BUREAU

SALARY SCHEDULE

MSB 1	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450 Handy Worker
MSB 2	:	Rs 17330 Maintenance Officer (Part-Time) (New Grade) Safety and Health Officer (Part-Time)
MSB 3	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050 Attendant (Personal to employees in post as at 30.06.08)
MSB 4	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver/Office Attendant
MSB 5	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 Receptionist/Telephonist
MSB 6	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400 Technical Assistant
MSB 7	:	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400 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 8	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175 Clerical Officer/Higher Clerical Officer (Personal to officers in post as at 30.06.08) Clerk/Word Processing Operator Standards Information Clerk

45. MAURITIUS STANDARDS BUREAU (Contd)

- MSB 9 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Computer Support Officer (New Grade)
- MSB 10 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Senior Word Processing Operator
- MSB 11 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- MSB 12 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal to officers in post as at 31.12.15)
Stores Officer (Personal)
- MSB 13 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MSB 14 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
- MSB 15 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant (New Grade)
- MSB 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- MSB 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Assistant Business Development Officer
formerly Marketing Assistant
Standards Information Officer
Technical Officer (Personal)

45. MAURITIUS STANDARDS BUREAU (Contd)

- MSB 18 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Internal Auditor (Personal to holder in post as at 31.12.15)
- MSB 19 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Stores and Utilities Superintendent
- MSB 20 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 QB 49950 x 1625 – 56450**
Quality Officer
- MSB 21 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
Business Development Officer
formerly Marketing Officer
- MSB 22 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Financial Manager
- MSB 23 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
IT Officer/Systems Administrator
- MSB 24 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Manager
Standards Information Manager
- MSB 25 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Head of Unit
- MSB 26 : Rs 89000 x 3000 – 95000**
Deputy Director
- MSB 27 : Rs 110000**
Director



46. MAURITIUS TAMIL CULTURAL CENTRE TRUST

- 46.1 Act No. 5 of 2001 has provided for the setting up of the Mauritius Tamil Cultural Centre Trust (MTCCT) as a body corporate. It operates under the *aegis* of the Ministry of Arts and Culture.
- 46.2 While aiming to preserve the cultural identity and heritage through the promotion of access to Tamil culture, the organisation envisions to make the MTCCT the cultural centre of the region by sharing the rich and ancient Tamil cultural heritage and promoting harmony, friendship and understanding in the Mauritian society.
- 46.3 With a view to attaining its main objectives as provided for in the Act, the MTCCT provides courses in Tamil language via the internet in collaboration with the Tamil Virtual University from India; courses in Indian 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.
- 46.4 The MTCCT has so far enlisted the services of employees either on contract terms or on part-time basis to operate the different regional centres of the Trust. At present, the core staff on the establishment of the MTCCT comprises officers in the grades of Administrative and Events Officer, Instructor/Performing Artist, Clerk/Word Processing Operator, Driver/Office Attendant and Cleaner.
- 46.5 In the context of the present review exercise, since we have received no submission from the MTCCT and the parent Ministry, we are maintaining the present organisational set up which is deemed to be appropriate.

46. MAURITIUS TAMIL CULTURAL CENTRE TRUST

SALARY SCHEDULE

MTCCT 1:	Rs 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700
	Cleaner
MTCCT 2:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
	Driver/Office Attendant
MTCCT 3:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
	Clerk/Word Processing Operator

46. MAURITIUS TAMIL CULTURAL CENTRE TRUST (Contd)

**MTCCT 4: Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775
– 32500 x 925 – 37125 x 1225 – 38350**

Instructor/Performing Artist

**MTCCT 5: Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x
1625 – 56450**

Administrative and Events Officer



47. MAURITIUS TELUGU CULTURAL CENTRE TRUST

- 47.1 The Mauritius Telugu Cultural Centre Trust (MTeCCT) has been established as a body corporate by Act No 4 of 2001. It operates under the purview of the Ministry of Arts and Culture for the preservation and promotion of Telugu art and culture; promotion of the study of Telugu; collection, publication and dissemination of information pertaining to Telugu art and culture.
- 47.2 The MTeCCT is also responsible for organising lectures, seminars, training, workshops, exhibitions and any other activities which would lead to a better understanding of Telugu art and Culture; creation of facilities for documentation and research on Telugu art and culture; establishing useful links with organisations engaged in similar activities locally and internationally; and undertaking any other activity which is cognate to the achievement of the above goals and objectives.
- 47.3 The Trust is managed by a Board and the Director is the Chief Executive responsible for the execution of the policy of the Board and for the control and management of the day-to-day business of the centre. The post of Director has, so far not been filled and officers of the parent Ministry are dealing with the administrative function as well as the financial management of the Trust.
- 47.4 In the context of the present review exercise, the Bureau has neither received submission from the Mauritius Telugu Cultural Centre Trust nor from the Ministry of Arts and Culture. We are, therefore, providing the salary scales exclusively for employees in post, while maintaining the present set up of the organisation.

47. MAURITIUS TELUGU CULTURAL CENTRE TRUST

SALARY SCHEDULE

- MTeCCT 1 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- MTeCCT 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/ Word Processing Operator



48. MAURITIUS TOURISM PROMOTION AUTHORITY

- 48.1 The Mauritius Tourism Promotion Authority (MTPA) is established under the Mauritius Tourism Promotion Authority Act 1996. It envisions to be a leading economic agency in sustainable tourism, setting new benchmarks and pioneering best practices with a view to sustaining economic growth as well as improving the standard of living of the whole population. The Authority operates under the *aegis* of the Ministry of Tourism and External Communications.
- 48.2 The main objectives of the MTPA are to, *inter alia*, promote Mauritius abroad as a tourist destination by conducting advertising campaigns and participating in Tourism Fairs; and organise, in collaboration with the local tourism industry, promotional campaigns and activities in Mauritius and abroad; provide information to tourists on facilities, infrastructure and services available to them in Mauritius; and conduct research into market trends and market opportunities and disseminate such information and other r
- 48.3 relevant statistical data on Mauritius.
- 48.4 The tourism industry remains one of the major pillars of the Mauritian economy contributing around 8% of Gross Domestic Product and is the source of creating around 10% of direct employment in large establishments. The Mauritius vision 2030 targets an average growth rate of 5.5% per annum as from 2017 in this sector. Therefore, the tourism industry is called upon to play a greater role with a view to effectively achieve this objective.
- 48.5 It is also mentioned in the Government Programme 2015-2019 that *“The tourism support institutions will be revamped and reorganised to be more responsive to the needs of tourism operators. The Mauritius Tourism Promotion Authority will be restructured and provided with a new legal and institutional framework adapted to a dynamic institution with a commercial outlook”*.
- 48.6 During consultations held in the context of this review exercise, Management has apprised the Bureau that a restructuring exercise is presently underway at the MTPA in line with what has been announced in the Government Programme 2015-2019. On this basis, the MTPA is adopting a three pronged strategy as follows:
- (i) Effective Communication Strategy: The promotional strategies would be implemented through a more comprehensive and well coordinated communication policy integrating advertising, public relations, events creation and information technology. There is need to ensure that all marketing and non-marketing information reflects the brand image of Mauritius, thus differentiating it from competitive destinations;
 - (ii) E-Marketing: IT promotional and e-marketing tools provide a cost effective way of distributing information with multimedia contents simultaneously to

millions of clients over the world. It responds to the information required by potential clients. Social media can also be used to create a lasting relationship with customers; and

- (iii) Expansion of product portfolio: Value creation can be effected through the promotion and development of a multi-product portfolio. More educational trips will be organised for the international trade to promote our tourism products.

48.7 In line with the new strategy adopted, Management explained that there is need for the structure of the MTPA to be reviewed and to be properly staffed so as to enable the organisation to deliver on its mandate efficiently and effectively. Evidently the main demands relate to the creation and restyling of some grades.

48.8 We have examined all the proposals made and are, in this Report, making appropriate recommendations for those requests that have valid justifications.

Marketing Services Manager (New Grade)

48.9 It has been mentioned in the Government Programme 2015 – 2019 that “Government will re-establish the reputation of Mauritius as an up market destination for the quality of its tourism product based on a brand promise of excellent service delivery.” On this basis, Management has requested for a level to be responsible for the promotion of Mauritius as a destination within the different market segments in the world. We are making provision to this effect.

Recommendation 1

48.10 We recommend the creation of a grade of Marketing Services Manager. Appointment thereto, should be made by selection from among candidates possessing a Master’s Degree in Marketing from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least 10 years’ post qualification experience in the tourism industry.

48.11 Incumbent would be required to, *inter alia*, initiate and co-ordinate market research including market surveys related to niche marketing activities and vendor relationships; promote the destination within different market segments, including monitoring and evaluation functions, through the use of ICT; and assist in tourism planning through the formulation of tourism development policies, marketing/communication strategies, and preparation of short-term and long-term tourism plans, in collaboration with tourism stakeholders.

Digital Marketing Officer (New Grade)

48.12 The fundamental concept in digital marketing is based on the inbound marketing approach or is generally called the customer centric approach. The MTPA would be embarking on E-Marketing in a bid to keep pace with international trends and also

to reach a maximum of potential customers. Therefore, we are making provision for a full fledged digital marketing structure.

Recommendation 2

- 48.13 We recommend the creation of a grade of Digital Marketing Officer. Appointment thereto, should be made by selection from among candidates possessing EITHER a Degree in Computer Science from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' post qualification experience in the field of e-business OR a Master's Degree in Computer Science from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least two years' post qualification experience in the field of e-business.**
- 48.14 Incumbent would be required to, *inter alia*, be responsible for the E-Marketing plans and assist in updating the MTPA's catalogues and brochures; assist in the online dissemination of information on products/services to the travel trade and consumers; and create visibility of brands, keep up with international trends and increase sales through electronic platforms.

Digital Marketing Executive formerly E-Marketer

- 48.15 The E-Marketer is required to, *inter alia*, formulate e-marketing and e-commerce strategies for the organisation, develop and maintain optimised search engine friendly pages; create and test website promotions to increase website conversations; create and maintain marketing initiatives such as blogs, forums etc; and initiate, evaluate and recommend contacts with newly developed sources of information.
- 48.16 It has been submitted that there is a need to review the appellation of the grade so as to better reflect the true nature of duties performed. We are acceding to this request.

Recommendation 3

- 48.17 We recommend that the grade of E-Marketer be restyled Digital Marketing Executive.**
- 48.18 We also recommend that appointment to the grade of Digital Marketing Executive formerly E-Marketer should, henceforth, be made by selection from officers in the grade of Digital Marketing Officer reckoning at least five years' service in a substantive capacity in the grade.**

Digital Marketing Manager (New Grade)

48.19 We are making provision for a grade to manage, redesign and improve the visibility content of the MTPA's website and also to ensure that the functions of digital marketing are being properly carried out.

Recommendation 4

48.20 We recommend the creation of a grade of Digital Marketing Manager. Appointment thereto, should be made by selection:

- (a) from among candidates possessing a Master's Degree in Computer Science from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least ten years' experience in the field of e-business; and**
- (b) from among officers in the grade of Digital Marketing Executive formerly E-Marketer reckoning at least five years' service in a substantive capacity in the grade.**

48.21 Incumbent would be required to, *inter alia*, manage the re-design and improve the usability, content and conversion of the MTPA's website through real-time insights, customer data and multivariate testing tools; develop and manage digital marketing campaign and establishing online presence including successful initiatives such as a series of Facebook campaigns and other brand campaigns for key markets, resulting in high awareness, increase tourism annuals and partner satisfaction; and devise strategies to drive online traffic to the MTPA's website thus raising awareness of Tourism as a tourism destination online and support the brand.

Events Officer (New Grade)

48.22 Management has also submitted that the MICE (Meetings, incentives, conferences and exhibitions) segment would be actively promoted by the setting up of a dedicated desk at the MTPA. In conjunction with private operators, the MTPA would organise special promotional activities and programmes to boost this important sector. There is, therefore, need for a dedicated grade to monitor the promotional activities and programmes.

Recommendation 5

48.23 We recommend the creation of a grade of Events Officer. Appointment thereto should be made by selection from among candidates possessing EITHER a Degree in Events Management from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' post qualification experience in the tourism sector OR a Master's Degree in Events Management from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least two years' post qualification experience in the tourism sector.

48.24 Incumbent would be required to, *inter alia*, be responsible for the organisation of press conferences, seminars and workshops at local and international level; manage the implementation of all events project, marketing and sponsorship, budgeting, logistics and evaluation; ensure catering and entertainment by MTPA is arranged properly; create events calendar, by segment, in partnership with key industry stakeholders; and keep track of event finances including check requests, invoicing and reporting.

Human Resource Officer/Senior Human Resource Officer

48.25 Provision exists for officers in the grade of Human Resource Officer/Senior Human Resource Officer who possess a Diploma in Human Resource Management to move incrementally in the Master Salary Scale. This provision is being maintained.

Recommendation 6

48.26 We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component from a recognised institution or an equivalent qualification acceptable to the Board should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

48.27 In our previous Reports, provision was made to allow the organisation, in case of difficulty, to recruit and retain high calibre professionals in specific grades with negotiable point of entry. We are maintaining this provision.

Recommendation 7

48.28 We 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 in the salary range of respective level, along with a negotiable allowance in consideration of the following:

- (i) skills and competencies;**
- (ii) international experience/exposure in the specific field;**
- (iii) proven track record (locally and at international level);**
- (iv) the remuneration package prior to joining service at the Mauritius Tourism Promotion Authority; and**
- (v) alternative modes of recruitment.**

48. MAURITIUS TOURISM PROMOTION AUTHORITY**SALARY SCHEDULE**

- MTPA 1 :** Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
Office Attendant
- MTPA 2 :** Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
Driver
Driver/Office Attendant
- MTPA 3 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
Senior/Head Office Attendant
- MTPA 4 :** Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750
Driver (Roster - day and night)
- MTPA 5 :** Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
Receptionist/Telephonist
- MTPA 6 :** Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
Driver/Guide
- MTPA 7 :** Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850
Assistant Tourism Information Officer
- MTPA 8 :** Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
Word Processing Operator/Receptionist
- MTPA 9:** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
Clerical Officer/Higher Clerical Officer
- MTPA 10 :** Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Management Support Officer (New Grade)

48. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd)

- MTPA 11 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Tourism Information Officer
- MTPA 12 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer (Personal)
Procurement/Documentation Officer
- MTPA 13 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- MTPA 14 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
- MTPA 15 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- MTPA 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Web Officer (Personal to officers in post as at 31.12.15)
- MTPA 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- MTPA 18 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Accounts Officer
- MTPA 19 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
- MTPA 20 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Principal Accounts Officer

48. MAURITIUS TOURISM PROMOTION AUTHORITY (Contd)

- MTPA 21 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
Digital Marketing Officer (New Grade)
Events Officer (New Grade)
Internal Auditor
- MTPA 22 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Information Technology and Research Officer
- MTPA 23 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Marketer
- MTPA 24 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Digital Marketing Executive
formerly E-Marketer
- MTPA 25 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Finance Manager
Digital Marketing Manager (New Grade)
Marketing Services Manager (New Grade)
Tourism Promotion Officer
- MTPA 26 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Marketing Manager (Personal)
- MTPA 27 : Rs 56450 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Tourism Promotion Manager
- MTPA 28 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Financial Analyst (Personal)
- MTPA 29 : Rs 83000 x 3000 – 89000**
Deputy Director (Personal to Officer in post as at 31.12.15)
- MTPA 30 : Rs 110000**
Director



49. NATIONAL ADOPTION COUNCIL

- 49.1 The National Adoption Council (NAC), set up under the National Adoption Council Act No. 21 of 1987, operates under the *aegis* of the Prime Minister's Office. Its main objectives are to inquire into all demands for the adoption of Mauritian citizens by non-citizens before any application is made to the Judge in Chambers; advise on all matters relating to those demands; and co-ordinate with overseas official agencies engaged in the adoption and welfare of children.
- 49.2 The NAC operates in conformity with the Hague Convention on Protection of Children and Cooperation in respect of inter country adoption in an attempt to put an end to the traffic and sale of children.
- 49.3 At present, the Council is headed by an Office Management Executive who has been assigned duties of Secretary. Incumbent is responsible for its day-to-day administration and management. The grades of Clerk/Word Processing Operator and Office Attendant on its establishment are presently vacant.
- 49.4 During consultations, Management has submitted that the present staffing structure is not adequate to allow the Council deliver on its mandate in view of the increase in demand for the adoption of children. Request has therefore, been made for the creation of appropriate grades to enable the Council to cope with its core functions.
- 49.5 We are, in this Report, reinforcing the organisation structure of the NAC with the creation of additional levels based on operational requirements with a view to enabling the Council to better attain its objectives. We are also reviewing the mode of appointment to the grade of Secretary and restyling it to a more appropriate job title to reflect the duties and responsibilities devolving upon incumbent.

Psychologist (New Grade)

Recommendation 1

- 49.6 **We recommend the creation of the grade of Psychologist. Appointment thereto should be made by selection from among candidates possessing a degree in Psychology and a Master's Degree in Counselling Psychology or Clinical Psychology from a recognised institution.**
- 49.7 Incumbent would be responsible to the NAC for providing pre-adoption and post-adoption counselling and training to children and prospective adoptive parents, in case of receiving state; preparation of reports on adoptable children, in case of state of origin; providing assistance to prospective adoptive parents; performing evaluations on prospective adoptive parents to determine their eligibility and suitability to adopt; and assisting in post adoption services.

Legal Officer (New Grade)

Recommendation 2

- 49.8 We recommend the creation of a grade of Legal Officer. Appointment thereto should be made by selection from among candidates possessing a degree in Law from a recognised institution or an equivalent qualification acceptable to the Board of the NAC.**
- 49.9 Incumbent would be responsible for the provision of timely advice on adoption/legal issues and would be required, *inter alia*, to: assist the NAC in doing preparatory legal work regarding pre-adoption, adoption and post-adoption; advise the NAC on procedures, policies, standards and guidelines on adoption; ensure that the NAC meets its legal obligations under the Hague Convention on Protection of Children and Cooperation in respect of intercountry adoption; assist in the drafting of reports in line with International Conventions; and represent the NAC in the finalisation of all adoption cases at the level of the court.

Welfare Officer (New Grade)

Recommendation 3

- 49.10 We recommend the creation of the grade of Welfare Officer. Appointment thereto should be made by selection from among candidates possessing a diploma in Social Work from a recognised institution.**
- 49.11 Incumbent would be required, *inter alia*, to: assist in the organisation of talks, conferences and counselling sessions, effect home visits to prospective adoptive children and their birth families, assist in the setting up of proper interface between children, the birth families and the adoptive parents; ensure follow up on matters related to pre-adoption, adoption and post-adoption; and assist in coordinating action on policies, procedures, standards and guidelines on adoption.

Shorthand Writer (New Grade)

Recommendation 4

- 49.12 We recommend the creation of the grade of Shorthand Writer. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least English Language and French obtained on one certificate or passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the GCE "Ordinary Level"; a Certificate in English Shorthand of 120 words a minute and in French Shorthand of 100 words a minute from a recognised examining body; and a Certificate in typewriting at a speed of at least 60 words a minute from a recognised institution.**

- 49.13 Incumbent would be required, *inter alia*, to: take down shorthand notes of debates, proceedings and meetings both in English and French and to transcribe them; give clerical, typing and secretarial assistance, as and when required; and perform word processing and other basic ICT functions.

Administrative Secretary
formerly Secretary

- 49.14 At present, appointment to the grade of Secretary is made by selection from among serving officers in the Public Service not below the level of Higher Executive Officer who hold a substantive appointment in their respective grades and who reckon at least three years' experience in accounts, finance or secretarial duties. Incumbent is required to manage the NAC, implement policy decisions of the Council, formulate and maintain administrative procedures throughout the organisation and to advise on administrative matters.
- 49.15 After examination, we have observed that there is a mismatch between the qualification requirements and duties/responsibilities of the grade. In this perspective and given new developments at the Council coupled with what obtains in the Public Sector for similar grades, we are reviewing the qualification requirements, duties and appellation of the grade.

Recommendation 5

- 49.16 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 or Management or Law or Finance or Science from a recognised institution or the Associateship or Membership of the Institute of Chartered Secretaries and Administrators, reckoning at least three years' post qualification experience in a responsible administrative or executive position.**
- 49.17 Incumbent would, in addition to the existing duties, be required to: process applications for adoption received from prospective adoptive parents and Central Authorities abroad and to ensure that proper consents have been obtained; ensure that proper authorisations are obtained before clearances are issued for adoptable child to proceed abroad; and provide post adoption services and prepare post adoption reports.

**49. NATIONAL ADOPTION COUNCIL
SALARY SCHEDULE**

- NAC 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375
– 19575 x 475 – 20050**
Office Attendant
- NAC 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475
– 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- NAC 3 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775
– 32500 x 925 – 37125 x 1225 – 39595**
Welfare Officer (New Grade)
- NAC 4 : Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Shorthand Writer (New Grade)
- NAC 5 : Rs 25525x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x
1625 – 56450**
Legal Officer (New Grade)
- NAC 6 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x
1625 – 56450**
Administrative Secretary
formerly Secretary
- NAC 7 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x
1625 – 56450**
Psychologist (New Grade)



50. NATIONAL AGENCY FOR THE TREATMENT AND REHABILITATION OF SUBSTANCE ABUSERS

- 50.1 The National Agency for the Treatment and Rehabilitation of Substance Abusers (NATReSA) operates under the *aegis* of the Ministry of Health and Quality of Life and its main activities are to: coordinate and facilitate efforts at national level towards the implementation of prevention programmes and to mobilise resources locally and internationally for the treatment and rehabilitation of substance abusers.
- 50.2 The control and management of the Agency rests upon the Executive Director who is also responsible for the execution of the policy of the Board. Under his administrative control lies a complement of a core professionals, officers of the General Services and supporting staff.
- 50.3 In the context of this Report, Management of NATReSA has made submissions for an upgrading of salary of all the grades on its establishment, the restyling of some to align on the Civil Service and the creation of additional ones to service the Agency.
- 50.4 The Bureau has analysed all the requests and considers that proposals for restyling cannot be retained in view of the nature and scope of activities and responsibilities and their grading implications. Concerning the creation of grades, it was explained to Management that this depends on the functional and operational needs, and availability of funds of the Board. It was also highlighted that grades which are urgently required can be graded on an *ad hoc* basis after the appropriate procedures have been followed. In relation to other personnel issues, the Bureau is recommending an HR audit to be carried out to identify additional need for HR requirements and to prompt appropriate remedial measures. At its meeting held on 15 January 2016, the Cabinet has agreed to the winding up of the Natresa Act 1996. We are providing the salary scales of the existing grades on the establishment on a personal basis.
- 50.5 As regards the existing structure, no change is being brought to it.

50. NATIONAL AGENCY FOR THE TREATMENT AND REHABILITATION OF SUBSTANCE ABUSERS

SALARY SCHEDULE

**NATRSA 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x
375 – 19575 x 475 – 20050**

Office Attendant (Personal)

**50. NATIONAL AGENCY FOR THE TREATMENT AND
REHABILITATION OF SUBSTANCE ABUSERS (Contd)**

- NATRSA 2 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000**
Field Worker (Personal)
- NATRSA 3 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 23975**
Driver/Handy Worker (Skilled) (Personal)
- NATRSA 4 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Receptionist/Word Processing Operator (Personal)
- NATRSA 5 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Assistant Audio-Visual and Documentation Officer (Personal)
- NATRSA 6 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator (Personal)
- NATRSA 7 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk (Personal)
Executive Officer (Personal)
Statistical Officer (Personal)
- NATRSA 8 : Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Audio-Visual and Documentation Officer (Personal)
- NATRSA 9 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary (Personal)
- NATRSA 10 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer (Personal)

**50. NATIONAL AGENCY FOR THE TREATMENT AND
REHABILITATION OF SUBSTANCE ABUSERS (Contd)**

- NATRSA 11 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Assistant Programme Officer (Personal)
Documentation Officer (Personal)
- NATRSA 12 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Accountant (Personal to holder of post as at 1 July 2003)
- NATRSA 13 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Programme Officer (Personal)
Secretary (Personal)
- NATRSA 14 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Psychologist (Personal)
- NATRSA 15 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Senior Programme Officer (Personal)
- NATRSA 16 : Rs 95000**
Executive Director (Personal)



51. NATIONAL ART GALLERY

- 51.1 The National Art Gallery (NAG), set up as a body corporate under Act No. 11 of 1999, operates under the *aegis* of the Ministry of Arts and Culture. The mandate of the Gallery is to support creativity and assist in the development of visual arts in Mauritius. It also aims for the promotion and preservation of fine arts in all its diverse forms.
- 51.2 The main objects of the NAG are to exhibit works of art from the national collection, promote the exchange of ideas and participation in international exhibitions, and to acquire and impart knowledge about international standards and ethics in the conservation of works of art. Since its inception, the Gallery has set up several art exhibitions and activities to further art appreciation and to enhance the creative sensibility of the public.
- 51.3 The Gallery is presently managed by a Board and a Director is responsible for its day-to-day management. Its staffing complement consists of officers in the technical and supporting grades.
- 51.4 In the context of this Report, representations made by the staff side only have been studied as Management did not make any submission. We consider that the present organisation structure is appropriate to enable the Gallery to deliver on its mandate and is, therefore, being maintained. We are, however, reinforcing the structure of the General Services cadre through the creation of a grade of Management Support Officer and revising the salary scales of existing grades while maintaining the provision regarding the grant of time off.

Management Support Officer (New Grade)

Recommendation 1

- 51.5 **We recommend the creation of the grade of Management Support Officer in line with the provisions made at paragraph 24 of Volume 2 Part II of this Report.**
- 51.6 **We further recommend that the grade of Executive Officer be made evanescent. We have provided a personal salary to the incumbent in post.**

Time Off

Recommendation 2

- 51.7 **We recommend that officers of the National Art Gallery who are required, on a regular basis, to put in additional hours of work, be granted equivalent time off. However, in case officers cannot be granted time off within a period of four months, due to the exigencies of service, incumbents should be compensated at the normal hourly rate for the extra hours put in.**

51. NATIONAL ART GALLERY**SALARY SCHEDULE**

- NAG 1 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450**
Handy Worker
- NAG 2 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Telephone Operator
- NAG 3 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- NAG 4 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- NAG 5 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- NAG 6 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Art Custodian
Executive Officer (Personal)
- NAG 7 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Art Curator
Documentation and Liaison Officer
- NAG 8 : Rs 86000**
Director



52. NATIONAL CHILDREN'S COUNCIL

- 52.1 The National Children's Council (NCC), is a body corporate established under the National Children's Council Act 2003, which operates under the *aegis* of the Ministry of Gender Equality, Child Development and Family Welfare. It is responsible, among others, to protect the rights of children; promote activities for the welfare of children in line with the Convention on the Rights of Child and ensure their participation in matters of interest to them.
- 52.2 The Council collaborates with NGOs and qualified resource persons from the public and private sector to carry out its current sessional activities viz: Childhood Development Programme in Mahebourg Child Creativity Centre and the 22 Children's Club located in deprived areas; daily servicing in the Child Day Care Centre at Baie-du-Tombeau and Shelter la Colombe at Pointe aux Sable; sensitisation programmes/talks on Child Protection and Recreation/School Child Vacation Programmes. In so doing, the NCC caters for the welfare, development and involvement of children and bereaved families in the routine norms of society.
- 52.3 The responsibility for the day-to-day business of the Council and administrative control of all the employees rests upon the Council Secretary. He is supported in his tasks by technical staff and officers in the General Services grades.
- 52.4 Management has submitted that to deliver effectively and efficiently over its mandates, certain changes have been brought in the organisation namely the working arrangement in the shelters has been reorganised, the duties of certain grades have been revisited and the existing structure has been consolidated with the creation of the grades of Cleaner, Handy Worker, Watchman, Child Caregiver (Shelter), Cook, Attendant ex-SPI and Shelter Manager. Further, those employees, who were recruited on contract by the NGO Kiddy Paradise to service the shelter for women and children in distress (Shelter la Colombe) have been appointed in a substantive capacity by the Council.
- 52.5 As the dispatch of services of the Council meets the expectation of its stakeholders, no change is being brought to the organisation structure of the NCC.

52. NATIONAL CHILDREN'S COUNCIL

SALARY SCHEDULE

- NCC 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker
- NCC 2 : Rs 9050 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
Cleaner (Roster)
- NCC 3 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700**
Attendant (Nursery)
- NCC 4 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450**
Handy Worker
- NCC 5 : Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825**
Child Caregiver
- NCC 6 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575**
Security Guard
formerly Watchman
- NCC 7 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575**
Child Caregiver (Shelter) (Shift)
- NCC 8 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Office Attendant
Attendant, ex-Service Providing Institution (Personal)
- NCC 9 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000**
Craftworker

52. NATIONAL CHILDREN'S COUNCIL (Contd)

- NCC 10 : Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950**
Cook (Roster)
- NCC 11 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
- NCC 12 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Assistant Nursery Matron
- NCC 13 : Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Nursery Matron
- NCC 14 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Assistant Child Programme Officer
Clerk/Word Processing Operator
- NCC 15 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- NCC 16 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal)
- NCC 17 : Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 38350**
Child Programme Officer
- NCC 18 : Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Shelter Manager

52. NATIONAL CHILDREN'S COUNCIL (Contd)

**NCC 19 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x
1625 – 56450**

Coordinator

NCC 20 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650

Council Secretary



53. NATIONAL COMPUTER BOARD

- 53.1 The National Computer Board (NCB) was set up in 1988 by the National Computer Board Act No. 43 to foster the development and growth of information technology, information systems and computer related services in Mauritius. It operates under the aegis of the Ministry of Technology, Communication and Innovation.
- 53.2 The NCB envisions to be the key enabler in transforming Mauritius into a cyber island and regional ICT hub. The core mission of the NCB is to accelerate this transition of Mauritius and ensure the swift realisation of government's objective to make ICT a key pillar of the economy.
- 53.3 The NCB's objectives consist in: e-powering people through the promotion of ICT culture; e-powering businesses by promoting and developing the ICT industry; and e-powering the public sector by participating in e-government initiatives.
- 53.4 In this digital era, the NCB is called upon to play a more prominent role in the development of the ICT sector in Mauritius. Several important projects and responsibilities have thus been entrusted to the Board namely the development of National ICT Strategic Plan and policies; setting up and running of the Government Online Centre (GOC); implementation of the Universal ICT Education Programme (UIEP); Community Empowerment Programme (CEP); Computer Emergency Response Team of Mauritius (CERT-MU); and setting up of the ICT Academy.
- 53.5 An Executive Director is at the apex of the organisation. He is responsible for the execution of policies as well as control and management of the day-to-day activities of the Board. The organisation structure also comprises the grades of Director and Manager at strategic level, whilst IT professionals and other staff provide technical and support services respectively.
- 53.6 In the last Report, the managerial hierarchy was strengthened through the creation of a grade of Director, whilst the grade of Assistant Manager was made evanescent, as it no longer met the functional requirements of the organisation. For this review exercise, Management has requested, among others, for a further consolidation of its organisational structure through a reinforcement of its finance, procurement and supply, HR and general services departments by creating several levels. In addition, proposals have also been made for the grant of duty exemption facilities to certain professional grades, restyling of grades and upgrading of salaries.
- 53.7 After examining the proposals, we are reinforcing the structure with the creation of a few grades at operational and professional levels to enable the organisation to better deliver on its mandate. We are also restyling the grades of Assistant Procurement and Supply Officer/Procurement and Supply Officer and Accounts Officer, whilst demerging that of Business Analyst/IT Consultant/Research Officer.

Procurement and Supply Officer Cadre

- 53.8 At present, there is only one merged grade of Assistant Procurement and Supply Officer/Procurement and Supply Officer, which is responsible for carrying procurement and supply duties. Management has submitted that the structure of the Procurement and Supply Unit should be consolidated owing to an expansion in the activities at the NCB and a growing budget. In this respect, request has been made for a supervisory level to oversee the unit.
- 53.9 After analysis, we view that the request for a new level is fully justified. We are, therefore, strengthening the structure with an addition level and reviewing the appellation of the grade of Assistant Procurement and Supply Officer/Procurement and Supply Officer to a more appropriate one in consonance with the level of duties performed by incumbents.

**Procurement and Supply Officer/Senior Procurement and Supply Officer
formerly Assistant Procurement and Supply Officer/
Procurement and Supply Officer****Recommendation 4****53.10 We recommend that:**

- (i) the grade of Assistant Procurement and Supply Officer/ Procurement and Supply Officer should be restyled Procurement and Supply Officer/Senior Procurement and Supply Officer and its duties be reviewed in line with what obtains in the Civil Service for the same grade;
- (ii) officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer, *formerly Assistant Procurement and Supply Officer/Procurement and Supply Officer* possessing a Diploma in Purchasing and Supply Management or an equivalent qualification should, on reaching their revised top salary, be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided they:
 - (a) have drawn the top salary for a year;
 - (b) have been efficient and effective in their performance during the preceding year; and
 - (c) are not under report.

Principal Procurement and Supply Officer (New Grade)

- 53.11 We recommend the creation of the grade of Principal Procurement and Supply Officer. Appointment, thereto, should be made by promotion, on the basis of experience and merit of officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer, *formerly Assistant*

Procurement and Supply Officer/Procurement and Supply Officer possessing a Diploma in Purchasing and Supply Management and reckoning at least two years' service in a substantive capacity in the grade.

- 53.12 Incumbents would be required, *inter alia*, to oversee the Procurement and Supply Unit; exercise overall supervision over the procurement and supply functions; advise on procedures to be followed for procurement and stock control; and supervise the work of subordinates.

Human Resource Management Officer (New Grade)

- 53.13 The Bureau has been apprised that there is an imperative need to strengthen the HR Unit owing to an increase in the number of employees and in work complexity. After examination, we consider that the request is justified, the moreso there is only one grade dedicated to HR functions, namely Human Resource Officer/Senior Human Resource Officer. We are making a recommendation to that effect.

Recommendation 5

- 53.14 We recommend the creation of the grade of Human Resource Management Officer. Appointment thereto should be made by selection from among candidates possessing a degree in Human Resource Management or an equivalent qualification and at least four years post qualification experience in the field of Human Resource Management.**

- 53.15 Incumbent would be called upon to, *inter alia*, advise on all human resource matters; ensure that human resource policies, rules, regulations and procedures are properly interpreted and consistently applied; provide professional human resource services through effective administration and management of human resource systems, procedures and policies; facilitate the implementation of the Performance Management System; conduct training needs analysis and assist in the mounting of appropriate training courses; develop and implement organisation design and work processes; and act as Chairperson/Member of Committees and boards on human resource matters.

Internal Auditor (New Grade)

- 53.16 The NCB has proposed the creation of a grade of Internal Auditor, further to the recommendation of the National Audit Office and Code of Corporate Governance. In addition, internal auditing would contribute in improving an organisation's governance, risk management and management controls. The Bureau is agreeable to the proposal, the moreso this level is important in an organisation to detect and prevent fraud, among others. We are, therefore, providing the grade of Internal Auditor.

Recommendation 6

53.17 We recommend the creation of the grade of Internal Auditor. Appointment thereto should be made by selection from among candidates possessing a pass at the final examination required for admission to membership of one of the following bodies: The Institute of Chartered Accountants of England and Wales; The Institute of Chartered Accountants of Scotland; The Institute of Chartered Accountants of Ireland; The Association of Chartered Certified Accountants; The Chartered Institute of Management Accountants; and the Chartered Institute of Public Finance and Accountancy and reckon at least three years' experience in auditing.

53.18 Incumbent would be required, among others, to be responsible for the day-to-day management of the Internal Audit System; devise, plan and monitor programmes of checks and internal audit; and monitor the effectiveness by the internal control systems and procedures.

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

53.19 The Government Online Centre(GOC) is one of the key divisions of the NCB. It is the centralised data centre providing government services on a 24/7 basis to citizens, businesses, government officers and non-citizens. It has been submitted that with an increase in the volume of e-transactions and number of servers, coupled with more and more complex network infrastructure, the number of cases requiring urgent technical interventions after normal working hours has increased significantly.

53.20 Against this background, Management views that it would be more effective to have a dedicated grade to attend to these technical problems round the clock, thereby delivering a prompt and better service to its customers. The Bureau subscribes to the views of the NCB and is making an appropriate recommendation to that effect.

Recommendation 7

53.21 We recommend the creation of the grade of IT Support Officer (Shift). Appointment, thereto, should be made by selection from among candidates possessing a Diploma in Computer Science or Information Technology or an equivalent qualification and who are conversant with internet and office automation tools.

53.22 We further recommend that officers in the grade of IT Support Officer in post as at 31 December 2015, should be given the option to join the grade of IT Support Officer (Shift) and be granted one additional increment upon joining, subject to the top salary of the new grade.

53.23 Incumbents would be called upon, *inter alia*, to install and configure hardware and common PC-related software; provide preventive measures and technical support, operate computer systems; commission IT equipment, troubleshoot computer hardware and software and develop and maintain multimedia products and websites.

Night Duty Allowance

53.24 Generally shift workers who perform night shift are paid a night duty allowance. We are recommending same for officers in the grade of IT Support Officer (Shift).

Recommendation 8

53.25 We recommend that IT Support Officers (Shift) who effectively work on night shift, should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.

Business Analyst/IT Consultant/Research Officer (Personal)

Business Analyst (New Grade)

Research and Development Officer (New Grade)

53.26 At present, there is a merged grade of Business Analyst/IT Consultant/Research Officer where incumbents perform either as Business Analyst or Research Officer. Management has requested for a demerging of the grade into two defined grades of Business Analyst and Research and Development Officer, as the duties performed by an officer as Business Analyst differ from those of the Research Officer.

53.27 The Bureau normally advocates for flatter structures and merging of grades wherever the need arises. In this particular case, it is observed that there are marked differences in the duties of the different positions. In this perspective, we deem it appropriate that the combined grade be demerged, as requested by Management, into two distinct grades of Business Analyst and Research and Development Officer. We are, therefore, making appropriate recommendations to that effect.

Recommendation 9

53.28 We recommend:

- (i) the creation of the grade of Business Analyst. Appointment thereto should be made by selection from among candidates possessing a degree in Information and Communication Technology or Economics and reckoning at least four years post qualification experience in the field of ICT;**
- (ii) the creation of the grade of Research and Development Officer. Appointment thereto should be made by selection from among candidates possessing a degree in IT and reckoning at least four years post qualification experience in the field of ICT; and**

(iii) that in a first instance, incumbents in the evanescent grade of **Business Analyst/IT Consultant/Research Officer** should be absorbed in the new grades of **Business Analyst** or **Research and Development Officer**, whichever relevant, depending on the duties performed.

53.29 Officers in the grade of **Business Analyst** would be required, among others, to analyse and advise on matters pertaining to the development and promotion of the IT industry; assist in managing IT industry projects; and conduct analysis, compile up-to-date information on the industry and export markets; and assist in the preparation and formulation of IT policies and strategies.

53.30 Officers in the grade of **Research and Development Officer**, would be required, among others, to undertake studies and analysis in the use of ICT in the various socio economic sectors; analyse and monitor the development of IT in Mauritius; assist in the identification and promotion of innovative technologies; and liaise and collaborate with stakeholders on matters relating to the development of the ICT Sector.

**Accounts Officer/Senior Accounts Officer
formerly Accounts Officer**

53.31 In line with representations made, the Bureau has reassessed the grade of **Accounts Officer** and consequently is reviewing its appellation to a more appropriate one, in consonance with the level of duties performed. This element has been taken into consideration whilst arriving at the salary of the grade.

Recommendation 10

53.32 We recommend that the grade of **Accounts Officer** be restyled **Accounts Officer/Senior Accounts Officer**.

Human Resource Officer/Senior Human Resource Officer

Recommendation 11

53.33 We recommend that officers in the grade of **Human Resource Officer/Senior Human Resource Officer** possessing a **Diploma in Human Resource Management** or a **Diploma with Human Resource Management** as a major component or an equivalent qualification, should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided they :

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

53. NATIONAL COMPUTER BOARD

SALARY SCHEDULE

NCB 1	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475
		Office Attendant/Senior Office Attendant
NCB 2	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver Driver/Office Attendant
NCB 3	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Head Office Attendant
NCB 4	:	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
		Word Processing Operator/Telephonist
NCB 5	:	Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725
		Administrative Support Assistant Help Desk Officer
NCB 6	:	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
		Accounts Clerk
NCB 7	:	Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
		Confidential Secretary
NCB 8	:	Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
		Senior Administrative Support Assistant
NCB 9	:	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800
		Human Resource Officer/Senior Human Resource Officer
NCB 10	:	Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800
		Procurement and Supply Officer/Senior Procurement and Supply Officer <i>formerly Assistant Procurement and Supply Officer/Procurement and Supply Officer</i>

53. NATIONAL COMPUTER BOARD (Contd)

- NCB 11 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
IT Support Officer
- NCB 12 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Accounts Officer/Senior Accounts Officer
formerly Accounts Officer
- NCB 13 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Principal Procurement and Supply Officer (New Grade)
- NCB 14 : Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
IT Support Officer (Shift) (New Grade)
- NCB 15 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 56450**
Human Resource Management Officer (New Grade)
- NCB 16 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 56450**
Incident Handler
- NCB 17 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 56450**
Marketing Officer
- NCB 18 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 56450**
IT Support Specialist
Internal Auditor (New Grade)
- NCB 19 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Accountant/Senior Accountant
formerly Accountant
Administrative Secretary

53. NATIONAL COMPUTER BOARD (Contd)

- NCB 20 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Business Analyst/IT Consultant/Research Officer (Personal)
Business Analyst (New Grade)
Database Administrator
Information Security Analyst
Information Security Consultant
Network Administrator
Portal Administrator
Project Supervisor
Research and Development Officer (New Grade)
Systems Administrator
Web Developer
- NCB 21 : Rs 42325 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Manager (Personal)
Communication Manager
Finance and Administrative Manager
- NCB 22 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Manager
- NCB 23 : Rs 83000 x 3000 – 89000**
Director
- NCB 24 : Rs 110000**
Executive Director



54. NATIONAL HERITAGE FUND

- 54.1 The National Heritage Fund (NHF), which operates under the *aegis* of the Ministry of Arts and Culture, is established by the NHF Act No 40 of 2003. The Fund is entrusted with the prime responsibility of safeguarding, managing and promoting the National Heritage of Mauritius. Along with protecting and preserving our National Heritage, the NHF also aims to instill a sense of belonging and civic pride in our cultural heritage which represent our precious legacy.
- 54.2 Presently, the NHF has under its supervision 177 designated National Heritage Sites in Mauritius and Rodrigues. Two of these sites are listed as World Heritage Sites. The NHF also manages 100 other potential National Heritage Sites and advises on the maintenance, conservation, restoration and rehabilitation of historical buildings and sites owned by the Government and Parastatal Institutions in addition to privately owned ones.
- 54.3 Besides, the NHF also acts as the National Repository of intangible cultural heritage. For this purpose, it has to constantly research on our intangible cultural heritage which are then compiled in a national inventory. So far, more than 120 intangible heritage have been identified, among which there is the Traditional Mauritian Sega. It has been inscribed on the UNESCO Representative list of intangible cultural Heritage of Humanity in November 2014.
- 54.4 The NHF is headed by a Director who is assisted by an array of professional, technical and supporting staff. In our last Report, we have restyled the grade of Heritage Officer to Research/Heritage Officer with a view to better reflecting the nature of duties being performed by the incumbent. Further, the structure of the organisation was reinforced in the EOAC Report with the creation of a grade of Documentation Officer.
- 54.5 In its submissions for this review exercise, Management has requested for the creation of new levels to further strengthen the organisation structure; change in mode of appointment and provision of enhanced conditions and benefits for its employees.
- 54.6 We have carefully examined each of these representations, paying particular attention to the factors that could possibly hinder effective service delivery as evoked by Management during the consultative meeting. In this perspective, we are making provision for a new grade of Assistant Procurement and Supply Officer to better equip the NHF to deliver on its mandate and reviewing the scheme of service of the grade of Research/Heritage Officer to provide a career path for qualified officers serving in the organisation. In so far as the other demands are concerned, Management was explained the reasons behind our refusal and was also advised on the most appropriate course of action to be taken.

Assistant Procurement and Supply Officer (New Grade)

54.7 It has been submitted that previously all procurement and records of the NHF were being handled by an Accounts Clerk. However, both the National Audit Office and the ICAC have drawn attention regarding the need for segregation of the finance and procurement functions and have consequently recommended the creation of a specific grade to look after procurement. As the said recommendation goes in the same direction as the present practice in the public sector, we are therefore, agreeable to the proposal.

Recommendation 1

54.8 We recommend the creation of a grade of Assistant Procurement and Supply Officer on the establishment of the National Heritage Fund. Appointment thereto should be made by selection from Clerical Officers reckoning at least four years' service in a substantive capacity and who are conversant with Procurement and Supply Management including basic principles in procurement, supply and warehouse operations and any other relevant Financial and Supplies Laws/Regulations. In the absence of qualified serving officers, recruitment should be made from outside candidates possessing a Higher School Certificate and reckoning at least four years' relevant experience.

54.9 The Assistant Procurement and Supply Officer would be required, amongst others, to organise and manage the procurement and supply activities of the NHF; perform procurement and supply duties, storekeeping and stock control duties in accordance with the provisions laid down in approved rules and procedures; keep and update stores records, prepare tender documents, receive materials into stores and ensure that they comply with requisition orders and are in good condition, submit return of all unserviceable stores, dormant stores and return to stores and assist in any assignment related to procurement, supply and warehouse operations.

Scheme of Service – Research/Heritage Officer

54.10 Appointment to the grade of Research/Heritage Officer is, at present, made by selection from candidates possessing a degree in Archaeology, History, Architecture, Anthropology, Mauritian Studies and Sociology and reckoning at least two years' post qualification experience in fieldwork and research. Management has proposed that the mode of recruitment to the grade be reviewed so that selection be made from serving officers who hold the prescribed qualifications as the organisation culture is already ingrained in them. However, while subscribing to this view, we also consider that if at some point in time there are no qualified candidates internally, this might hinder the filling of posts. Therefore, we are making a recommendation that takes into account all the above.

Recommendation 2

54.11 We recommend that the scheme of service of the grade of Research/Heritage Officer be amended so that appointment thereto is made in the first instance by selection from serving officers of the National Heritage Fund possessing a Degree in either Archaeology, History, Architecture, Anthropology, Mauritian Studies or Sociology and reckoning at least two years' post qualification experience in fieldwork and research. In the absence of qualified serving officers, selection should be made from candidates possessing the above qualifications.

54. NATIONAL HERITAGE FUND

SALARY SCHEDULE

NHF 1	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
	Office Attendant
NHF 2	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
	Driver/Office Attendant
NHF 3	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
	Clerical Officer (New Grade) Heritage Protection Assistant
NHF 4	Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
	Management Support Officer
NHF 5	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
	Accounts Clerk Assistant Procurement and Supply Officer (New Grade)
NHF 6	Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
	Confidential Secretary
NHF 7	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325
	Documentation Officer Heritage Technical Officer

54. NATIONAL HERITAGE FUND (Contd)

NHF 8 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375

Accounting Technician

NHF 9 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Administrative Secretary
Research/Heritage Officer

NHF 10 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Manager, Technical Section

NHF 11 : Rs 95000

Director



55. NATIONAL INSTITUTE FOR CO-OPERATIVE ENTREPRENEURSHIP

- 55.1 Established as per Act No. 12 of 2005 as a body Corporate, the National Institute for Co-operative Entrepreneurship (NICE) operates under the *aegis* of the Ministry of Business, Enterprise and Cooperatives. Its objectives are to: provide facilities and engage in research and training for the promotion and development of the co-operative entrepreneurship; act as a centre for the consolidation and development of the co-operative movement; and promote and develop capacity building through entrepreneurship and business leadership.
- 55.2 In line with the policy of Government to consolidate a nation of Entrepreneurship, NICE grouped its cooperative leaders and stakeholders which encompass about 960 active cooperative societies with a total membership of almost 160,000 in Mauritius and Rodrigues. It provides free of cost in-house and outstations training on the concept of entrepreneurship, cooperative principles and cooperative management to unemployed women and youth so as to encourage them to form a cooperative society and kick start a business. To deliver on its mandate, NICE solicits the services of qualified Trainers from other organisations; conducts examinations on the training and awards certificates on its own or jointly with other recognised bodies.
- 55.3 The Director is responsible for the execution of the policy of the Council and for the control and management of NICE. He is assisted in his duties by officers of the General Services grades. At present, the post of Programme/Research Officer is vacant.
- 55.4 In the context of this Report, Management submitted that there is greater demand for training programme in Mauritius and Rodrigues and financial transaction of the organisation is increasing. There is, therefore, need for support at the Directorate level to organise training programmes and the creation of the grade of Accounts Clerk to monitor the financial and procurement and supply activities of the Institute.
- 55.5 After examining the scheme of service of the grade of Programme/Research Officer, the Bureau considers that with the filling of the post, the Director would benefit from the needed support. However for the sake of transparency and for checks and balances of the financial procedures, we are creating the grade of Accounts Clerk.

Accounts Clerk (New Grade)

Recommendation 1

- 55.6 **We recommend the creation of the grade of Accounts Clerk on the establishment of NICE. Appointment thereto should be made by selection from among candidates possessing either a pass at "Principal Level" in Accounting at the Cambridge Higher School Certificate or a pass in**

Accounting at the third level of the London Chamber of Commerce and Industry or an equivalent qualification acceptable to the Board and reckoning at least two years' experience in a substantive capacity in finance/audit duties.

- 55.7 Incumbents would be required, *inter alia*, to: ensure that all financial transactions of NICE are properly accounted for in accordance with basic principles of financial Management; ensure the correct financing of departmental policy with all safeguards against waste and loss; assist in the preparation and monitoring of estimates; prepare and examine all documents for various payments; maintain Book of Accounts, Records and Cards; prepare Bank Reconciliation statement and statistical and other returns; collect revenue, issue receipts and assist in daily banking; provide assistance in the processing of audit queries related to financial issues; deal with booking for transports and control of the maintenance of vehicles and be in charge of the Register of Assets and to make use of Information Technology in the performance of the duties.

55. NATIONAL INSTITUTE FOR CO-OPERATIVE ENTREPRENEURSHIP

SALARY SCHEDULE

NICE 1	:	Rs 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
NICE 2	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant
NICE 3	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Information Desk Operator
NICE 4	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
		Clerk/Word Processing
NICE 5	:	Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
		Management Support Officer (New Grade)
NICE 6	:	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
		Accounts Clerk (New Grade) Executive Officer (Personal)

55. NATIONAL INSTITUTE FOR CO-OPERATIVE ENTREPRENEURSHIP (Contd)

NICE 7 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Programme/Research Officer

NICE 8 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000

Director



56. NATIONAL LIBRARY

- 56.1 The National Library is mandated by the National Library Act 1996 and aims to be a model of excellence in the provision of information services to all Mauritians and people of the World. It operates under the *aegis* of the Ministry of Arts and Culture and envisions to be the nation's leading documentary resource pertaining to the Republic of Mauritius and as the apex library, serving the needs of the Mauritian people at large in research, scholarship and creativity.
- 56.2 The National Library is the first library in Mauritius to offer its catalogue online. The acquisition of the Unicorn Library Management System in 2004 has made it possible to provide the Online Public Access Catalogue (OPAC) to facilitate searching of the holdings of the library from any place via a terminal connected to the internet.
- 56.3 The organisation structure of the National Library comprises three departments namely, Administration, Finance and Library. The Director is responsible to the Board and manages the day to day activities of the National Library.
- 56.4 In our last Report, the post of Systems Administrator was restyled to IT Officer/ Systems Administrator in the context of the digitisation of the services provided by the National Library.
- 56.5 In the context of this review exercise, Management made submissions for restyling, merging and the creation of new levels as well as aligning the present Finance cadre with that of the Civil Service. The profiles for the new grades, as requested by Management, were not submitted to the Bureau and, therefore, these could not be included in this Report. Positions requested by Management would, therefore, be graded by the Bureau whenever requested, on an *ad hoc* basis.
- 56.6 We are, in this Report, maintaining the organisation structure while restyling the post of Administrative Assistant to a more appropriate appellation so as to better reflect the true nature of duties performed by incumbent and also introducing the payment of an *ad hoc* allowance to incumbents performing duties of collecting and depositing keys at the Police Station.

Allowance for Library Attendant

- 56.7 It has been represented that the Library Attendant at the National Library is called upon to collect/deposit keys at the Police Station. In the Civil Service, this duty is carried out by an Office Care Attendant and the latter is compensated by an allowance. A perusal of the Job Description Questionnaire, duly signed by the immediate supervisor, has revealed that the Library Attendant is effectively performing duties of collection and deposit of keys at the Police Station while the Driver/Office Attendant performs mainly driving duties. We are, therefore, making provision for an appropriate allowance.

Recommendation 1

- 56.8** We recommend that a non-pensionable allowance of Rs 350 be paid to incumbents in the Library Attendant Cadre at the National Library who have to cover, over and above the home to office journey and back, an aggregate of two to six kilometres daily to collect and deposit keys at the Police Station.

56. NATIONAL LIBRARY

SALARY SCHEDULE

NL 1	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Library Attendant
NL 2	:	Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475
		Senior Library Attendant
NL 3	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant
NL 4	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Binder
NL 5		Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Receptionist/Telephone Operator
NL 6	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075
		Microfilm Operator
NL 7	:	Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 30175
		Binder (Personal)
NL 8	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
		Clerk/Word Processing Operator Library Clerk

56. NATIONAL LIBRARY (Contd)

- NL 9 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Senior Binder
- NL 10: Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- NL 11 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Procurement and Supply Officer
- NL 12 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Senior Library Clerk
- NL 13 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Office Supervisor
- NL 14 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- NL 15 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
Procurement and Supply Officer
- NL 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Library Officer
- NL 17 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Accounts Officer
- NL 18 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Senior Library Officer
- NL 19 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Secretary
formerly Administrative Assistant

56. NATIONAL LIBRARY (Contd)

NL 20 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

IT Officer/Systems Administrator
Librarian

NL 21 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Accountant

NL 22 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Senior Librarian

NL 23 : Rs 101000

Director



57. NATIONAL SOLIDARITY FUND

- 57.1 The National Solidarity Fund (NSF) set up as a body corporate under the National Solidarity Fund Act 1991 subsequently amended in 2011, operates under the *aegis* of the Ministry of Social Security, National Solidarity and Reform Institutions with a budget of around Rs 76 million for the year 2015. The objects of the Fund are to provide: financial assistance to citizens of Mauritius residing in Mauritius, who may require surgical operations which can only be performed abroad or in medical institutions in Mauritius; financial assistance to redundant workers; and financial assistance, with the approval of the Minister, directly to individuals who have undergone severe personal hardship.
- 57.2 The Fund is administered and managed by the NSF Board in accordance with provisions made in the NSF Act. It is presently headed by an Administrative Secretary and support services are provided by contractual officers employed to perform clerical duties and employees of the Financial Officer cadre from the Parent Ministry, who are posted to the NSF on a part-time basis.
- 57.3 The organisation structure of the Fund is appropriate and is being maintained. However, we are providing for a grade of Clerical Officer to assist in the daily operations of the Fund.

Clerical Officer (New Grade)

Recommendation 1

- 57.4 **We recommend the creation of the grade of Clerical Officer in line with the provisions made at paragraph 23 of Volume 2 Part II of this Report.**

Movement in salary scale

Recommendation 2

- 57.5 **We recommend that the Administrative Secretary possessing a degree, on reaching the top of the salary scale, be allowed to proceed incrementally in the master salary scale up to Rs 45375, provided that the officer has:**
- (i) drawn the top salary for a year;**
 - (ii) been efficient and effective in his/her performance during the preceding year; and**
 - (iii) not been under report.**

57. NATIONAL SOLIDARITY FUND

SALARY SCHEDULE

NSF 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050

Office Care Attendant

NSF 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Clerical Officer (New Grade)

NSF 3 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Management Support Officer

NSF 4 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

Financial Officer

NSF 5 : Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325

Administrative Secretary



58. NATIONAL TRANSPORT CORPORATION

- 58.1 The National Transport Corporation (NTC), established under the NTC Act No 5 of 1979 is the sole public sector bus operator. It operates under the aegis of the Ministry of Public Infrastructure and Land Transport (Land Transport Division).
- 58.2 The NTC envisions to be always at the forefront in the provision of public transport and ancillary services and is committed to provide a reliable, punctual, safe and comfortable bus transport along its dedicated routes. It aims at providing high quality, reliable and customer friendly transport services through an environment friendly service.
- 58.3 The NTC is the largest bus fleet owner in the country with around 525 buses operating from six depots and cover almost fully the urban region and more than one third of the route network of the country. Though operating on commercial basis, the NTC has a matter of national policy, to provide services on several non-economical routes. Some 200000 commuters daily patronise the corporation service and as a major player among all bus operators, it provides the largest social service connecting main economic activities and far flung isolated areas at tapering tariff. The Corporation constantly renews its bus fleet to meet the expectations of public transport users.
- 58.4 The present organisation structure of the NTC comprises the following departments: Corporate and Administration; Traffic; Engineering; Human Resource and Finance. The executive head of the NTC is the General Manager who is supported by a staffing complement of specialised and General Services employees. The NTC has a manpower of 2800 employees of whom 119 are reported upon by the Pay Research Bureau (PRB) and the remainder by the National Remuneration Board.
- 58.5 The present organisational structure of the NTC is enabling the Corporation to attain its objectives. However, in the context of this review exercise, Management has requested that the Corporate and Administrative Department which is serviced by the Secretary/Administrative Manager and officers of the General Services needs to be reinforced with the creation of the grade of Assistant Secretary to assist the Secretary/Administrative Manager for the day to day Management of the Corporation. The Staff Side has made requests for the revision of salaries of the various grades along with alignment of certain grades with their counterparts in other public sector organisations. We have studied the requests of all parties concerned and we are making appropriate recommendations.

Assistant Secretary (New Grade)

Recommendation 1

- 58.6 We recommend the creation of a grade of Assistant Secretary on the establishment of the National Transport Corporation. Appointment thereto**

should be by selection from among candidates who are a member of the Institute of Chartered Secretaries and Administrators or who possess a Degree in Management or Business Administration or Legal Studies; and reckoning at least three years' post qualification experience in the field.

58.7 Incumbent would be, *inter alia*, required to assist the Secretary/Administrative Manager for the day to day management of the Secretariat; supervise the work of the personnel in the Secretariat including the open registry and confidential secretary; act as Secretary to various Committees as and when required; assist in the compilation of committee papers and tender documents and to enable necessary follow up as regards communication and implementation of Board decisions to other departments; assist in the drafting of contracts; and be responsible for insurance of all NTC premises, vehicles, cash and other related items.

Human Resource/Senior Human Resource Officer

Recommendation 2

58.8 We recommend that incumbent in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma in Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

58. NATIONAL TRANSPORT CORPORATION

SALARY SCHEDULE

NTC 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375
– 19575 x 475 – 20050

Office Attendant

NTC 2 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375
– 19575 x 475 – 21950 x 625 – 23200

General Manager's Personal Driver (Personal)

58. NATIONAL TRANSPORT CORPORATION (Contd)

- NTC 3 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Head Office Attendant
- NTC 4 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Telephone Operator/Receptionist
- NTC 5 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**
Assistant Stores Officer (Personal)
- NTC 6 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
- NTC 7 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
- NTC 8 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Computer Operator
- NTC 9 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- NTC 10 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Operations Officer (Personal)
Assistant Procurement and Supply Officer (Personal)
Executive Officer (Personal to officers in post as at 31.12.15)
Purchasing and Supply Officer (Personal)
- NTC 11 : Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Traffic Controller (Personal to incumbent in post as at 30.06.08)
- NTC 12 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Data Entry Supervisor (Personal)
Senior Computer Operator

58. NATIONAL TRANSPORT CORPORATION (Contd)

- NTC 13 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- NTC 14 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Procurement and Supply Officer
- NTC 15 : Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Senior Traffic Controller
- NTC 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- NTC 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
Technical Officer (Electrical and Electronics)
- NTC 18 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
- NTC 19 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Industrial Relations Officer
- NTC 20 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Technical and Mechanical Officer/Senior Technical and Mechanical Officer
- NTC 21 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Assistant Secretary (New Grade)
NTC Regional Manager
Traffic Planner
- NTC 22 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Analyst

58. NATIONAL TRANSPORT CORPORATION (Contd)

- NTC 23 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Internal Auditor
- NTC 24 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Retread Plant Superintendent
- NTC 25 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Head IT Support Services
Mechanical Engineer/Senior Mechanical Engineer (Personal)
- NTC 26 : Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Assistant Stores Manager (Inventory Management and Administration)
(Personal)
- NTC 27 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Financial Controller
HR Manager
Secretary/Administrative Manager
- NTC 28 : Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Chief Engineer
Traffic Manager
- NTC 29 : Rs 83000 x 3000 – 89000**
Deputy General Manager (Personal)
- NTC 30 : Rs 110000**
General Manager



59. NATIONAL WOMEN ENTREPRENEUR COUNCIL

- 59.1 The National Women Entrepreneur Council (NWECC), a body corporate set up under Act No. 20 of 1999, operate under the *aegis* of the Ministry of Gender Equality, Child Development and Family Welfare. It is the main organisation that provides support and assistance to both potential and existing women entrepreneurs in Mauritius and Rodrigues.
- 59.2 The NWECC acts as a driver and facilitator in empowering women entrepreneurs and aims to be a reference for promoting entrepreneurship thereby inculcating the right business culture for women in Mauritius and Rodrigues.
- 59.3 The Council also aims at ensuring effective communication between the Council and its members; identifying actions and projects which will promote entrepreneurial activities of women; evaluating and assessing the needs of women entrepreneurs; establishing training programmes, aimed at improving the skills and management aptitudes of women entrepreneurs; developing working links and affiliation with other bodies, whether in Mauritius or abroad, having same objectives; and examining and evaluating the contribution of women entrepreneurs to the various sectors of development in the light of national needs and priorities.
- 59.4 The NWECC is managed by an Executive Committee and the Secretary is responsible for the execution of its policy, control and management of its day-to-day business.
- 59.5 The activities of the NWECC are, at present, organised through three sections, viz, Administration, Finance and Technical.
- 59.6 In this Report, we are bringing no change to the structure which has so far been adequate to enable the organisation to deliver efficiently and effectively on its mandate.

59. NATIONAL WOMEN ENTREPRENEUR COUNCIL

SALARY SCHEDULE

NWECC 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
NWECC 2	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Care Attendant

59. NATIONAL WOMEN ENTREPRENEUR COUNCIL (Contd)

- NWEC 3 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- NWEC 4 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Salesperson (Personal to holders in post as at 30.06.2008)
- NWEC 5 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Instructor
- NWEC 6 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/ Higher Clerical Officer
Clerk/Word Processing Operator
- NWEC 7 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- NWEC 8 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Officer (Personal to officers in post as at 31.12.15)
- NWEC 9 : Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Business Development Assistant
- NWEC 10 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
- NWEC 11 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Business Development Officer (Personal to officers in post as at 30.06.08)
- NWEC 12 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Business Development Officer (Roster)

59. NATIONAL WOMEN ENTREPRENEUR COUNCIL (Contd)

NWEC 13 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800
Secretary



60. NATIONAL WOMEN'S COUNCIL

- 60.1 The National Women's Council was established under the National Women's Council Act No 27 of 1985. It is a body corporate and operates under the aegis of the Ministry of Gender Equality, Child Development and Family Welfare.
- 60.2 The objects of the National Women's Council are to translate into actions government policies relating to women's empowerment and gender equality to bring about effective change for sustainable development; ensure and promote the active participation of women in the social, economic and political field in order to further their overall empowerment; provide a platform for women to voice out their needs, concerns and aspirations; and identify and recommend to the Board's actions and prospects that will promote the integration of women in development.
- 60.3 The organisation structure of the National Women's Council comprises five sections/units namely: Human Resource and Administrative; Finance; Women's Association; Dressmaking and Craft; and Project.
- 60.4 In our last Report, we restyled the grade of Project Coordinator to Programme Coordinator to better reflect the nature of duties being performed. We also created the grades of Programme Officer to provide technical services as well as the grades of Accounts Clerk and Accounts Officer to maintain a proper accounting system. The grade of Head, Women's Association Unit was abolished as the service was no longer required.
- 60.5 In the context of the present review exercise, Management has apprised the Bureau that the existing organisational structure of the National Women's Council is being maintained until the proclamation of the New Bill. The Staff Association has been informed of the stand of the Management to which they are agreeable.
- 60.6 In the given circumstances, the Bureau is agreeable to the proposal of both the parent Ministry and Management to maintain the present organisation structure while revising the salary scales of existing grades.

Human Resource Officer/Senior Human Resource Officer

Recommendation 1

- 60.7 **We recommend that incumbent in the grade of Human Resource Officer/ Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component from a recognised institution or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:**

- (i) **have drawn the top salary for a year;**

- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

Family Support Officer

Supervisor, Women's Association

Recommendation 2

60.8 We recommend that Family Support Officers and Supervisor, Women's Association who hold a substantive appointment in their respective grades and who are required to perform regularly extensive field duties may be granted loan facilities of up to 21 months' salary at interest rate of 4% per annum refundable in 84 monthly instalments for the purchase of a car of up to eight years old.

60. NATIONAL WOMEN'S COUNCIL

SALARY SCHEDULE

NWC 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
NWC 2	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant Office/Field Assistant
NWC 3	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475
		Craft Instructor
NWC 4	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant
NWC 5	:	Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Driver (Heavy Vehicles above 5 tons)
NWC 6	:	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075
		Dressmaking Teacher

60. NATIONAL WOMEN'S COUNCIL (Contd)

- NWC 7 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**
Clerk, National Women's Council (Personal)
- NWC 8 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Adult Literacy Instructor/Instructress
Family Support Officer
- NWC 9 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- NWC 10 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Senior Dressmaking and Craft Teacher
- NWC 11 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Supervisor, Women's Association
- NWC 12 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- NWC 13 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer (Personal to incumbent in post as at 31.12.15)
- NWC 14 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Programme Officer
- NWC 15 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
- NWC 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer

60. NATIONAL WOMEN'S COUNCIL (Contd)

NWC 17 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Programme Coordinator

NWC 18 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650

Secretary



61. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND

- 61.1 The Nelson Mandela Centre for African Culture Trust Fund (NMCACTF) operates under the *aegis* of the Ministry of Arts and Culture and is managed by a Board of Trustees. Its mission is to disseminate African and Creole culture in all strata of the society.
- 61.2 At the NMCACTF a wide range of activities are organised, namely talks, debates, workshops, cultural shows. The NMCACTF has developed the scope of its actions and activities at national, regional and even international levels. Research and documentation consists of an important activity at the NMCACTF and the unit responsible for same has a collection of publications on slavery in the Indian Ocean Islands and other related documentations. A major research project conducted by the NMCACTF is the Genealogy Project which is of considerable interest for Mauritians wishing to trace their slave ancestry.
- 61.3 The organisation structure of the NMCACTF comprises four sections: Cultural Section; Documentation and Research Section; Administration Section; and Finance Section. The Director heads the organisation and manages its day-to-day activity with the support of technical, administrative and operational staff.
- 61.4 In the context of this review, the Management of NMCACTF made representations for new grades and on general conditions of service. We consider that the existing grades and levels are adequate for the NMCACTF to meet its mandate. However, we are making provision for the grade of Receptionist/Telephonist.

Receptionist/Telephonist (New Grade)

- 61.5 With a view to coping with the increasing number of callers and visitors at the NMCACTF, we are creating a grade of Receptionist/Telephonist to respond to callers in an efficient manner, and guide and advise visitors on their needs.

Recommendation 1

- 61.6 **We recommend the creation of a grade of Receptionist/Telephonist on the establishment of the NMCACTF. Appointment to the grade should be made by selection from among candidates possessing Cambridge School Certificate with credit in English language and French obtained on one certificate; and have fluency in English and French.**
- 61.7 Incumbent would be required, *inter alia*, to operate the reception counter and the telephone switchboard; ensure that calls and messages are properly noted and communicated; and maintain a register of visitors.

**61. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND
SALARY SCHEDULE**

- NMCAC 1 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950
Cultural Adviser
Cultural Animator
- NMCAC 2 :** Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x
375 – 19575 x 475 – 21950 x 625 – 22575
Handy Worker (Semi Skilled)
- NMCAC 3 :** Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x
375 – 19575 x 475 – 21950 x 625 – 23200
Driver/Handy Worker
- NMCAC 4 :** Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x
375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
Receptionist/Telephonist (New Grade)
- NMCAC 5 :** Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x
375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075
Audio Visual/Public Address Operator
- NMCAC 6 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x
475 – 21950 x 625 – 23200 x 775 – 30175
Clerk/Word Processing Operator
- NMCAC 7 :** Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200
Documentation Officer
- NMCAC 8 :** Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x
925 – 37125 x 1225 – 38350
Confidential Secretary
- NMCAC 9 :** Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Accounts Officer
- NMCAC 10 :** Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x
1225 – 40800 x 1525 – 42325
Secretary's Assistant

61. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND (Contd)

NMCAC 11 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Administrative Secretary
Events Management Officer
Research Officer

NMCAC 12 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Head, Documentation and Research

NMCAC 13 : Rs 86000

Director



62. OPEN UNIVERSITY OF MAURITIUS

- 62.1 The Open University of Mauritius (OUM) was established in 2012 under the Open University of Mauritius Act 2010. Its primary objective is to provide quality education to people of all backgrounds from Mauritius and around the world with the ultimate aim of developing their intellectual, moral, civic and creative capacities to the fullest so that they can lead a life full of dignity while contributing meaningfully to the socio-economic development of their nation.
- 62.2 The OUM envisions to be among the leading open universities recognised worldwide for providing high-quality education and training. It aims at delivering quality education to students who are unable to be physically present on campus. It also provides flexible study options hence enabling prospective students to study from home, work or anywhere in the world, at a time convenient to them and their lifestyle. The University offers an array of courses ranging from Certificate to PhD level and runs about 80 programmes. Since its inception, it has enrolled about 4000 students and is also involved in the training of employees of private and public organisations. The OUM has also forged collaboration with prestigious foreign universities.
- 62.3 The activities of the OUM are organised under various Divisions and Institutes. The Director-General is the chief executive and academic officer of the university and is supported by academics and non-academics. The staff mainly consists of employees of the ex Mauritius College of the Air (MCA). The latter have integrated the OUM following the repeal of the MCA Act. Since the University has started its operations, several grades have been created on an *ad hoc* basis on its establishment to enable the organisation to deliver on its mandate.
- 62.4 In the context of this Report, Management as well as staff side have requested the Bureau to provide the necessary structure and specific conditions of service to enable the organisation to operate as a full fledged University. It is worth highlighting that following the meeting with Union and Management, many grades have been created on the establishment of the OUM. For this Report, we are further consolidating the existing structure to enable the organisation to meet its objectives. In addition, we are providing specific incentives and conditions of service in line with what prevail in other public universities, which we consider to be a strong motivation for the delivery of enhanced services.

Public Relations Officer (New Grade)

- 62.5 Management has requested for the creation of a grade of Public Relations Officer, among others. We consider this level as an essential one in enabling the University to provide more efficient and effective services. We are, therefore, making appropriate provisions to that end.

Recommendation 1

62.6 We recommend the creation of a grade of Public Relations Officer. Appointment, thereto, should be made from among candidates possessing a degree in English or French or Law or Communication Studies or Psychology or in any other related fields from a recognised institution or an equivalent qualification from a recognised institution acceptable to the Board and reckoning at least one year experience in public relations.

62.7 Incumbent would be required to, *inter alia*, assist in the development of public relations strategies and ensure execution of the strategies; write texts for various communication materials; be responsible for the management of all alumni related activities; liaise with media for news releases and press coverage as and when approved; and collaborate with the internal stakeholders to further the mission of the University.

Accountant (New Grade)

62.8 Management has informed that there is need for a professional level to assist the Financial Controller and oversee the work of subordinates in the Finance Division. In this context, request has been made for the provision of a grade of Accountant, to which we are agreeable.

Recommendation 2

62.9 We recommend the creation of a grade of Accountant. Appointment, thereto, should be made from among candidates possessing a pass at the final examination required for admission to membership to the Institute of Chartered Accountants of England and Wales or Institute of Chartered Accountants of Scotland or Institute of Chartered Accountants of Ireland or Association of Chartered Certified Accountants or Chartered Institute of Management Accountants or Chartered Institute of Public Finance and Accountancy or an equivalent qualification acceptable to the Board. Candidates should also be registered with the Mauritius Institute of Professional Accountants in accordance with Section 51 of the Financial Reporting Act.

62.10 Incumbent would be called upon to, *inter alia*, assist the Financial Controller in the management of the Finance Division of the University; exercise general supervision over the funds; assist in the formulation of budgetary policies; monitor budgetary expenditure and revenue; ensure compliance with reporting requirements; manage effectively subordinates; be responsible for the preparation of the Annual Financial Statement in accordance with Statutory requirements and with the University's policy; and be responsible for the production of the Annual Budget.

Sabbatical Leave Scheme

Recommendation 3

62.11 We recommend that the Open University of Mauritius considers the advisability of setting up a Sabbatical Leave Scheme for its academic staff.

Consultancy Services

62.12 The OUM is committed to play a leading role in research and development and application of learning technologies for education and training. Moreover, one of its main functions is to provide consultancy and professional services, especially in open and distance learning. With a view to fostering and encouraging a research culture and consultancy works, we are providing for a distribution ratio of the net income regarding payment in respect of the research and consultancy services offered.

Recommendation 4

62.13 We recommend that the distribution ratio of the net income between academics and supporting staff and the University should be:

- (i) 2:1 for Research and Consultancy; and**
- (ii) 4:1 for short courses, seminars and workshops.**

Private work for Registered Professionals

Recommendation 5

62.14 We recommend that academic staff who are registered professionals should be allowed to exercise their profession, provided it is done outside their working hours and is not in conflict with their work at the University.

Academic Attainment

62.15 With a view to further encourage academics in upgrading themselves in terms of qualifications and academic attainment, we are making an appropriate recommendation.

Recommendation 6

62.16 We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD and/or Master's Degree and reckoning academic achievement through published research, teaching, administrative contributions and publications and having stayed on top of their revised 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.

62.17 We also recommend that for implementation of paragraph 62.16, the new salary point reached by virtue of the provisions made at paragraph 10.40 of Volume I of this Report shall be deemed to be the new top salary.

Political Activities

62.18 In general, full-time employees of public universities are not allowed to participate in active politics with a view to ensuring a smooth running in the operations of the university. We consider that this provision should equally apply to staff of the Open University.

Recommendation 7

62.19 We recommend that full time employees of the OUM should not be allowed to participate in active politics.

Movement for Administrative Officers

Recommendation 8

62.20 We recommend that officers in the grade of Administrative Officer who have stayed on top of their revised salary scale for one year should be allowed to move incrementally up to salary point Rs 62950 provided they have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

62. OPEN UNIVERSITY OF MAURITIUS

SALARY SCHEDULE

OUM 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
OUM 2	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
		Security Guard
OUM 3	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant
OUM 4	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant

62. OPEN UNIVERSITY OF MAURITIUS (Contd)

- OUM 5 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Handyworker/Tradesman (Skilled)
- OUM 6 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- OUM 7 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- OUM 8 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Senior Handyworker/Tradesman (Skilled)
- OUM 9 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/ Word Processing Operator
- OUM 10 : Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Technician (Audio Video Production)
Technician (Engineering and Technology Services)
- OUM 11 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Assistant Documentation Officer
- OUM 12 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer
- OUM 13 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Operations Officer
Executive Officer (Personal)
Purchasing and Supply Officer (Personal)

62. OPEN UNIVERSITY OF MAURITIUS (Contd)

- OUM 14 : Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Technician (Audio Video Production) (Personal to Technician (Operations) of ex-MCA)
Technician (Engineering & Technology Services) (Personal to Technician (Engineering Services) of ex-MCA)
- OUM 15 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Computer Operations Controller (Personal)
- OUM 16 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Documentation Officer
- OUM 17 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- OUM 18 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Higher Executive Officer (Personal)
- OUM 19 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- OUM 20 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Assistant Systems Analyst
Library Officer
- OUM 21 : Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 QB 39575 x 1225 – 40800 x 1525 – 42325**
Senior Technician (Engineering and Technology Services)
- OUM 22 : Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Technician (Audio Video Production)
- OUM 23 : Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Technician (Engineering & Technology Services) (Personal to Senior Technician (Engineering Services) of the ex-MCA)
Senior Technician (Audio Video Production) (Personal to Senior Technician (Operations) of ex-MCA)

62. OPEN UNIVERSITY OF MAURITIUS (Contd)

- OUM 24 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Documentation Officer
- OUM 25 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200 QB 54825 x 1625 – 56450**
Technical Executive (Engineering and Technology Services)
Audio Video Executive
- OUM 26 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
Public Relations Officer (New Grade)
- OUM 27 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Librarian
- OUM 28 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant (New Grade)
- OUM 29 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Academic Media Coordinator
- OUM 30 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Marketing and Development Officer
Systems Analyst/Senior Systems Analyst
- OUM 31 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor
- OUM 32 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Lecturer
formerly Assistant Lecturer/Lecturer
Technical Officer/Senior Technical Officer (Research) (ex-Service Providing Institutions) (Personal)

62. OPEN UNIVERSITY OF MAURITIUS (Contd)

- OUM 33 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Senior Technical Executive (Engineering and Technology Services)
Senior Audio Video Executive
- OUM 34 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500
x 1950 – 70450**
Assistant Registrar
Head, Audio Video Production
Head, Engineering and Technology Services
Head, Library Services
Senior Academic Media Coordinator
- OUM 35 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Financial Controller
Senior Lecturer
- OUM 36 : Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Deputy Registrar
- OUM 37 : Rs 51575 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Principal Academic Media Coordinator
- OUM 38 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Registrar
- OUM 39 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Associate Professor
Director (Academic Affairs)
Director (Language Institute)
Director (Multimedia and ICT Services)
Director (Open School)
Director (Quality Assurance and Capacity Building)
- OUM 40 : Rs 116000**
Director-General

**EX-MAURITIUS COLLEGE OF THE AIR
SALARY SCHEDULE**

MCA 1	:	Rs 17330 Safety and Health Officer (Part Time) (Personal)
MCA 2	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975 Handy Worker/Tradesman (Skilled) (Personal)
MCA 3	:	Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 Senior Handy Worker/Tradesman (Skilled) (Personal)
MCA 4	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175 Clerk/ Word Processing Operator (Personal)
MCA 5	:	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950 Assistant Printing Officer (Personal)
MCA 6	:	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 Executive Officer (Personal)
MCA 7	:	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 Computer Operations Controller (Personal)
MCA 8	:	Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 Financial Operations Officer (Personal) Higher Executive Officer (Personal) Procurement and Supply Officer (Personal)
MCA 9	:	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 Assistant Systems Analyst (Personal)
MCA 10	:	Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 Graphics Artist (Personal) Printing Officer (Personal)

EX-MAURITIUS COLLEGE OF THE AIR (Contd)

- MCA 11 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Operations Officer (Personal)
Senior Procurement and Supply Officer (Personal)
- MCA 12 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Principal Financial Operations Officer (Personal)
- MCA 13 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Copy Editor (Personal)
- MCA 14 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575 QB 53200 x 1625 – 56450**
Graphics Officer (Personal)
- MCA 15 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Senior Printing Officer (Personal)
- MCA 16 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Systems Analyst/Senior Systems Analyst (Personal)
- MCA 17 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 QB 49950 x 1625 – 62950**
Graphics Officer (Personal to officer in post as at 30.6.03)
- MCA 18 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Senior Printing Officer (Personal to officer in post as at 30.06.08)
- MCA 19 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Head Graphics, Publishing and Printing (Personal)
Head Learning Resources Centre (Personal)
- MCA 20 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Quality Assurance Officer (Personal)
Senior Lecturer (Personal)
- MCA 21 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Associate Professor (Personal) ◆◆◆◆◆◆◆◆

63. OUTER ISLANDS DEVELOPMENT CORPORATION

- 63.1 The Outer Islands Development Corporation (OIDC), is established under Act No 41 of 1982 as a corporate body responsible for the management and development of the Islands of Agalega and St. Brandon. It operates under the *aegis* of the Ministry of Ocean Economy, Marine Resources, Shipping, Fisheries and Outer Islands.
- 63.2 The objects of the OIDC are to manage and develop the Outer Islands and also advise 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.

Outer Islands

Agalega

- 63.3 Agalega, situated at 1000 km North of Mauritius comprises two islands namely, the North and the South covering a total area of 2600 hectares which is mainly covered with coconut plantations.

North Island

- 63.4 The North Island consists of two villages namely, village 25 and Village La Fourche. Most of the activities of the islands are centred in village 25 such as the Administration, Police, Primary and Secondary Schools, Health Centre, Churches, Shops, Mauritius Telecom, Oil Mill, Meteorological Station and airstrip.
- 63.5 The Port Saint James (jetty) is located at village La Fourche where the main store is situated. All vessels sailing to Agalega anchor at La Fourche where embarkation/disembarkation exercise takes place. The National Coast Guard post and the radar system for the surveillance of our marine zone are also located there.

South Island

- 63.6 Village Saint Rita is the only village of the South Island comprising one Health Centre, Church, Police Quarters, School, Shop etc. The main activities in the South Island are agriculture (vegetables), coconut plantation and livestock project.

St Brandon Islands

- 63.7 St Brandon Group of Islands 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.

- 63.8 The administration and control of the affairs of the corporation is vested in the Outer Islands Development Board. The General Manager is the Chief Executive of the OI DC. He 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.
- 63.9 The Resident Manager is responsible for the administration and development of the two islands of Agalega including the maintenance of order and discipline and promoting the welfare of the inhabitants.
- 63.10 The OI DC has a strength of about 200 employees based at Agalega out of the whole population of 300. These employees are divided into different grades. Out of the 200 employees, only a few were covered by the Bureau and the rest were covered by a Collective Agreement signed between Management and representatives of the employees effective from 01 July 2008. The agreement has lapsed on 30 June 2013 and as from 01 July 2013 all the workers are covered by the PRB.
- 63.11 In the context of this review exercise, the Management and Staff Side of the OI DC have made joint representations. During consultations held at the Bureau, much emphasis was laid on paragraphs 287-289 of the Government Programme 2015-2019 which makes mention of several future projects for the development of the Outer Islands. Hence, there is need for the OI DC to be properly staffed so as to enable the organisation to deliver on its mandate efficiently and effectively. Evidently the main demands relate to the creation and restyling of some grades. We have examined all the proposals made and are making appropriate recommendations.

Administrative Officer (New Grade)

- 63.12 Presently, the OI DC is administered by the General Manager and he is assisted by the Deputy General Manager. It has been submitted that the Corporation is called upon to face new challenges in the light of the new government's mandate and vision. These involve, among others, investment in new projects, searching for new sources of finance, partnerships and collaborations with local and international institutions.
- 63.13 Request has been made for a level to strengthen the Administration Department and at the same time provide appropriate administrative and leadership support to the organisation, to which we are agreeable.

Recommendation 1

- 63.14 We recommend the creation of a grade of Administrative Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree in Management or Administration from a recognised institution or an equivalent qualification acceptable to the Board and**

reckoning at least four years' post qualification experience in administration and management.

- 63.15 Incumbent would be required, *inter alia*, to be in charge of the administration division of the OIDC and be responsible for its day-to-day management; be responsible for the formulation and implementation of manpower planning and development and training schemes; formulate and direct the implementation of plans and policies relating to industrial relations, discipline, health and safety and staff welfare; and act as Secretary to the sub-committees.

Coordinator, Social Work (New Grade)

- 63.16 It has been submitted that, following the social developments in recent years, the standard of living of Agaleans has increased with the introduction of monetary use. However, this has also brought some forms of social malpractices in relation to excessive consumption of alcoholic drinks, increased reported cases of domestic violence, among others.
- 63.17 Management has represented that, given the specificity of the Outer Islands, their location and the complex nature of cases in the social arena coupled with the fact that activities in the field of social work has increased considerably over the years, there is a pressing need for a level to monitor the prevailing situation and assist Management towards upgrading the quality of life in the Outer Islands. We subscribe to this and are, therefore, making appropriate recommendation.

Recommendation 2

- 63.18 **We recommend the creation of a grade of Coordinator, Social Work. Appointment thereto, should be made by selection from among candidates possessing a Degree in Psychology or Sociology or Social Work from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least four years' experience in the field of social work.**
- 63.19 Incumbent would be required, *inter alia*, to plan, supervise, co-ordinate and monitor the work of social workers; be responsible for the organisation, co-ordination of informative training and recreational activities for the inhabitants of the Outer Islands; work in collaboration with relevant stakeholders for the implementation of welfare programmes in the Outer Islands; follow up and monitor hardship cases which need special attention and making use of referrals techniques; organise awareness campaigns and Information, Education and Communication (IEC) programmes for inhabitants of the Outer Islands; and investigate into cases of abuse and/or violence against women, children and in the family and take appropriate remedial action.

Procurement and Supply Officer (New Grade)

- 63.20 The main store is situated at La Fourche Village. It is a central store used to warehouse all the goods received from Mauritius. Goods for sales are issued to the two shops on the islands while those not for sales such as spare parts, building materials, among others, are kept in the main store.
- 63.21 Provision of cargo comprising mainly shop goods, building materials, tools, spare parts and fuel amounting to around Rs 6-7 million per shipment is undertaken during the months of February, June, August and November by Vessel "M/S Trochetia" to service Agalega on a timely basis to ensure that the inhabitants are not deprived of any essential commodity to sustain their living on the islands. The chartering fees for the shipment of cargo to/from Agalega by Vessel "M/S Trochetia" amounts to around Rs 10-11 million per trip.
- 63.22 Management has represented that the lack of qualified personnel in Agalega for the stores section is impeding the proper monitoring and control over the key functions of receiving, checking, recording and issuing of goods to users. This shortcoming has also been reported by the Audit Department.
- 63.23 With the increase in the number of trips to Agalega and in view of the high financial implications of each trip, it has been submitted that the stores section should be manned by qualified personnel to ensure that its activities are carried out efficiently and effectively. We are agreeable to the request and recommend accordingly.

Recommendation 3

- 63.24 **We recommend the creation of a grade of Procurement and Supply Officer. Appointment thereto, should be made by promotion, on the basis of experience and merit, from officers in the grade of Assistant Procurement and Supply Officer who reckon at least two years' service in a substantive capacity in the grade.**
- 63.25 Incumbent would be required, *inter alia*, to be responsible for the preparation of requisitions in consultation with the Resident Manager; organise and manage procurement and supply activities; be responsible for the maintenance of proper system of control over procurement, supply, warehousing and stock control operations; and ensure that all adequate safeguards against the risks of fire, theft, deterioration and damage exist and that all items are stored in good condition.

Human Resource Officer/Senior Human Resource Officer

Recommendation 4

- 63.26 **We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a**

major component from a recognised institution or an equivalent qualification acceptable to the Board should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

Resident Manager

63.27 The Resident Manager is responsible for the administration and development of the two islands of Agalega including the maintenance of order and discipline and promoting the welfare of the inhabitants.

63.28 In the previous Report, recommendation was made to provide the Resident Manager with appropriate means of commutation since incumbent has no fixed hours of work and is expected to be available at all times in the performance of his duties. Considering the topography of the Island and the nature of duties performed, we are maintaining this provision.

Recommendation 5

63.29 We recommend that the Resident Manager should continue to be provided with appropriate means of commutation for both official and private purposes.

Inducement Allowance

63.30 An inducement allowance equivalent to 60% of monthly salary is presently being paid to Mauritian Officers posted to Agalega Islands on a contract basis. We are maintaining the allowance.

Recommendation 6

63.31 We recommend that an inducement allowance equivalent to 60% of the monthly salary should be paid to officers on contract employment posted to Agalega Islands.

63.32 We also recommend that the monthly inducement allowance payable to these officers be pro-rated with respect to the duration of their stay in these islands.

Disturbance Allowance

63.33 Officers domiciled in Mauritius are also required to serve in Agalega and St. Brandon on a tour of service which varies from four to six months. These officers are presently being paid a monthly disturbance allowance of 60% of their gross salary. We are maintaining the allowance.

Recommendation 7

63.34 We recommend that a monthly disturbance allowance equivalent to 60% of gross salary (basic salary plus salary compensation at approved rates) should be paid to officers on a tour of service in Agalega and St. Brandon.

63.35 We also recommend that the monthly disturbance allowance payable to these officers be pro-rated with respect to the duration of their stay in these islands.

63. OUTER ISLANDS DEVELOPMENT CORPORATION

SALARY SCHEDULE

OIC 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375

General Worker

OIC 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450

Caretaker
Childcare Assistant
Facilitator Pre-Primary
formerly Preschool Assistant
Handy Worker
Office Assistant

OIC 3 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825

Shop Assistant
Tradesman's Assistant

OIC 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050

Office Attendant

OIC 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575

Boatman

OIC 6 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200

Driver
Driver/Office Attendant
Shopkeeper

63. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

- OIC 7 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Field Supervisor
- OIC 8 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Tradesman
- OIC 9 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Head Office Attendant
- OIC 10 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Telephone Operator/Receptionist
- OIC 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Driver (Heavy Mechanical Unit)
- OIC 12 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300**
Support Officer
- OIC 13 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Clerk Assistant
- OIC 14 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**
Assistant Stores Officer (Personal)
Store/Indent Officer
- OIC 15 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Purchasing and Marketing Assistant
- OIC 16 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk (Personal)
Clerk/Word Processing Operator

63. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

- OIC 17 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Foreman
- OIC 18 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Data Records Officer
- OIC 19 : Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Maintenance Technician
- OIC 20 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Works Officer
- OIC 21 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Public Relations Officer
- OIC 22 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Accounts Officer
Assistant Procurement and Supply Officer
Assistant Agricultural Development Officer
formerly Field Supervisor
- OIC 23 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Office Coordinator
- OIC 24 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Social Worker
- OIC 25 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- OIC 26 : Rs 21000 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Senior Maintenance Technician
-

63. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

- OIC 27 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Procurement and Supply Officer (New Grade)
- OIC 28 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- OIC 29 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Administrative Assistant
Fisheries Officer
Safety and Health Officer/ Welfare Officer
- OIC 30 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Accounts Officer/Senior Accounts Officer
Purchasing and Marketing Officer/Senior Purchasing and Marketing Officer
- OIC 31 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Assistant Resident Manager
- OIC 32 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Agricultural Development Officer
- OIC 33 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Development Officer
Administrative Officer (New Grade)
Coordinator, Social Work (New Grade)
- OIC 34 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Accountant/Senior Accountant
Administrative Manager (Personal)
Internal Auditor/Senior Internal Auditor
- OIC 35 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Engineer/Senior Engineer

63. OUTER ISLANDS DEVELOPMENT CORPORATION (Contd)

OIC 36 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950
Resident Manager

**OIC 37 : Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 –
80000 x 3000 – 86000**
Deputy General Manager

OIC 38 : Rs 101000
General Manager



64. PRIVATE SECONDARY SCHOOLS AUTHORITY

- 64.1 The Private Secondary Schools Authority, a body corporate established under the Private Secondary Schools Authority (PSSA) Act No 20 of 1976, operates under the *aegis* of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research. Its main responsibilities are, *inter alia*, the registration of private secondary schools along with their respective Managers, Rectors as well as the teaching and non-teaching staff, and the payment of grants properly accruing to schools. The PSSA also ensures that the terms and conditions of staff in the Private Secondary Schools are in conformity with existing regulations.
- 64.2 The aim of PSSA is to ensure that education is imparted in an environment conducive to effective learning and as at date, 111 private secondary schools are registered with the PSSA.
- 64.3 The organisation structure of the PSSA comprises different sections, namely, Administration, Finance, Stores, Information Technology and Registration. The PSSA is managed by a Board. It is headed by a Director, who is responsible for the execution of the policy of the Authority and the control and management of its day-to-day business, and is staffed by employees belonging to the professional, technical and workmen's cadres.
- 64.4 In the context of its Programme 2015-2019 - Achieving Meaningful Change, Government will review the legal and institutional framework of the management and operation of Private Secondary Schools and revisit the role and function of the PSSA. In this respect and to be in line with the vision of Government, the PSSA is proposing a new organisation structure to respond to the new changes in this sector and meet the needs and expectations of all stakeholders.
- 64.5 The Management of the PSSA proposes to adopt a phased approach in the implementation of the proposed organisational structure by creating sections namely: Human Resource Management Development (HRMD) Section; Project Implementation and Monitoring (PIM) Section and Communication and PR Unit with appropriate grade/staff complement. Request has been made for the provision of several grades including IT Technician on the establishment of the Authority. The Representatives of the Ministry of Education, Human Resources, Tertiary Education and Scientific Research have, during the management meeting, informed that the Ministry concurs with the proposals of the Management of the PSSA. The staff side, on the other hand, have requested for alignment of the Finance, Human Resource and Procurement cadres along similar lines as in the civil service together with the inclusion of the grades of Office Management Assistant and Management Support Officer in the Report.

64.6 The Bureau has analysed the submissions of parties concerned and considers that the organisation structure which dates back to 1976 no longer serves its purpose due to the new exigencies in the education sector. We view that the redesign of the organisation structure is imperative to enable the Authority to meet its current and future operational requirements as well as to attain the objectives set by the Government.

Human Resource Management and Development Section

64.7 The PSSA currently caters for some 120 staff members as well as 5088 teaching staff and 2170 non teaching staff of Private Secondary Schools. With this staff strength, the organisation needs an innovative structure for HR delivery and that as a strategic partner to drive organisational efficiency. With a view to ensuring that, amongst others, recruitment and appointment of teaching and non-teaching staff; determination of staff entitlement, approval of applications for Head of Department/Section Leaders and managing other HR issues of staff of grant aided Private Secondary Schools and the PSSA, are dealt with in a professional, efficient and effective manner, we are providing for a two-level structure to service the Human Resource Management and Development Section.

Human Resource Management Officer (New Grade)

Recommendation 1

64.8 We recommend the creation of a grade of Human Resource Management Officer on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates possessing a Degree in Human Resource Management from a recognised institution and reckoning at least two years' post qualification experience in the field.

64.9 The Human Resource Management Officer would be, *inter alia*, required to: assist in the implementation of human resource strategies, policies and practices; provide support in making the most effective use of human resources so as to achieve the PSSA's corporate goals and objectives; ensure that Human Resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably; deal with matters relating to recruitment and selection of employees, including appointment, promotion, retirement, training, discipline etc.; and draft schemes of service and revising existing ones to meet organisational needs.

Human Resource Officer (New Grade)

Recommendation 2

64.10 We recommend the creation of a grade of Human Resource Officer on the establishment of the Private Secondary Schools Authority. Appointment

thereto should be made by selection from among candidates holding a Diploma in Human Resource Management from a recognised Institution.

- 64.11 Incumbent would be required, *inter alia*, to provide advice in accordance with standing rules and regulations on matters relating to the management of human resources; assist in the implementation of human resource policies so that all officers are treated fairly and equitably; review staffing requirements in terms of number of staff and skill levels through regular manpower assessments; assist on the determination of human resource needs in terms of number and levels of responsibility through proper planning and forecasting and to prepare budget proposals; draft and process Schemes of Service; assist in the identification of training needs and in mounting appropriate training courses; maintain an up-to-date Human Resource Management Information System; and promote good employee relations and staff welfare.

Project Implementation and Monitoring Section

- 64.12 With a view to ensuring that the overall implementation, management and coordination of educational and other projects are effected properly, we are providing for a grade of Project Coordinating Officer to service the Project Implementation and Monitoring Section.

Project Coordinating Officer (New Grade)

Recommendation 3

- 64.13 **We recommend the creation of a grade of Project Coordinating Officer on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates possessing a degree in Management from a recognised Institution.**
- 64.14 Incumbent would be required, *inter alia*, to: be responsible for the effective overall implementation, management and coordination of educational and other projects; be the focal point between Manager/Rector of Private Secondary Schools, PSSA and other appropriate organisations regarding project implementation; advise Managers/Rectors of Private Secondary Schools on all aspects regarding projects and provide information as necessary; work with respective Ministries/Departments for implementation of national and sector-specific policies, strategies, practices and other Reports/Documents; report on bottlenecks and constraints in implementation of project/programme and recommend remedial actions; and monitor the performance of schools.

Communication and PR Unit

64.15 The Communication and PR Unit will have a crucial role in dealing with matters pertaining to students. It will cater for the provision of appropriate advice and assistance to parents and the public along with dealing with complaints and queries; professional guidance, counselling and psychological support to students; and assistance to students requiring special attention. Management has submitted that the unit be staffed with new grades of Public Relations Officer, Educational Psychologist and Educational Social Worker which we are providing.

Public Relations Officer (New Grade)

Recommendation 4

64.16 We recommend the creation of a grade of Public Relations Officer on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates holding a Diploma in Communication from a recognised institution and reckoning at least five years' experience in public relations/communication.

64.17 Incumbent would be required, *inter alia*, to: communicate with all stakeholders including the general public, potential and existing students of Private Secondary Schools and with other institutions on a variety of educational issues; be responsible for all media matters; prepare public relations materials; develop the Authority's public profile; and assist in the organisation of seminars and workshops; implement and coordinate educational projects.

Educational Psychologist (New Grade)

Recommendation 5

64.18 We recommend the creation of a grade of Educational Psychologist on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates possessing a Degree in Psychology from a recognised Institution.

64.19 Incumbent would be required, *inter alia*, to give psychological advice to educators of private secondary schools; conduct in-service courses for private secondary schools staff after school hours and during school holidays in collaboration with Educational Social Workers; advise parents by way of visits, talks, pamphlets, booklets, guidelines; support, organise and co-ordinate remedial and special education programmes in schools; promote mental health programmes at school and counselling at secondary levels; help in the elaboration of psycho-pedagogical tools; collect and update data; and ensure upkeep of record on relevant cases.

Educational Social Worker (New Grade)

Recommendation 6

- 64.20 We recommend the creation of a grade of Educational Social Worker on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates possessing a Diploma in Social Work from a recognised institution.**
- 64.21 Incumbent will be required, *inter alia*, to assist, support and collaborate with Educational Psychologist in day-to-day activities and deal with minor recurrent issues; liaise with the school, the community, and Educational Psychologists to identify cases of children needing special attention; establish link between home, school and community or other relevant institutions in respect of children suffering from social, emotional and behavioural problems; visit students' families and provide practical assistance; provide group/individual counselling in school premises; and work in collaboration with heads of schools to address problems of school violence, absenteeism and drop outs.

IT Technician (New Grade)

- 64.22 With the growing usage of Information Technologies (IT) in schools, the grade of IT Technician was created for Private Secondary Schools. The representatives of PSSA and the Ministry of Education and Human Resources, Tertiary Education and Scientific Research (MOE, HR, TE and SR) have informed that the implementation of the recommendation made in the 2013 PRB Report calls for rationalisation as in the Civil Service there is a pool of 10 IT Technicians serving some 62 State Secondary Schools and 215 primary schools. Request has, therefore, been made that a pool of IT Technician be recruited on the establishment of PSSA to service both the Authority and Private Secondary Schools along with the abolition of the grade of Computer Officer. With a view to ensuring optimum use of human resources the Bureau concurs with the proposal of both the PSSA and MOE, HR, TE and SR and is making appropriate recommendation.

Recommendation 7

- 64.23 We recommend the creation of a grade of IT Technician on the establishment of the Private Secondary School Authority. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Information Technology or a related field.**
- 64.24 Incumbent would be required, *inter alia*, to be responsible, for the maintenance, repair and administer the ICT equipment including all related peripherals; ensure the proper maintenance and repairs of ICT equipment; provide general technical guidance and support to end-users; devise appropriate systems of security in relation to hardware and software; advise on the purchase of spare parts for ICT equipment; maintenance and repair all

electrical/electronic teaching aids; liaise with suppliers for repairs and/or maintenance of ICT equipment; and troubleshooting network problems.

64.25 We further recommend that with the creation of the grade of IT Technician on the establishment of the PSSA, the grade of Computer Support Officer should be abolished.

64. PRIVATE SECONDARY SCHOOLS AUTHORITY

SALARY SCHEDULE

PSSA 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
PSSA 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
		Handy Worker
PSSA 3	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
		Security Guard
PSSA 4	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Gardener Office Attendant
PSSA 5	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000
		Senior Gardener
PSSA 6	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant
PSSA 7	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Binder
PSSA 8	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Senior/Head Office Attendant

64. PRIVATE SECONDARY SCHOOLS AUTHORITY (Contd)

- PSSA 9 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- PSSA 10 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
- PSSA 11 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
- PSSA 12 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Senior Word Processing Operator
- PSSA 13 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- PSSA 14 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Assistant Procurement and Supply Officer
Executive Officer (Personal to officers in post as at 31.12.15)
Statistical Officer
- PSSA 15 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- PSSA 16 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Computer Officer
Financial Officer
Higher Executive Officer
Procurement and Supply Officer
- PSSA 17 : Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Educational Social Worker (New Grade)

64. PRIVATE SECONDARY SCHOOLS AUTHORITY (Contd)

- PSSA 18 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer (New Grade)
Public Relations Officer (New Grade)
- PSSA 19 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
IT Technician (New Grade)
- PSSA 20 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
- PSSA 21 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Assistant Manager, Financial Operations
- PSSA 22 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Assistant
Project Coordinating Officer (New Grade)
- PSSA 23 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Analyst
Educational Psychologist (New Grade)
- PSSA 24 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Internal Auditor
Human Resource Management Officer (New Grade)
- PSSA 25 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Supervisor/Senior Supervisor
- PSSA 26 : Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Manager, Financial Operations
- PSSA 27 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Principal Supervisor

64. PRIVATE SECONDARY SCHOOLS AUTHORITY (Contd)

**PSSA 28 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 –
74350**

Finance Manager

**PSSA 29 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 –
83000**

Secretary

PSSA 30 : Rs 72400 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000

Deputy Director

PSSA 31 : Rs 110000

Director



65. PUBLIC OFFICERS' WELFARE COUNCIL

- 65.1 The Public Officers' Welfare Council (POWC) was established under Act No. 28 of 1992. As a body corporate, it operates under the *aegis* of the Ministry of Civil Service and Administrative Reforms and is managed and administered by a Board.
- 65.2 With a mandate to promote the welfare of public officers and their families, the POWC envisions to complement efforts towards building a modern and efficient public service equipped to respond to the challenges of the day. In this context, the Council organises regularly cultural, educational, recreational, sports and leisure activities for public service staff and their families.
- 65.3 The Council is structured with the grades of Organising Secretary, Senior Officer and Clerk/Word Processing Operator. However, all officers serving the Council are posted on secondment from the MCSAR. Consequently, during consultations, Management of the POWC was advised to come up with a proper organisational structure with specific departmental grades instead of having grades on secondment. Pending a re-organisation of the Council, we are not bringing any change to the present arrangement.

65. PUBLIC OFFICERS' WELFARE COUNCIL

SALARY SCHEDULE

- POWC 1 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- POWC 2 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Senior Officer
- POWC 3 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Organising Secretary



66. RABINDRANATH TAGORE INSTITUTE

- 66.1 The Rabindranath Tagore Institute (RTI) is a body corporate, set up by Act No. 48 of 2002 with the objects to: establish, as a tribute to Rabindranath Tagore, a centre of studies of Indian culture and traditions; and promote education and culture generally.
- 66.2 Its vision is to create a brilliant future by enriching its competence and enhancing the quality of life with scholarly engagement in education, culture, research and outreach. The RTI currently offers tertiary level programmes in Film Production, Arts and Crafts and Dramatic Arts, among others.
- 66.3 At present, the post of Director (RTI) is vacant and a member of staff from the MGI is acting as Officer-in-Charge. She is supported in her tasks by a complement of staff in substantive as well as contractual positions.
- 66.4 In the context of this Review, representations have been received for the creation of the grades of Management Support Officer and Office Management Assistant. During consultation, Management was informed that the two grades can be created upon the Board's approval prior to the publication of this Report since provision has already been made in Vol 2 Part II of the EOAC Report 2013 for their creation. Parties were also informed that grades which are urgently required would be graded by the Bureau on an ad hoc basis well before and even after the publication of this Report, once the parent Ministry conveys its approval and the proposed schemes of service are in order.
- 66.5 After examining all the submissions, we are, in this Report, maintaining the present structure and restyling the grade of Assistant Lecturer/Lecturer to Lecturer. We are also maintaining the grant of additional increments for academic achievement.

Academic Achievement

- 66.6 At present, Lecturers *formerly Assistant Lecturer/Lecturer*, who have improved their qualifications and shown achievements within their academic field are granted additional increments. We are maintaining this provision.

Recommendation

- 66.7 **We recommend that Lecturers *formerly Assistant Lecturer/Lecturer* holding a PhD and/or a Master's degree and reckoning academic attainment through published research, teaching, administrative contributions and publications and having stayed on top of their revised 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.**

66.8 For the purpose of implementation of the above paragraph, the new salary point reached by virtue of the provision made at paragraph 10.40 of Volume 1 of this Report shall be deemed to be the new top salary.

66. RABINDRANATH TAGORE INSTITUTE

SALARY SCHEDULE

RTI 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
RTI 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
		Handy Worker
RTI 3	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Gardener/Nursery Attendant
RTI 4	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant
RTI 5	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Electrician
RTI 6	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Receptionist/Telephone Operator
RTI 7	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
		Clerk/Word Processing Operator
RTI 8	:	Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
		Accounts Clerk

66. RABINDRANATH TAGORE INSTITUTE (Contd)

- RTI 9 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- RTI 10 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Library and Documentation Officer
- RTI 11 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
- RTI 12 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Lecturer
formerly Assistant Lecturer/Lecturer
- RTI 13 : Rs 101000**
Director (Rabindranath Tagore Institute)



67. RAJIV GANDHI SCIENCE CENTRE TRUST FUND

- 67.1 Operating under the *aegis* of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research, the Rajiv Gandhi Science Centre Trust Fund (RGSCF) was established under Act No. 6 of 1994. It aims to be a centre of excellence in the communication and promotion of science and technology.
- 67.2 In fulfilling its mission to serve as a centre for non-formal education while promoting science and technology among the population through various media, the RGSCF envisions, among others, to create an awareness for science and technology and its impact in society and encourage creativity and innovation particularly among young people.
- 67.3 To be in line with the global trends in science and technology as well as realising the vision of the Government to boost science popularisation, encourage scientific research and develop the critical mass of scientists in economic pillars of the country, the RGSCF has devised various strategies namely, the development of new exhibits on emerging areas in science and technology; organising lectures, seminars and workshops for various target groups; acquisition and dissemination of latest information in science and technology; and collaboration with like-minded local/international institutions.
- 67.4 The RGSCF is headed by a Director who is responsible for the control and management of the Centre as well as the execution of the policy of the Board. He is supported in his task by a complement of personnel in professional, technical and other occupational categories.
- 67.5 With a view to enabling the RGSCF to better fulfil its mandate, we are, in this Report, reinforcing the organisation structure with the creation of a few grades, enlarging a few schemes of service, merging the grades of Resource Officer and Senior Resource Officer as well as abolishing a few other grades.

Deputy Director

- 67.6 At present appointment to the grade of Deputy Director is made by selection from among Manager/Curators reckoning at least five years' service in a substantive capacity in the grade. Management has reported that, in order to attract more experienced candidates from like-minded institutions in the country, the selection exercise should be carried out through open competition.
- 67.7 The Bureau, however, is of the view that changing the mode of appointment may not be appropriate as the grade of Deputy Director is a promotional route for serving Manager/Curators in the organisation. Keeping this in view, the Bureau is making provision for a new mode of appointment to address the issue.

Recommendation 1

67.8 We recommend that recruitment to the grade of Deputy Director should continue to be made by selection from among Manager/Curators of the RGSC TF reckoning at least three years' service in a substantive capacity in the grade. In the absence of qualified serving officers, recruitment should be made from among outside candidates possessing a Degree in a science subject or in Engineering, a post-graduate degree in a science subject or in Engineering and reckoning at least five years' experience in either public or private sector in the field of science and technology.

Manager (Planetarium) (New Grade)

67.9 Following a memorandum of understanding between the National Council of Science Museums, Government of India and the RGSC TF, Government decided to relocate the planetarium with a view to decentralising the activities of the Centre. Since the planetarium will be another separate unit operating under the *aegis* of the RGSC TF, there is need for a grade to head the unit. We are recommending accordingly.

Recommendation 2

67.10 We recommend the creation of the grade of Manager (Planetarium) on the establishment of the RGSC TF. Appointment, thereto, should be made by selection from among candidates possessing a Masters' Degree in Physics, Astrophysics or Astronomy or an equivalent qualification. Incumbent in the grade of Manager (Planetarium) may be required to work outside normal working hours including Saturdays, Sundays and public holidays. This element has been taken into consideration in arriving at the salary determined for the grade.

67.11 Incumbent would be required, *inter alia*, to lead Astronomy Education/demonstration/dissemination programmes, overview the proper functioning of the planetarium premises and report any problem or make suggestions to the Director of RGSC TF; and create/mount special programmes to highlight any celestial phenomena occurring in the southern hemisphere that is visible/ of concern to Mauritius.

Resource Officer/Senior Resource Officer formerly Senior Resource Officer Resource Officer

67.12 At present, there exists the grades of Senior Resource Officer and Resource Officer at the Centre. Incumbents in both grades would be performing more or less similar duties. In line with the policy of the Bureau for delayering and avoiding overlapping of duties, we are merging and restyling these two grades to better reflect the nature of duties and responsibilities shouldered by the incumbents.

Recommendation 3

67.13 We recommend that the grades of Resource Officer and Senior Resource Officer at the RGSCTF be merged and restyled Resource Officer/Senior Resource Officer. Incumbent in the merged grade would be required to perform the duties of the Resource Officer as well as those of the Senior Resource Officer. This element has been taken into consideration in arriving at the salary recommended for the grade.

Assistant Resource Officer (New Grade)

67.14 The Department of Education has a Manager/Curator (Education) as Head of Department who is supported by officers in the grade of Resource Officer. Management has submitted that with the increasing demand to conduct both in-house and outreach activities, there is need to provide the department with an additional support grade to which we are agreeable.

Recommendation 4

67.15 We recommend the creation of the grade of Assistant Resource Officer on the establishment of the RGSCTF. Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate with a pass at "Principal Level" in at least two science subjects (Physics, Chemistry or Biology) obtained on one certificate or passes in at least two science subjects (Physics, Chemistry or Biology) obtained on one certificate at the GCE "A" Level or an equivalent qualification.

67.16 Incumbent would be required, among others, to explain exhibitions to visitors; assist in organising and conducting non-formal educational programmes; support in the development of teaching aids and science kits; and carry out research work related to Science and Technology.

IT Officer (New Grade)

67.17 With the advent of new technologies and in light of increasing developments in the electrical, electronics and information technology/systems sector for science centres, Management has requested that there is an urgent need to equip sufficiently the IT department with the adequate human resources. Based on the vision of the Centre and future technical developments, we subscribe to the request and we are recommending accordingly.

Recommendation 5

67.18 We recommend the creation of the grade of IT Officer on the establishment of the RGSCTF. Appointment thereto, should be made by selection from among candidates possessing a Degree in Computer Science, Computer Engineering or Information Systems from a recognised institution or equivalent.

67.19 Incumbent would, among others, be required to assist the Manager/Curator (Electrical/Electronics/IT) in the management of the IT Unit; assist and advise the Manager/Curator (Electrical/Electronics/IT) in all IT-related matter/projects; ensure timely execution of all IT works, repairs, maintenance, installation and commissioning; and develop, maintain and protect an effective computerised information system for the development of databases and softwares.

Exhibition Officer

67.20 At present, appointment to the grade of Exhibition Officer is made by selection from among candidates possessing a degree in Commercial Art. Management has submitted that with the present qualifications requirement, duties related to exhibitions are hampered as incumbent is called upon to perform a multitude of tasks. Consequently, proposal has been made to enlarge the scheme of service of the grade of Exhibition Officer with a view to encompassing a wider range of qualifications geared towards exhibition development capabilities and competencies.

Recommendation 6

67.21 We recommend that, the scheme of service of the grade of Exhibition Officer be enlarged such that appointment thereto, should, henceforth, be made by selection from among candidates possessing a Degree in the field of Commercial Arts/Fine Arts/Visual Arts/Applied Arts and reckoning at least two years' working experience. Candidates should also be proficient in graphic design, sculpture, 3D modelling and installation.

Senior Procurement and Supply Officer (New Grade)

Assistant Procurement and Supply Officer (New Grade)

67.22 One area of the Centre that requires an urgent remedial action is the stores management and inventory control. Procurement is an important component of this activity-oriented Centre. However, there is lack of dedicated officers to handle such activities. Management has reported that the Auditor's Report has also highlighted this shortcoming.

67.23 Management has also laid emphasis on the fact that the post of Procurement and Supply Officer was advertised twice but no candidate could be recruited. With a view to enhancing service delivery and to induce people to join this cadre, we are strengthening the structure of the Procurement and Supply Unit.

Recommendation 7

67.24 We recommend the creation of the grade of Senior Procurement and Supply Officer on the establishment of the RGSCF. Appointment thereto, should be by promotion, on the basis of experience and merit, of officers in the grade of Procurement and Supply Officer at the RGSCF who reckon at least two

years' service in a substantive capacity in the grade and who possess a Diploma in Purchasing and Supply Management from a recognised institution.

67.25 Incumbent would be required, *inter alia*, to organise and manage the procurement and supply activities; perform procurement, store keeping, and stock control duties in accordance with the provisions laid down in approved rules and procedures; assist in the appraisal and review exercises related to procurement, supply and warehouse operations; and prepare bids as per approved procedures.

67.26 We further recommend the creation of the grade of Assistant Procurement and Supply Officer on the establishment of the RGSC TF. Appointment thereto, should be made from among candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" and reckoning at least two years' experience in procurement and supply duties.

67.27 Incumbent would, among others, be required, to perform procurement, store keeping and stock control duties in accordance with regulations in force; carry out daily test checks and report any discrepancy arising out of loss, shortage, deterioration, surplus; assist in the verification that physical quantities tally with quantities in stores ledger; and assist in any assignment related to procurement, supply and warehousing operations.

Internal Control Officer (New Grade)

67.28 Management has reported that successive Auditor's Reports and even the Office of Good Governance have highlighted the weaknesses in proper control of all processes in the Centre and have recommended the creation of a grade of Internal Control Officer whereby incumbent would work independently of all Departments, act as a watchdog for good governance and report directly to the Director about any observations and remedial actions to be taken. We are, therefore, making appropriate recommendation.

Recommendation 8

67.29 We recommend the creation of the grade of Internal Control Officer on the establishment of the RGSC TF. 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) and Paper F4 of Fundamentals (Skills) or have obtained the Certificate in Business Accounting (Foundation Level) of the CIMA Examination (New Syllabus) or an equivalent qualification.

67.30 Incumbent would be required, *inter alia*, to audit the finance, stores and other sites of the Centre; draft queries, memorandum or inspection reports arising out of the examination of the accounts and ensure that the Director is informed promptly of explanations; and supervise, undertake and examine annual statements and draft reports thereon.

Exhibit Fabricator (New Grade)

67.31 Management has submitted that there is an increasing demand from other organisations to provide them with exhibits/exhibitions fabricated by the RGSCTF. Also, the core activity of the Mechanical Engineering Department should be related to exhibit development. Thus, there is need to have a grade whereby incumbents would be doing the exhibit fabrication using different materials and appropriate techniques. We have examined the requests and we are making necessary provision to this effect.

Recommendation 9

67.32 We recommend the creation of the grade of Exhibit Fabricator on the establishment of the RGSCTF. Appointment thereto, should be made by selection from among candidates possessing a Certificate of Primary Education and NC level 3 in at least 2 different trades issued by the MITD or equivalent qualification.

67.33 Incumbent would be required, among others, to fabricate exhibits with a view to demonstrating scientific principles under the supervision of the Maintenance and Development Officer (Mechanical); maintain exhibits that suffer damage due to visitors' interaction; carry out the necessary measurements and calculations of the trade; and search the local market for low cost items/materials to be used for fabrication of exhibits.

Abolition of Grades

67.34 At present, the grades of Technical Officer (Electronics) and Technical Officer (Exhibition) are vacant and Management has submitted that they would no longer be required.

Recommendation 10

67.35 We recommend that the grades of Technical Officer (Electronics) and Technical Officer (Exhibition) at the RGSCTF be abolished.

On-Call Allowance

67.36 Officers in the grades of Manager/Curator, Exhibition Officer and Resource Officer/Senior Resource Officer *formerly Resource Officer and Senior Resource Officer* who are assigned the responsibility of allocating tasks and overseeing the smooth running of the Centre during weekends and public holidays are, presently, granted

an all-inclusive on-call allowance. As this arrangement will continue, we are maintaining this provision.

Recommendation 11

67.37 We recommend that officers in the grades of Manager/Curator, Exhibition Officer and Resource Officer/Senior Resource Officer *formerly Senior Resource Officer and Resource Officer* who are assigned the responsibility of allocating tasks and over-viewing the smooth running of the RGSC TF during weekends and public holidays be paid all-inclusive on-call allowance as hereunder:

On-Call	Manager/ Curator Rs	Exhibition Officer Rs	Resource Officer/Senior Resource Officer <i>formerly Senior Resource Officer and Resource Officer</i> Rs
Saturdays 1000 hours to 1630 hours	660	530	530
Sundays/Public Holidays 1000 hours to 1630 hours	800	640	640

67. RAJIV GANDHI SCIENCE CENTRE TRUST FUND

SALARY SCHEDULE

RGSC 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375

General Worker

RGSC 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450

Handy Worker (Future Holder)

RGSC 3 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575

Security Guard

RGSC 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050

Gardener
Office Attendant (Personal)

67. RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd)

RGSC 5 : Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475

Handy Worker (Personal)

RGSC 6 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975

Carpenter
Electrician
Fitter
Painter
Welder

RGSC 7 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525

Receptionist/Telephone Operator

RGSC 8 : Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525

Tradesman /Senior Tradesman
formerly Tradesman/Senior Tradesman (Electronics)

RGSC 9 : Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525

Exhibit Fabricator (New Grade)
Multi-skilled Trades Worker

RGSC 10: Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525

Driver/Handy Worker

RGSC 11 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400

Exhibition Assistant
Word Processing Operator

RGSC 12 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Clerk/Word Processing Operator

RGSC 13 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950

Technical Assistant

67. RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd)

- RGSC 14 :** Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725
Assistant Resource Officer (New Grade)
- RGSC 15 :** Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Management Support Officer (New Grade)
- RGSC 16 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Assistant Financial Officer
Assistant Procurement and Supply Officer (New Grade)
Executive Officer (Personal)
- RGSC 17 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Internal Control Officer (New Grade)
- RGSC 18 :** Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Confidential Secretary
- RGSC 19 :** Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Financial Officer
Procurement and Supply Officer
- RGSC 20 :** Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850
Senior Procurement and Supply Officer (New Grade)
- RGSC 21 :** Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425
Maintenance and Development Officer
- RGSC 22 :** Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450
Administrative Officer
- RGSC 23 :** Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450
Exhibition Officer
IT Officer (New Grade)

67. RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Contd)

RGSC 24 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Accountant

RGSC 25 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700

Resource Officer/Senior Resource Officer
formerly Senior Resource Officer
Resource Officer

RGSC 26 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Manager/Curator (Education)
Manager/Curator (Electrical/Electronics/IT)
Manager/Curator (Mechanical Engineering)
Manager (Graphics and Exhibition)
Manager (Planetarium) (New Grade)

RGSC 27 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000

Deputy Director

RGSC 28 : Rs 101000

Director



68. RIGHTS MANAGEMENT SOCIETY

- 68.1 The Rights Management Society (RMS) which operates under the *aegis* of the Ministry of Arts and Culture has been established under Section 43 of the Copyright Act 2014. It has replaced the former Mauritius Society of Authors and as a Copyright Management Society has had its activities enlarged. The main objects and functions of the RMS, amongst others, are to collectively manage rights which may include the rights of authors or owners of Copyright under the Copyright Act 2014; and represent and defend the interests of its members in Mauritius and abroad.
- 68.2 The RMS is managed by a Board and headed by a Director who is responsible for the implementation of the policy of the Board and its day-to-day management. The present organisation structure of the RMS comprises the Administrative and the Technical Divisions of the former MASA. To deliver on its mandate effectively in line with the provisions of the new Copyright Act, it is considered that the organisation structure needs to be re-engineered.
- 68.3 In the context of this review exercise, the staff side have represented that, there is need for a proper structure to enable the society to cater for the increasing demand for membership, to pursue the expansion of its activities in line with the new Copyright Act, to maintain sustained dynamism; and to have a better enforcement of the provision of the Act. The Management of RMS had in response to the Bureau's Circular dated 09 January and 05 March 2015 conveyed the proposal of its Board requesting the Bureau to align the salary scales of employees at the RMS to those of similar position in other Parastatal Bodies.
- 68.4 During meeting at the Bureau, both the Ministry of Arts and Culture and Management of RMS were sounded on the proposals from the staff side requesting for the creation of numerous dedicated grades and were advised to review their initial proposal at the RMS Board level. However, Management of the RMS has, in view of the short lapse of time for the publication of this Report, submitted that the prevailing organisation structure be maintained and the salaries be aligned with corresponding grades across Parastatal Bodies. Management has also informed that the Board has decided to review all schemes of service of its employees.
- 68.5 We are, therefore, maintaining the present organisational structure while restyling the grade of Director-General to Director to be in line with the Copyright Act 2014.

68. RIGHTS MANAGEMENT SOCIETY**SALARY SCHEDULE**

- RMS 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Office Attendant
- RMS 2 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- RMS 3 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephonist
- RMS 4 : Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Licensing Officer (Personal)
- RMS 5 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (RMS)
- RMS 6 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Senior Officer (RMS)
- RMS 7 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Membership and Repertoire Officer
- RMS 8 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
- RMS 9 : Rs 95000**
Director
formerly Director-General



69. ROAD DEVELOPMENT AUTHORITY

- 69.1 The Road Development Authority (RDA), a body corporate established by Act No. 6 of 1998, operates under the *aegis* of the Ministry of Public Infrastructure and Land Transport. It became fully operational as from October 2001.
- 69.2 The Authority provides for a cost efficient mobility in comfort and safety to the Mauritian population and its economic operators throughout 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. It also aims to provide a reliable road network to support the main economic activities of the country through effective movement of people and goods.
- 69.3 The RDA provides new roads as an integral part of national development and being solely responsible for the construction, care, maintenance and improvement of motorways and main roads, *inter alia*, plans, designs and supervises the construction of roads intended to be classified as motorways and main roads; carries out or causes to be carried out the upgrading of motorways and main roads and their routine and periodic maintenance. The Authority also maintains existing bridges, tunnels and associated works on motorways and main roads; prepares and implements road development schemes; and conducts and coordinates research and investigation on material required for road construction.
- 69.4 The RDA is basically a technical organisation headed by professional Engineers and supported by administrative personnel. The main challenge of the Authority is, therefore, to manage efficiently its limited resources to further achieve its main objectives.
- 69.5 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 whereas the Internal Auditor is for the Audit Section.
- 69.6 The RDA is administered by a Board and is headed by the General Manager who is the executive head of the organisation, responsible for the implementation of the policies of the Board, for achieving the financial operating goals and ensuring the proper management and monitoring of the day-to-day affairs of the Authority. In the performance of his duty, the General Manager is assisted by a Deputy General Manager.

69.7 In the context of the present review exercise, no consultative meetings could be held with the Management of the Road Development Authority. In the given circumstances, we are maintaining the existing structure.

Human Resource Officer/Senior Human Resource Officer

Recommendation 2

69.8 We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report

69. ROAD DEVELOPMENT AUTHORITY

SALARY SCHEDULE

RDA 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375

General Worker

RDA 2 : Rs 14325 x 275 – 14875

Trainee Assistant Inspector of Works

RDA 3 : Rs 14325 x 275 – 15150

Trainee Surveyor

RDA 4 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075

Lorry Loader

RDA 5 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450

Handy Worker

69. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 6 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825**
Tradesman's Assistant
- RDA 7 : Rs 11200 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Stores Attendant
- RDA 8 : Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Handy Worker (Special Class)
- RDA 9 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575**
Security Guard
- RDA 10 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Herbicide Sprayerman
Office Attendant
- RDA 11 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000**
Plant and Equipment Operator
- RDA 12 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Survey Field Worker/Senior Survey Field Worker
- RDA 13 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
- RDA 14 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Field Supervisor
Leading Hand

69. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 15 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Blacksmith
Carpenter
Mason
Painter
Welder
- RDA 16 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- RDA 17 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- RDA 18 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Driver (Heavy Vehicles above 5 tons)
Driver (Mechanical Unit)
- RDA 19 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Laboratory Attendant
- RDA 20 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Senior Field Supervisor
Senior Leading Hand
- RDA 21 : Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**
Head Survey Field Worker
- RDA 22 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator (Personal to officers in post as at 31.12.15)
- RDA 23 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Assistant Foreman/Foreman (Personal)

69. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 24 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
- RDA 25 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Chief Blacksmith
Chief Carpenter
Chief Mason
Chief Painter
Chief Welder
Foreman
- RDA 26 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Senior Laboratory Attendant
- RDA 27 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Assistant Inspector of Works
Survey Technician
- RDA 28 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Senior Word Processing Operator
- RDA 29 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- RDA 30 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Procurement and Supply Officer (Personal)
Executive Officer (Personal to officers in post as at 31.12.15)
- RDA 31 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Office Supervisor
- RDA 32 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Technical Design Officer
- RDA 33 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Inspector of Works

69. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 34 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- RDA 35 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
Procurement and Supply Officer
- RDA 36 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant (New Grade)
- RDA 37 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- RDA 38 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Technician
Safety and Health Officer/Senior Safety and Health Officer
Technical Officer (Civil Engineering)
Technical Officer (Materials Testing Laboratory)
Technical and Mechanical Officer
- RDA 39 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Inspector of Works
Senior Technical Design Officer
- RDA 40 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Accounts Officer
Senior Procurement and Supply Officer
- RDA 41 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
- RDA 42 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Chief Inspector of Works
Senior Technical Officer (Civil Engineering)
Senior Technical Officer (Materials Testing Laboratory)

69. ROAD DEVELOPMENT AUTHORITY (Contd)

- RDA 43 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
Principal Technical Design Officer
- RDA 44 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Principal Procurement and Supply Officer
- RDA 45 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
- RDA 46 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Surveyor
Systems Administrator
- RDA 47 : Rs 28675 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Human Resource Management Officer
Internal Auditor
- RDA 48 : Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Materials Testing Officer
Principal Technical Officer (Civil Engineering)
Superintendent of Works
- RDA 49 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700**
Manager (Civil Engineering)
Senior Surveyor
- RDA 50 : Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700**
Chief Technical Design Officer
- RDA 51 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Accountant/Senior Accountant
formerly Accountant
- RDA 52 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Senior Manager (Civil Engineering)

69. ROAD DEVELOPMENT AUTHORITY (Contd)

RDA 53 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650

Administrative Manager

RDA 54 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450

Assistant Divisional Manager (Civil Engineering)
Head Surveyor

RDA 55 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350

Financial Manager

RDA 56 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000

Divisional Manager (Civil Engineering)

RDA 57 : Rs 89000 x 3000 – 95000

Deputy General Manager

RDA 58 : Rs 110000

General Manager



70. SEAFARERS WELFARE FUND

- 70.1 Operating under the *aegis* of the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands, the Seafarers' Welfare Fund (SeWF) is established as a body corporate under Act No 19 of 2008. It is administered and managed by a Board. The Secretary is the Chief Executive of the Fund.
- 70.2 In fulfilling its mission of promoting the social and economic welfare of seafarers in Mauritius, the SeWF envisions to provide welfare facilities to active and retired seafarers, as well as to their families.
- 70.3 The objectives of the SeWF are, among others, to assist and advise those responsible for providing welfare facilities and to ensure coordination between them; and manage the Fund and undertake such things as appear requisite and advantageous for the furtherance of the objects and functions of the Fund.
- 70.4 We are, in this review exercise, maintaining the current organisation structure which is appropriate.

70. SEAFARERS WELFARE FUND

SALARY SCHEDULE

- SeWF 1 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Care Attendant
- SeWF 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Word Processing Operator
- SeWF 3 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer
- SeWF 4 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575**
Welfare Liaison Officer
- SeWF 5 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- SeWF 6 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Secretary



71. SIR SEEWOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST

- 71.1 Established under Act No.10 of 1999, the Sir Seewoosagur Ramgoolam Botanic Garden Trust (SSRBGT) operates under the *aegis* of the Ministry of Agro-Industry and Food Security. The SSRBGT is responsible for the management, administration and maintenance of the Botanical Garden, the buildings and historical monuments found therein.
- 71.2 Its main objectives are to: care for the collection of plants and preserved plant materials found in the Garden; establish linkages with similar bodies along with research and extension institutions on matters pertaining to horticulture, biology and related activities appropriate to a botanic garden; and disseminate knowledge with respect to plant life through publications and other means.
- 71.3 Management of SSRBGT has made submissions for the creation of grades in the Administration and Technical Departments as well as for the merging of certain technical grades to allow the organisation to be equipped with qualified staff and also to meet its operational needs. On the basis of justifications provided for the above requests, the Bureau is making provision to allow the SSRBGT to fulfil its mandate efficiently and effectively.

Administrative Manager (New Grade)

- 71.4 In the context of this review, Management has proposed the creation of the grade of Administrative Manager against abolition of the grade of Administrative Secretary. Since the post of Administrative Secretary is vacant and that the Administrative Manager would be required to shoulder higher responsibilities, the Bureau is agreeable to the proposal.

Recommendation 1

- 71.5 **We recommend the creation of a grade of Administrative Manager. Appointment to the grade should be by selection from among candidates possessing a Degree in Administration or Management and reckoning at least three years' relevant experience.**
- 71.6 Incumbent would be required, *inter alia*, to be responsible for the proper administration and management of the SSRBGT and ensure the proper functioning of its activities; assist in the formulation of policies relating to industrial relations and ensuring that issues relating to discipline and grievance issues are promptly dealt with; act as Secretary to the Board and other committees set up by the Trust; initiate action and follow up on all legal matters pertaining to the Trust; and represent the Trust in Commissions, Tribunals and Courts.

**Technical Officer/Senior Technical Officer
formerly Technical Officer
Senior Technical Officer**

71.7 In order to align with similar organisations under the *aegis* of the same parent Ministry, Management has proposed to merge the grades of Technical Officer and Senior Technical Officer. The Bureau considers that with delayering and flatter structures, the focus is on an increased efficiency and customer responsiveness. We are, therefore, making appropriate recommendation to that effect.

Recommendation 2

71.8 We recommend that the grades of Technical Officer and Senior Technical Officer be merged and restyled Technical Officer/Senior Technical Officer.

Guide (New Grade)

71.9 At present, guide services at the Garden are provided by Freelance Guides. Management of SSRBGT has submitted that there is need to recruit Guides on the establishment of the organisation so as to provide professional and knowledgeable information on the Garden to all visitors. We are recommending accordingly.

Recommendation 3

71.10 We recommend the creation of a grade of Guide. Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate and having knowledge of another modern language would be an advantage.

71.11 Incumbent would be required, among others, to plan, organise and conduct educational activities for school children as well as other visitors; escort individual or groups around the garden, tour points of interest and respond to questions; monitor visitor's activities in order to ensure compliance with establishment regulation and safety practices; get information from all sources and explain or translate the information; and distribute brochures, show audiovisual presentations and explain establishment processes and operations at tour sites.

71. SIR SEEWOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST FUND

SALARY SCHEDULE

**SSRBGT 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260
– 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker

71. SIR SEEWOOAGUR RAMGOOLAM BOTANIC GARDEN TRUST (Contd)

- SSRBGT 2 : Rs 9050 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825**
General Handy Worker (Roster)
- SSRBGT 3 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075**
Gateman (Personal) (ex-Tobacco Board)
- SSRBGT 4 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Stores Attendant
- SSRBGT 5 : Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825**
Handy Worker (Roster)
- SSRBGT 6 : Rs 17330**
Safety and Health Officer (Part-Time)
- SSRBGT 7 : Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Assistant Handy Worker (Skilled)
- SSRBGT 8 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Gardener/Nursery Attendant
Insecticide Sprayer Operator
Office Attendant
Stockman
Woodcutter
- SSRBGT 9 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000**
Senior Gardener/Nursery Attendant
- SSRBGT 10 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- SSRBGT 11 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Field Supervisor

71. SIR SEEWOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST (Contd)

- SSRBGT 12 :** Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
Handy Worker (Skilled)
- SSRBGT 13 :** Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
Head Gardener/Nursery Attendant
- SSRBGT 14 :** Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
Driver (Lorries above 5 Tons, Heavy Mechanical Unit, Heavy Tractors)
- SSRBGT 15 :** Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075
Ticket/Sales Officer (Roster)
- SSRBGT 16 :** Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850
Ticket/Sales Officer (Personal)
- SSRBGT 17 :** Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
Word Processing Operator
- SSRBGT 18 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
Clerical Officer/Higher Clerical Officer
Guide (New Grade)
- SSRBGT 19 :** Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725
Audio Visual Assistant
Technical Assistant
- SSRBGT 20 :** Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Warehouse Assistant (Personal) (from ex- Tobacco Board)
- SSRBGT 21 :** Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Management Support Officer

71. SIR SEEWOOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST (Contd)

- SSRBGT 22 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Procurement and Supply Officer
Executive Officer (Personal to officers in post as at 31.12.15)
Purchasing and Supply Officer (Personal)
- SSRBGT 23 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Senior Technical Assistant
- SSRBGT 24 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- SSRBGT 25 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
- SSRBGT 26 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Assistant Warehouse Supervisor (Personal) (from ex-Tobacco Board)
- SSRBGT 27 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Technical Officer/Senior Technical Officer
formerly Technical Officer
Senior Technical Officer
- SSRBGT 28 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Publications and Liaison Officer
- SSRBGT 29 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Scientific Officer
- SSRBGT 30 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Botanist

71. SIR SEEWOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST (Contd)

**SSRBGT 31 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 56450**

Accountant

**SSRBGT 32 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 62950**

Administrative Manager (New Grade)

SSRBGT 33 : Rs 77175 x 2825 – 80000 x 3000 – 83000

Director



72. SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AUTHORITY

- 72.1 Initially, the Small and Medium Enterprises Development Authority (SMEDA) was established by Act No 18 of 2009 to make better provision for the promotion and development of small and medium enterprises. Subsequently, the act was amended with the Financial Act 2015 to have a more coherent strategy in providing meaningful support at all levels to entrepreneurs for realisation of projects to achieve the Economic Vision 2030 of the Government.
- 72.2 Presently, the Small and Medium Enterprises (SMEs) sector plays a crucial role in the socio-economic development of the country in contributing significantly for productive employment opportunities, the generation of income and eventually, the reduction of poverty. Additionally, a large number of people rely on the SMEs directly or indirectly for their living. SMEs, therefore, deserve full support so as to develop into major enterprises.
- 72.3 The success of Government economic vision to sustain SMEs growth depends to a large extent on the ability of SMEDA to assist them in starting business as well as to encourage those already in business to grow. SMEDA is, therefore, called upon to play an important role in providing intensive support to Potential SMEs and Existing SMEs registered with SMEDA.
- 72.4 The intense campaign led by SMEDA through the National and Regional Fairs, Regional Training Courses and Workshops over the island to promote entrepreneurship is a proof that SMEDA has a key role to play in the development of entrepreneurship.
- 72.5 In line with Government's policy, SMEDA set up the One Stop Shop to provide under one roof SMEs with the support to allow them to promote their capabilities, continue to build their businesses and successfully carry out their operations.
- 72.6 Services provided by SMEDA with the setting up of the One-Stop-Shop are to support the needs of SMEs, to name a few, include General Business Development Services, Specialised Business Development Services, Licensing & Permits, Capacity Building, Industrial Space, Marketing and Financial Support.
- 72.7 The functions of the SMEDA are, among others, to provide Core Support Services, facilitate access to industrial space, finance and productive resources; conduct surveys in the SMEs sector and provide market intelligence for those enterprises; collaborate with other local and international agencies dealing with SMEs to develop the local SMEs; and coordinate entrepreneurship activities carried out by Public sector agencies and the private sector.

72.8 In the context of the present review exercise, Management has submitted that it is imperative for SMEDA to be equipped adequately in terms of human resources to be able to operate with optimal efficiency to cope with the many challenges ahead, taking into consideration the Government's objectives to eliminate delays in delivery of clearances for the operation of business/enterprise. Request has also been made for restyling of grades and abolition of posts. The Unions on the other hand have made representations for upgrading and restyling of certain posts, granting of duty remission facilities for the grade of Assistant Manager and filling of vacant posts.

72.9 We have examined all the proposals made by both Management and Unions and are making appropriate recommendations to enhance service delivery of the organisation. As regard, the grade of Assistant Manager, it is already among those eligible for loan to purchase a 70% duty exempted car for official travelling.

Business Development Specialist (New Grade)

72.10 While the Union has made representations for an upgrading of the post of Business Development Officer in view of their working experience, management has submitted that there is need for a level to provide specialised business development services including support in the preparation of business plans to existing and potential entrepreneurs. We are making provision to this effect.

Recommendation 1

72.11 We recommend the creation of a grade of Business Development Specialist. Recruitment to the grade should be made by selection from among candidates possessing a Master Degree in Business Administration or Management or Economics or Finance or Marketing or Entrepreneurship Development or Production and Operations Management or Industrial Engineering and Management from a recognised institution or an alternative equivalent qualification acceptable to the Board and reckoning at least three years' post graduate experience in a Business Management or Industrial Development or any relevant related field.

72.12 Incumbent in the grade of Business Development Specialist would be required to, among others, assist in the formulation and implementation of policies relating to the development and growth of enterprises; conduct site visits at enterprises for monitoring performance, in-house diagnosis and provide practical solutions to operational problems; promote the One-Stop- Shop among enterprises and the public in general; advise and support enterprises in market transformation of the goods and services to keep abreast with current development; conduct regular surveys to identify market needs and advise enterprises on innovation; participate in research and development activities conducted by the Authority or other relevant

organisations; and assist in the establishment of standards and quality management systems for goods and services produced by enterprises.

Monitoring and Evaluation Officer (New Grade)

72.13 With a view to developing strategies to improve the efficiency and effectiveness of projects and identify bottleneck on completing projects activities, there is need for a grade of Monitoring and Evaluation Officer to monitor and evaluate all projects and activities. We are making provision to this effect.

Recommendation 2

72.14 We recommend the creation of a grade of Monitoring and Evaluation Officer. Recruitment to the grade should be made by selection from among candidates possessing a Degree in Business Administration or Management or Economics or Finance or Accountancy or Statistics from a recognised institution or an alternative equivalent qualification acceptable to the Board and reckoning at least three years' experience in monitoring and evaluation activities or business operations or auditing.

72.15 Incumbent in the grade of Monitoring and Evaluation Officer would be required to, among others, assist in the debt recovering and computing repayment of loans of beneficiary companies; develop strategies to improve the efficiency and effectiveness of projects, identify bottlenecks in completing projects activities; coordinate the various components of projects to ensure their effective implementation; collect and validate financial data of beneficiary companies at the Registrar of Companies and other organisations; monitor all projects activities, expenditure and progress towards achieving the Monitoring and Evaluation Unit's targets; conduct training on monitoring and evaluation activities; and participate in the conduct of studies, surveys and research activities carried out by the Authority.

Public Relations and Events Coordinator (New Grade)

72.16 It has been submitted that with the setting up of the One-Stop-Shop, there is need to have a grade of Public Relations and Events Coordinator to promote the public image of the SMEDA and communicate professionally to all stakeholders regarding the services provided. We are agreeable to this request and are making appropriate recommendation.

Recommendation 3

72.17 We recommend the creation of a grade of Public Relations and Events Coordinator. Recruitment to the grade should be made by selection from among candidates possessing a Degree in Public Relations or Communication Studies or Journalism or Mass Communications from a recognised institution or an alternative equivalent qualification acceptable to

the Board and reckoning at least three years' experience in Public Relations/Communication.

- 72.18 Incumbent in the grade of Public Relations and Events Coordinator would be required to, among others, promote the public image of the SMEDA and to conduct aptitude surveys to identify the interests and concern of Micro Small and Medium Enterprises; devise policies and procedures pertaining to public relations with customers, relevant stakeholders and the general public; develop and produce internal and external communication materials of high standard for newsletters, press release, communiqués and brochures; plan, organise and participate actively in regional and national fairs, road shows, workshops, meetings, functions, other communication events; co-ordinate on-site all activities and functions support operation; and analyse press reports and produce daily press reviews for internal use.

IT Trainer (New Grade)

IT Support Officer (New Grade)

- 72.19 Management has submitted that IT is a pre-requisite for SMEs to be technologically literate in order to compete and survive in the highly competitive global business environment. In this context the SMEs Resource and Technology Centre provides IT Training both in-house and region wise to existing and potential entrepreneurs. With the setting up of the One-Stop-Shop and the assistance schemes as well as the facilities for the SMEs, there is need for the organisation to be properly staffed to meet the challenges of IT Training and IT network management. We have examined the request and are agreeable to provide for the grades of IT Trainer and IT Support Officer to reinforce the IT Unit to ensure the effective delivery of the SMEDA services.

Recommendation 4

- 72.20 We recommend the creation of a grade of IT Trainer. Recruitment to the grade should be made by selection from among candidates possessing a Degree in Computing or Information Technology or Computer Science from a recognised institution or an alternative equivalent qualification acceptable to the Board and reckoning at least three years' experience in IT Training.**

- 72.21 Incumbent in the grade of IT Trainer would be required to, among others, develop and evaluate IT Training curricula including learning materials; conduct training in the field of Information Technology and assess and evaluate trainees; co-ordinate the IT module in other training programmes provided by the SMEDA; prepare teaching and learning materials as well as handouts and learning packs; assist in enforcing trainees discipline and provide support and guidance to trainees, training needs analysts, and organisation and running of workshops/seminars; and evaluate the effectiveness of the training and course outcomes.

IT Support Officer (New Grade)**Recommendation 5**

72.22 We also recommend the creation of a grade of IT Support Officer. Recruitment thereto should be made by selection from among candidates possessing a Certificate in Information Technology or Computer Studies from a recognised institution or an alternative equivalent qualification acceptable to the Board.

72.23 Incumbent in the grade of IT Support Officer would be required to, among others, assist the IT Officer and the IT Trainer in their duties; install and configure hardware and common PC-related Software and provide preventive measures and technical support; operate computer systems including running of processes, handling of inputs, production of outputs, performing backups and keeping records; comply with and promote applicable security standards in relation to computer systems; carry out survey/audit of the technical features of computer equipment; and troubleshoot computer hardware and software.

Human Resource Officer/Senior Human Resource Officer (New Grade)

72.24 With the expanded role of the SMEDA, there is need for a grade to be responsible for the human resource functions and to manage the Human Resources Unit in an efficient and effective manner. We are, therefore, creating a grade of Human Resource Officer/Senior Human Resource Officer to deal efficiently with all human resource matters.

Recommendation 6

72.25 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. Recruitment thereto should be made by selection from among candidates possessing a Diploma in Human Resource Management or Personnel Management from a recognised institution or an alternative equivalent qualification and reckoning at least three years' experience in Human Resource Management.

72.26 Incumbent in the grade would be required to, among others, provide advice, guidance and assistance in accordance with rules and regulations pertaining to human resource management policies and to assist in the implementation of human resources policies and related matters; provide support to Head of Divisions; ensure that human resource policies, rules, regulations and procedures are properly interpreted and consistently applied; determine and advise on the human resource needs of the Authority; assist in the development of organisation, design and work procedures; and promote good industrial relations and take prompt action to settle grievances and conflicts through negotiations and discussions.

Recommendation 7

72.27 We further recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an alternative equivalent qualification should be allowed to move incrementally in the Master Salary scale up to salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

Accounts Officer (New Grade)

72.28 The National Audit Office has recommended that the Authority should strengthen the internal control and to have appropriate segregation of duties. We are, therefore, providing for a level to cater for these functions.

Recommendation 8

72.29 We recommend the creation of a grade of Accounts Officer. Recruitment thereto should be made by selection from among candidates possessing a pass in all papers of fundamentals (Knowledge) of the ACCA or an alternative equivalent qualification acceptable to the Board and reckoning at least three years' experience in financial duties.

72.30 Incumbent in the grade of Accounts Officer would be required to, among others, compile schedules and information for the preparation of statutory reports, annual estimates, final accounts, statements and other reports; ensure that accounting and stores regulations are understood, correctly applied and fully complied with; control and discharge expenditure and payments in compliance with existing regulations; maintain a proper system of accounting to guard against irregularity and fraud; verify bank reconciliation statements and ensure up on outstanding items; implement and monitor an effective enforcement mechanism to ensure prompt recovery of debts from clients and submit a monthly report thereon; and verify payment vouchers, supporting documents and cheques before effecting any payment.

Procurement and Supply Officer (New Grade)

72.31 With the expansion in the activities of the organisation, the workload of the Procurement and Supply Department has been considerably increased. In this context, there is need to create a level to maintain a proper store management

system in line with established procedure. We are making provision for a level to strengthen the structure of the Procurement and Supply Division.

Recommendation 9

72.32 We recommend the creation of a grade of Procurement and Supply Officer. Recruitment thereto should be made by selection from among candidates possessing a Certificate in Purchasing and Supply Management from a recognised institution or an alternative equivalent qualification.

72.33 Incumbent in the grade of Procurement and Supply Officer would be required to, among others, assist in the formulation of procurement policies of the SMEDA; advise on matters relating to procurement and supply management; maintain a proper store management system in line with established procedures; establish proper systems of control and records of store items and assets and ensure that adequate security is maintained; and perform procurement, warehousing and stock control operations and maintain updated records of transactions in compliance with the provisions and regulations made under the Public Procurement Act 2006 and other regulations in force.

Word Processing Operator (New Grade)

72.34 Management has submitted that there is need for the grade of Word Processing Operator so as to cope with the increasing word processing and simple computer/data processing works as well as simple clerical duties of the various divisions of the Authority. We are agreeable to this request and are making appropriate provision to this effect.

Recommendation 10

72.35 We recommend the creation of a grade of Word Processing Operator. Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate and a Certificate in keyboarding and typewriting at a speed of at least 25 words a minute from a recognised institution and a Certificate in Word Processing or Data Processing from a recognised institution.

72.36 Incumbent in the grade of Word Processing Operator would be required to, among others, type and collate official documents; perform simple clerical duties, ensure speedy handling of correspondence; perform word processing and computer/data processing work and to operate telefax and e-mail services; and replace Confidential Secretary.

Customer Care Officer (New Grade)

72.37 With the setting up of the One-Stop-Shop, many services in various fields are provided by the Authority under one roof. With the increase in the number of

visitors, there is need for a level to attend to their queries promptly, efficiently and courteously. We are making provision for a grade of Customer Care Officer to be the first point of contact of all visitors attending the One-Stop-Shop.

Recommendation 11

72.38 We recommend the creation of a grade of Customer Care Officer. Recruitment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or an alternative equivalent qualification acceptable to the Board.

72.39 Incumbent in the grade of Customer Care Officer would be required to, among others, greet and sign in visitors; offer appropriate seating arrangements to visitors in timely and efficient manner; determine the need of visitors (appointment, assistance, information) and direct them accordingly; assist visitors with directions; administer the waiting list of visitors; deal with and attend promptly, efficiently and courteously to queries; and maintain effective communications with staff at all levels and with customers to ensure smooth service delivery.

Salesperson (New Grade)

72.40 Presently, the SMEDA is responsible for various craft shops located in different regions of the country. Management has submitted that there is need for a level to be responsible for the day-to-day running of craft shop. We are addressing the issue with the provision of a new grade.

Recommendation 12

72.41 We recommend the creation of a grade of Salesperson. Recruitment 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 obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained in one certificate at the General Certificate of Education "Ordinary Level" or an alternative equivalent qualification acceptable to the Board.

72.42 Incumbent in the grade of Salesperson would be responsible for, among others, the sale of products to the public; the keeping of books for the sale of products and other transactions carried out at the shop; the safekeeping of cash and stores; regular display of products in the shop; the stock control and updating of stock cards; daily remittance of cash received to bank; submission of daily sales report to Head-Office; providing general information to clients and members of the public; and maintaining a record of visitors.

Director (Personal)**Assistant Handicraft Promotion Officer (Personal)**

72.43 Management requested to abolish the grades of Director (Personal) and Assistant Handicraft Promotion Officer (Personal) from the establishment of SMEDA as both grades are vacant and are no longer required. We are making appropriate provision to this effect.

Recommendation 13

72.44 We recommend that the grades of Director (Personal) and Assistant Handicraft Promotion Officer (Personal) which are vacant be abolished.

72. SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AUTHORITY**SALARY SCHEDULE**

SMEDA 1 :	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
	General Worker
SMEDA 2 :	Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200
	Stores Attendant
SMEDA 3 :	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
	Security Guard (Personal)
SMEDA 4 :	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
	Attendant (Workshop) (Personal) Office Attendant
SMEDA 5 :	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575
	General Assistant (Personal)
SMEDA 6 :	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
	Driver/Office Attendant

72. SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AUTHORITY (Contd)

- SMEDA 7 :** Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
Handy Worker (Skilled)
- SMEDA 8 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
Senior/Head Office Attendant
- SMEDA 9 :** Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
Customer Care Officer (New Grade)
Receptionist/Telephone Operator
- SMEDA 10 :** Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075
Salesperson (New Grade)
- SMEDA 11 :** Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
Receptionist/Word Processing Operator (Personal)
Word Processing Operator (New Grade)
- SMEDA 12 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
Clerical Officer/Higher Clerical Officer (Personal to incumbents in post as at 31.12.15)
Clerk/Word Processing Operator
- SMEDA 13 :** Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950
Technical Assistant (Personal)
- SMEDA 14 :** Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
IT Support Officer (New Grade)
- SMEDA 15 :** Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Management Support Officer (New Grade)

72. SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AUTHORITY (Contd)

- SMEDA 16 :** Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Senior Clerk/Word Processing Operator (Personal)
- SMEDA 17 :** Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Extension Officer (Personal)
- SMEDA 18 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal to incumbents in post as at 31.12.15)
- SMEDA 19 :** Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 35275
Senior Extension Officer (Personal)
- SMEDA 20 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Marketing Assistant (Handicraft) (Rodrigues)
- SMEDA 21 :** Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Confidential Secretary
- SMEDA 22 :** Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Information, Research and Documentation Officer
- SMEDA 23 :** Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Accounts Officer (New Grade)
Higher Executive Officer
Procurement and Supply Officer (New Grade)
- SMEDA 24 :** Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800
Human Resource Officer/Senior Human Resource Officer (New Grade)

72. SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AUTHORITY (Contd)

- SMEDA 25 :** **Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 56450**
Business Analyst
Business Development Officer
IT Trainer (New Grade)
Marketing Officer
Monitoring and Evaluation Officer (New Grade)
Public Relations and Events Coordinator (New Grade)
Training Coordinator
- SMEDA 26 :** **Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 56450**
IT Officer
- SMEDA 27 :** **Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 56450**
Accountant
- SMEDA 28 :** **Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 62950**
Administrative Officer
Commercial Executive/Senior Commercial Executive (Personal)
- SMEDA 29 :** **Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 62950**
Business Development Specialist (New Grade)
- SMEDA 30 :** **Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950
x 1625 – 62950**
Assistant Manager
- SMEDA 31 :** **Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 –
86000**
Manager
- SMEDA 32 :** **Rs 95000**
Chief Operations Officer



73. SMALL FARMERS WELFARE FUND

- 73.1 Operating under the *aegis* of the Ministry of Agro-Industry and Food Security, as a body Corporate, the Small Farmers Welfare Fund (SFWF) caters for the small planters, small breeders and farmers conducting agro processing activities and the welfare of their families. Its functions include, among others, to: manage and optimize its financial and other resources; set up and develop schemes and projects; create special funds to operate any scheme set up by the Board; and perform other related activities. In so doing, it envisions to advance and promote the economic and social welfare of small farmers and their families.
- 73.2 The SFWF is headed by a Manager who is responsible for the execution of the policy of the fund and for the control and management of its day-to-day business. In the exercise of his functions, the Manager is supported by a complement of officers belonging to the professional, technical, general services as well as employees of the workmen's group.
- 73.3 The organisation structure of the SFWF had been reinforced in the last Review through the creation of grades, namely Computer Support Officer, Welfare Assistant and Senior Accounts Officer. To optimise use of internal competencies, the scheme of service of the grade of Programme Welfare Officer had been amended to enable appointment of qualified Technical Officers therein in the first instance.
- 73.4 In the context of the present Review, representations have been received for upgrading of qualifications requirement of existing grades, alignment of salaries, and creation of additional levels. During the course of meetings, members were apprised that grades are created on the basis of needs and new functions and upgrading of qualifications is considered when the higher qualifications match with the new set of duties and responsibilities. However, parties were informed that grades which are urgently required by the organisation could be graded by the Bureau on an *ad hoc* basis well before and even after the publication of the Report once the parent Ministry conveys its approval and the proposed schemes of service sent to the Bureau are in order.
- 73.5 The present set up is appropriate and it is, therefore, being maintained except for the creation of the grade of Receptionist/Telephone Operator. **We are additionally recommending that Management should conduct a Human Resource Planning exercise, to identify the need for additional HR requirements and to prompt appropriate remedial measures.**

Receptionist/Telephone Operator (New Grade)

- 73.6 At present, Management is having recourse to incumbents in the grade of Driver/Office Attendant to operate the PABX System and to perform receptionist duties. For greater effectiveness and to cope with the increasing number of callers, the

need for a full time Receptionist/Telephone Operator is felt. We are therefore recommending accordingly.

Recommendation

73.7 We recommend the creation of a grade of Receptionist/Telephone Operator. Appointment thereto should be made by selection from among serving officers possessing a Cambridge School Certificate with credits in English Language and French or an equivalent qualification. Candidates should be fluent in English and French.

73.8 The Receptionist/Telephone Operator would be required, among others, to: operate the reception centre; maintain a register of all visitors; assist visitors by providing information to them to facilitate their contact with officers of the Fund; control access to offices of the Fund; take messages from outside callers and transmit same to officers concerned; and operate the telephone switchboard (PABX).

73. SMALL FARMERS WELFARE FUND

SALARY SCHEDULE

SFWF 1 :	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
	General Worker
SFWF 2 :	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
	Driver/Office Attendant
SFWF 3 :	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
	Receptionist/Telephone Operator (New Grade)
SFWF 4 :	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
	Welfare Assistant
SFWF 5 :	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
	Clerk/Word Processing Operator
SFWF 6 :	Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950
	Computer Support Officer

73. SMALL FARMERS WELFARE FUND (Contd)

- SFWF 7 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- SFWF 8 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal)
- SFWF 9 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Internal Control Officer
- SFWF 10 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- SFWF 11 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
Computer Officer (Ex Tobacco Board) (Personal)
- SFWF 12 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Technical Officer
- SFWF 13 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Accounts Officer
- SFWF 14 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Marketing Officer
Programme Welfare Officer
- SFWF 15 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Programmer/Analyst
- SFWF 16 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Internal Auditor

73. SMALL FARMERS WELFARE FUND (Contd)

SFWF 17 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Project Co-ordinator (Ex Tea Board) (Personal)

SFWF 18 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Programme Coordinator

SFWF 19 : Rs 92000

Manager



74. ST ANTOINE PLANTERS CO-OPERATIVE TRUST

- 74.1 Established as per Act No. 28 of 1994 as a body corporate, the St. Antoine Planters Cooperative Trust operates under the *aegis* of the Ministry of Business, Enterprise and Cooperatives to provide support services to agricultural cooperative societies in which the planters are members and finance any other activities and schemes aimed at assisting planters to improve their level of production and efficiency. Its objectives, among others, are to: receive and manage funds received from the Société Usinière de St. Antoine; provide loans for agricultural activities; devise and implement irrigation projects; provide assistance for harvest of sugar canes and acquisition of farm equipment.
- 74.2 The activities of the trust do not warrant the services of officers on full time period and as such, the two established grades i.e. Clerk/Word Processing Operator and Secretary/Manager have not been filled.
- 74.3 At present, a retired civil servant from the Cooperative Officers' Cadre appointed on contract by the Ministry of Business, Enterprise and Cooperatives is managing the affairs of the Trust.
- 74.4 We are envisaging no change in the present organisational structure and are revising salaries of the existing grades.

74. ST ANTOINE PLANTERS CO-OPERATIVE TRUST

SALARY SCHEDULE

SPCT 1 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Clerk/Word Processing Operator

SPCT 2 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Secretary/Manager



75. STATE TRADING CORPORATION

- 75.1 The State Trading Corporation (STC) was set up by an Act of Parliament in 1982 to be the trading arm of the Government. At present, it operates under the *aegis* of the Ministry of Industry, Commerce and Consumer Protection.
- 75.2 Over the past years, the STC has grown to be the largest Mauritian organisation in terms of turnover. It deals with the importation of essential and strategic products such as petroleum products, liquefied petroleum gas, staple rice, flour and luxury rice (Basmati). The Corporation is entrusted with the mandate to sell rice and flour as determined by the Government.
- 75.3 The landscape of bunkering trade has changed significantly over the last three years. With the risk represented in the piracy zone, more ships are calling at Port Louis for fuelling. This has generated an opportunity for Mauritius to develop the bunkering trade. In the Government Budget 2013-2016, provision has been made to invest massively in the Port in order to receive greater number of ships calling to Port Louis. In this respect, the STC will have to embark on the ambitious project for the construction of a new petroleum storage capacity to supply the market. Also, the longer term plan is to allow the Corporation to become a future petroleum hub.
- 75.4 All the activities of the organisation are carried out in different divisions. The General Manager is the Chief Executive responsible for the execution of the policy of the Corporation as well as for the control and management of its day-to-day business. Each division is manned by a Manager and is supported by professional, technical and administrative staff.
- 75.5 Given that the market conditions and global business environment have changed and the commodity markets have become more dynamic and complex, there is need to continuously monitor the market and procure when the conditions are opportune. To respond to those challenges and to achieve the objectives set by the government, management has submitted that there is need to have the appropriate organisation structure. Thus, in view of the important role of the STC, we are in this Report, strengthening the organisation structure with the creation of grades at managerial position and reengineering the procurement division which is a significant component of the Corporation.

Assistant Commercial Manager (New Grade)

- 75.6 With the vision of Government for the development of Mauritius as a bunkering hub, and more broadly, a petroleum hub, the supply of bunker fuels to local oil companies is taking place in a partially liberalised market. The anticipated entry of international operators into floating storage and onshore terminal business will require an expanded role of the STC in the petroleum sector. Consequently, in line with the substantial growth and efficient running of the Commercial Division,

Management has proposed for the creation of a grade to assist the Commercial Manager in his day-to-day operations. We are making the appropriate provision.

Recommendation 1

75.7 We recommend the creation of the grade of Assistant Commercial Manager on the establishment of the STC. Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Commercial Analyst reckoning at least three years' service in a substantive capacity in the grade.

75.8 Incumbent would be responsible for the preparation of procurement and related documents; and would be required, *inter alia*, to assist the Commercial Manager; ensure compliance with legal framework; provide assistance in the evaluation of tender for goods and associated services; and plan and monitor execution of contracts for procurement of goods and related services as well as sales contract.

Procurement Division

75.9 As the trading arm of the Government, the STC is one of the largest procurement entity in the country. Being a state-owned organisation, the STC should lead the way in terms of transparency and accountability when procuring goods and services. Management has submitted that the Corporation does not have a procurement unit and has consequently, requested the setting up of a Procurement Division to ensure that procurement activities are carried out in the most economical and efficient manner.

Procurement Manager (New Grade)

Recommendation 2

75.10 We recommend the creation of the grade of Procurement Manager on the establishment of the STC. Appointment thereto, should be made by selection from among candidates possessing a degree and a post-graduate degree in Supplies and Procurement or Economics or Finance or Accounting and reckoning at least five years' post graduate experience in Procurement.

75.11 Incumbent would be responsible for the efficient running of the Procurement Division and would be required, among others, to implement Board policies for procurement; advise the General Manager on procurement policies and procedures; ensure compliance with Public Procurement Act; and attend the Procurement Committees.

Procurement and Supply Officer (New Grade)**Recommendation 3**

75.12 We recommend the creation of the grade of Procurement and Supply Officer on the establishment of the STC. Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate with a pass at Principal Level in Accounting or Mathematics and a Certificate in Purchasing and Supply from a recognised institution or an alternate qualification acceptable by the Corporation.

75.13 Incumbent, would be required, *inter alia*, to assist the Procurement Manager in his duties; prepare tender documents for commodities, services and capital goods; and arrange for publication and notices on website and in the press.

75. STATE TRADING CORPORATION**SALARY SCHEDULE**

STC 1 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450

Handy Worker

STC 2 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575

Security Guard

STC 3 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050

Office Attendant

STC 4 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050

Granary Operative

STC 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200

Driver

STC 6 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975

Tradesman

75. STATE TRADING CORPORATION (Contd)

- STC 7 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- STC 8 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- STC 9 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Forklift Driver
- STC 10 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
- STC 11 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
- STC 12 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Chief Tradesman
Chief Tradesman (Fitter)
- STC 13 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Senior Word Processing Operator
- STC 14 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- STC 15 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Supplies and Sales Officer
- STC 16 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Officer (Personal)
- STC 17 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Workshop Supervisor

75. STATE TRADING CORPORATION (Contd)

- STC 18 : Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Clearing and Forwarding Officer
- STC 19 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- STC 20 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Higher Executive Officer
Higher Supplies and Sales Officer
Procurement and Supply Officer (New Grade)
- STC 21 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
IT Technician
Safety and Health Officer/Senior Safety and Health Officer
- STC 22 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Supplies and Sales Officer
- STC 23 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- STC 24 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
- STC 25 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Senior Technical and Facilities Officer
- STC 26 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Principal Supplies and Sales Officer
Senior Accounting Technician
- STC 27 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 QB 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Assistant

75. STATE TRADING CORPORATION (Contd)

- STC 28 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Communication Officer
- STC 29 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Administrator
Systems Analyst
- STC 30 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Human Resource Management Officer
Internal Auditor
- STC 31 : Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Chief Supplies and Sales Officer (Future Holder)
- STC 32 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Business Development Officer (Marketing)
Business Development Officer (Research and Development)
Commercial Analyst
Risk and Treasury Officer
- STC 33 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Assistant Financial Manager
Human Resource Manager
Procurement Manager (New Grade)
Secretary
- STC 34 : Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 64800**
Chief Supplies and Sales Officer (Personal)
- STC 35 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Commercial Manager (New Grade)
Assistant Risk and Treasury Manager
Audit Manager
IT Manager
- STC 36 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Business Development Manager
Commercial Manager
Financial Manager
Risk and Treasury Manager

75. STATE TRADING CORPORATION (Contd)

STC 37 : Rs110000

General Manager



76. STATUTORY BODIES FAMILY PROTECTION FUND

- 76.1 The Statutory Bodies Family Protection Fund (SBFPF) is a corporate body operating under the *aegis* of the Ministry of Local Government. Its mission is to provide an excellent level of service to the members and beneficiaries (surviving spouse and children of employees of Parastatal Bodies and Local Authorities) backed by up to date information technology and professional support. The organisation is administered by a Manager.
- 76.2 During consultations with Management, the Bureau was apprised that the SBFPF Act has been amended in 2012 such that employees joining a Local Authority or Parastatal Body as from 01 January 2013 would contribute with the State Insurance Company of Mauritius (SICOM) instead of the SBFPF. The present number of Associates and Beneficiaries of the SBFPF is around 6900 and 1050 respectively which are expected to gradually decrease over time.
- 76.3 The present organisation structure meets the needs of the Fund and is being maintained.

76. STATUTORY BODIES FAMILY PROTECTION FUND

SALARY SCHEDULE

- SBFPF 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Office Attendant
- SBFPF 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- SBFPF 3 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- SBFPF 5 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Operations Officer (Personal)
- SBFPF 6 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary

76. STATUTORY BODIES FAMILY PROTECTION FUND (Contd)

- SBFPP 7 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Financial Officer/Senior Financial Officer
- SBFPP 8 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Chief Clerk (*Future Holder*)
- SBFPP 9: Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Chief Clerk (*Personal to holder of post as at 31.12.12*)
- SBFPP 10: Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
Principal Financial Officer
- SBFPP 11 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Assistant Manager/Accountant
- SBFPP 12 : Rs 95000**
Manager



77. SUGAR INDUSTRY LABOUR WELFARE FUND

- 77.1 The Sugar Industry Labour Welfare Fund (SILWF) operates under the *aegis* of the Ministry of Social Security, National Solidarity and Reform Institutions. It was set up in 1948 to develop welfare programmes to enhance the well-being and conditions of living of workers in the sugar sector and their families. Over the years, its responsibilities have broadened and presently it also caters for the social welfare of the community at large.
- 77.2 The core function of the SILWF is carried out by the Community Development Division which, through its network of 135 Community Centres, provides a plethora of educational, cultural, recreational and social activities to the public. These centres are also used as Refugee Centres during cyclones and other natural calamities. Besides promoting community development, SILWF also manages scholarships and loan schemes for ongoing beneficiaries of the Sugarcane Industry.
- 77.3 As provided in its Act, the day to day management of the SILWF is vested in the General Manager. He is assisted by technical, administrative and supporting staff. In our last Report, we reinforced the structure of the Community Development Division with the creation of a level of Deputy Commissioner, Community Development and restyled a few grades to better reflect the nature of duties befalling on incumbents. A new level of Human Resource Management Officer was additionally provided in the EOAC Report.
- 77.4 For this review, the main representations from both Management and Staff Associations pertain to the creation of additional levels, restyling of grades, upgrading of salaries, review of schemes of service and enhanced conditions of service.
- 77.5 In examining the representations, the Bureau has carried out a job re-evaluation exercise. We consider that the present structure is fit for purpose and we have taken into account all the necessary elements in arriving at the recommended salaries of the grades. We have also restyled a few grades and reviewed the ceiling of the official travelling for the Senior Community Development Officers.
- 77.6 Representations were also made to align the grades of Higher Executive Officer and Senior Executive Officer on the grade of Office Management Executive and for the filling of posts of Office Management Assistant by promotion instead of by selection from Management Support Officers. The Bureau did not accede to the requests and justified its position with appropriate explanations to the Management of SILWF during the consultative meeting, in the presence of the staff side. It was also advised, where relevant, to refer all implementation issues to the Departmental Implementation and Monitoring Committee and the Central Implementation and Monitoring Committee.

Craft Motivator

Motivator

77.7 Proposals have been made for a change in job appellation of Craft Motivator and Motivator as they do not reflect the real nature of duties and responsibilities devolving upon incumbents. After having duly examined the schemes of service and Job Description Questionnaires of both grades, we consider that the current job titles do not portray a clear description of the duties being performed. The core duties of the Craft Motivator are to dispense training in various crafts while Motivators are, in addition to their motivation duties, assisting the Community Support Officers in their day to day duties. In certain cases, they are also called upon to replace the Community Support Officers. We are, therefore, restyling the grades to more appropriate appellations.

Recommendation 1

77.8 We recommend that the grades of Craft Motivator and Motivator be restyled Craft Instructor and Community Support Assistant respectively.

77.9 These elements have been taken into consideration in arriving at the recommended salary of the grades.

Refund of Official Travelling

77.10 At present, Community Development Officers and Senior Community Development Officers are refunded car mileage at the rate prescribed at paragraph 18.2.74 at Volume 1 of the EOAC Report, subject to a ceiling of 400 km per month for official travelling.

77.11 Representations have been received for a revision of the prevailing ceiling for official travelling as Senior Community Development Officers travel extensively to supervise an average of 10 Community Centres, carry out surveys and organise activities at odd and staggered hours. In view of the above and based on the findings of our survey on travelling, we are revising the ceiling for official travelling for the grade of Senior Community Development Officers. However, the existing ceiling of 400 km is being maintained for Community Development Officers.

Recommendation 2

77.12 We recommend that Community Development Officers and Senior Community Development Officers be refunded car mileage at the rate as prescribed at paragraph 18.2.68 (5) at Volume 1 of this Report.

77.13 We further recommend that the ceiling for official travelling for:

- (i) Senior Community Development Officers be revised to 600 per month;**
- (ii) Community Development Officers be maintained at 400 km per month.**

Training

- 77.14 Representations have been received from the staff side for the provision of training for the employees. During consultations, both Management and Staff Side were apprised of the Bureau's training philosophy and responsibility of Management to identify the training required by the employees and to make appropriate arrangements.
- 77.15 Management should, therefore, stand guided by the provisions made in the Chapter Training and Development in Volume 1 of this Report.

77. SUGAR INDUSTRY LABOUR WELFARE FUND

SALARY SCHEDULE

- SWF 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker
- SWF 2 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825**
Warden/Community Activities Assistant
- SWF 3 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Stores Attendant
- SWF 4 : Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575**
Security Guard
- SWF 5 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Caretaker/Gardener
Office Attendant
- SWF 6 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475**
Craft Instructor
formerly Craft Motivator
Community Support Assistant
formerly Motivator

77. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

- SWF 7 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
- SWF 8 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- SWF 9 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- SWF 10 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300**
Receptionist/Telephone Operator (Personal)
- SWF 11 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Dressmaking and Related Craft Teacher
- SWF 12 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Community Support Officer
Word Processing Operator
- SWF 13 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer (New Grade)
- SWF 14 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Senior Dressmaking and Related Craft Teacher
- SWF 15 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Assistant
- SWF 16 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer

77. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

- SWF 17 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Inspector
- SWF 18 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Internal Control Officer
- SWF 19 : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425 QB 34350 – 37125 x 1225 – 38350**
Community Development Officer
- SWF 20 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- SWF 21 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Supervisor, Dressmaking and Related Crafts
- SWF 22 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Public Relations/Welfare Officer
Senior Social Welfare Officer (Personal)
- SWF 23 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- SWF 24 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
- SWF 25 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Inspector
- SWF 26 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer

77. SUGAR INDUSTRY LABOUR WELFARE FUND (Contd)

- SWF 27 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Executive Officer (Personal)
Senior Internal Control Officer
- SWF 28 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
- SWF 29 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Principal Social Welfare Officer
Senior Community Development Officer
- SWF 30 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Assistant Finance Administrator
- SWF 31 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Secretary
- SWF 32 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Human Resource Management Officer
- SWF 33 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Principal Community Development Officer
- SWF 34 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Deputy Commissioner, Community Development
Finance Administrator
- SWF 35 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Commissioner, Community Development
- SWF 36 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Deputy General Manager
- SWF 37 : Rs 110000**
General Manager

SOCIAL WELFARE CENTRES

SALARY SCHEDULE

- SWF (SWC) 1 :** Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
General Worker
- SWF (SWC) 2 :** Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825
Warden/Community Activities Assistant
- SWF (SWC) 3 :** Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
Security Guard
- SWF (SWC) 4 :** Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
Caretaker/Gardener
- SWF (SWC) 5 :** Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
Library Assistant

PART-TIME EMPLOYEES

SALARY SCHEDULE

- SWF (SWC) 6 :** Rs 5825
Assistant General Worker
- SWF (SWC) 7 :** Rs 7395
General Worker
- SWF (SWC) 8 :** Rs 7615
Warden
- SWF (SWC) 9 :** Rs 8510
Caretaker
TV Operator



78. SUGAR INSURANCE FUND BOARD

- 78.1 The Sugar Insurance Fund Board (SIFB) operates under the *aegis* of the Ministry of Finance and Economic Development. Being the premier provider of sugar insurance service, the SIFB operates various schemes so as to protect sugar production of planters, metayers, millers and refiners from losses due to cyclones, droughts, excessive rainfall and fire.
- 78.2 Field inspections, managing the accounts of insured, computation of their premium and compensation, carrying out survey measurement and investment of funds are some of the main business activities carried out by the SIFB. These activities are conducted under four main departments namely Operations, Finance, Administration and IT. Besides, the SIFB has set up six sub-offices located throughout the island so as to bring its services nearer to its clients.
- 78.3 At the time the 2013 PRB Report was under preparation, the SIFB had already initiated procedures to appoint a private Consultant to review its organisational structure and human resource requirement. So we maintained the organisation structure and only revised the salaries and allowances in our last Report. It should be noted that the existing structure was maintained in the EOAC Report as well. The main recommendations of the Consultant's Report concern a reduction of the organisation's workforce through an offer of voluntary retirement package (VRS) and a review of the organisation structure including restyling, merging, abolition of grades as well creation of levels.
- 78.4 Subsequently, a list of these grades together with relevant details attached, was submitted to the Bureau for salary determination purposes. A few meetings were held at the Bureau to clarify certain ambiguous issues in the schemes of service and in the structure itself. Thereafter, the recommended salaries for the different grades were communicated to the MCSAR. So far, only part of the recommendations made by the Consultant has been implemented.
- 78.5 For this review, the Bureau has received representations from both Management and the Staff Association to review the salaries we recommended for certain grades which were created in the context of the restructuring. In addition, the Union has made several representations over the Consultant's Report. The representations include among others, upgrading of qualifications, restyling of posts, merging of grades and reinstatement of grades which have been abolished. The union has even expressed its qualms regarding certain parts of the Report which it considers to be to the detriment of many employees.
- 78.6 During the meeting held with Management, in the presence of the parent Ministry and representatives of the Union, the parties concerned were lengthily explained that the salaries granted to the new grades were commensurate with the prescribed qualification, duties, responsibilities and experience required. Nevertheless, the

Bureau has in the context of this review, conducted a job re-evaluation exercise, based on which the salaries have been recommended. In so far as the other demands of the union are concerned, we provided adequate explanation during the meetings, for requests which we did not accede to.

- 78.7 Since the restructuring of the SIFB as per the Consultant's Report is still in process, the Bureau is not bringing any major change to the existing structure. We are, nonetheless, urging Management to examine certain shortcomings arising out of the Consultant's Report and to consequently bring corrective measures. We are also improving existing conditions of service to further motivate employees and to enhance organisational efficiency.
- 78.8 Following an in depth study of the representations made by the staff association in relation to the Consultant's report, the Bureau has observed that in several instances, the recent restructuring exercise has been done without taking into account certain fundamental aspects. Although grades or cadres have been created, only a few serving officers would be able to join these new grades. There is, therefore, lack of clarity in relation to functions, responsibilities assigned and other implementation issues. On this account, the Bureau believes that Management may consider examining the structure of departments and schemes of service where problems have been identified and take appropriate action to address these issues. However, for this Report, we are providing salaries for those grades appearing on the list thereof submitted by the SIFB.

Recommendation 1

- 78.9 We recommend that the SIFB considers the advisability of reviewing the structure of departments and schemes of service where problems have been identified and bring appropriate corrective measures.**

Compensation for risk

- 78.10 Persistent representations have been made by the Staff Association for the grant of a risk allowance to Field Officers/Senior Field Officers. Previously, these officers were carrying out inspections in a team but are now called upon to perform same alone. According to them, the risk of assault and theft especially in remote areas has increased, the moreso as now they are required to carry out these inspections using costly digital tablets.
- 78.11 The above representation does not meet our criteria set for the payment of a risk allowance. Nevertheless, we consider that the SIFB could conduct a risk assessment exercise in view of determining the risk faced by these officers whenever they have to carry out inspection in risk prone areas.

Recommendation 2

78.12 We recommend that Management should make necessary arrangements for the conduct of a Risk Assessment Exercise in view of determining the degree of risk faced by the concerned officers. The findings would then be forwarded to the Bureau for necessary action. The modalities for this exercise are spelt out at paragraph 18.15.23 of Chapter Risk, Insurance and Compensation.

Allowance to Senior/Head Office Care Attendants and Office Care Attendants

78.13 Some Senior/Head Office Care Attendants and Office Care Attendants are called upon to perform additional duties such as cleaning toilets, gardening, lawn mowing and related work over and above their normal scheme of duties for which they are paid a monthly allowance of Rs 500. This allowance is being maintained.

Recommendation 3

78.14 We recommend that the allowance payable to Senior/Head Office Care Attendants and Office Care Attendants for performing additional duties on a daily basis such as cleaning toilets, gardening, lawn mowing and related work over and above their normal schedule of duties should be maintained.

Bad Road Allowance

78.15 Eligible field staffs using their motorcycles and motor cars for official travelling are presently paid a monthly bad road allowance of Rs 355 and Rs 835 respectively. Representations have been received to raise the quantum of this allowance in view of the distance covered on bad roads by the officers in the performance of their duties. We have examined the request and are reviewing the quantum of the allowance in the light of our survey findings on travelling.

Recommendation 4

78.16 We recommend that the monthly Bad Road Allowance payable to officers for official travelling be revised as hereunder:

Bad Road Allowance for:		Rs
(a)	Eligible Field Staff using Motorcycles	375
(b)	Eligible Field Staff using Motorcars	880

78. SUGAR INSURANCE FUND BOARD**SALARY SCHEDULE**

- SIFB 1** : **Rs 17330**
Safety and Health Officer (Part-time)
- SIFB 2** : **Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525**
Office Care Attendant
formerly Office Attendant
- SIFB 3** : **Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Driver/Handy Worker
- SIFB 4** : **Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Care Attendant
formerly Senior/Head Office Attendant
- SIFB 5** : **Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Telephonist/Receptionist
- SIFB 6** : **Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
- SIFB 7** : **Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer
- SIFB 8** : **Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Officer
- SIFB 9** : **Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Field Officer/Senior Field Officer
formerly Field Officer
Senior Field Officer

78. SUGAR INSURANCE FUND BOARD (Contd)

- SIFB 10 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Technical Design Officer
- SIFB 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125**
Support Officer/Senior Support
- SIFB 12 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Support Officer/Senior Support Officer (Personal to officers who were Assistant Data Processing Superintendents prior to 01.07.98)
- SIFB 13 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- SIFB 14 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Higher Executive Officer
- SIFB 15 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Administrative Assistant
- SIFB 16 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Registrar
Senior Executive Officer
Senior Technical Design Officer
Field/Operations Supervisor
- SIFB 17 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350 QB 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- SIFB 18 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Claims Officer
- SIFB 19 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
Administrative Assistant (Personal)
- SIFB 20 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
Principal Technical Design Officer

78. SUGAR INSURANCE FUND BOARD (Contd)

- SIFB 21 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
Claims Officer (Personal to officer in post as at 30.06.03)
- SIFB 22 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –56450**
Programmer/Analyst
- SIFB 23 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –56450**
Land Surveyor
- SIFB 24 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 QB 49950 x 1625 –56450**
Area Manager
- SIFB 25 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Secretary
Internal Auditor
Manager, Finance
Operations Manager
formerly Senior Manager (Operations)
Senior Network and System Administrator
formerly Senior Network Engineer
Senior Software Engineer
- SIFB 26 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Chief Finance Officer
formerly Chief Manager (Finance)
Chief IT Officer
formerly Chief Manager (Information Systems Services)
Chief Operations Officer
formerly Chief Manager (Operations)



79. TAMIL SPEAKING UNION

- 79.1 The Tamil Speaking Union (TSU), which was established as a body corporate in 2008, operates under the *aegis* of the Ministry of Arts and Culture. Its main objective is to promote the Tamil Language through the teaching of same to Mauritians of Tamil origin as well as to other Mauritians.
- 79.2 To achieve this objective, the TSU dispenses courses in spoken Tamil in 22 regional centres across the island. It has a population of around 900 students and, according to the Union, it is strongly believed that this figure will rise further. Besides, the TSU also organises activities such as publication of books, production of CDs, Tamil Spoken day and award ceremonies, amongst others. The Union, through International network, interacts with tamil speakers around the world, establishes friendship and exchange with tamil language speakers and encourages linguistic development specially on the artistic, economic and social perspectives of the tamil language.
- 79.3 Initially, the TSU was being serviced by personnel on a temporary basis. In our last Report, we made provision for the grades of Driver/Office Care Attendant and Clerk/Word Processing Operator to enable the TSU operate smoothly. Thereafter, the organisation structure of the TSU was further reinforced with the creation of the grade of Programme Coordinator in the EOAC Report. It should also be noted that presently the responsibility for the overall administrative functions are being shouldered by the Chairman of the Council.
- 79.4 In view of further expansion of its activities as indicated by the increasing number of students, Management has in the context of this review, made request for the creation of additional levels, both on a full time and part time basis.
- 79.5 The Bureau has carefully examined each submission. With a view to enabling it discharge its mandate in a more effective and efficient manner, we are providing for a new grade to cater for its financial functions and we are also enlarging the schedule of duties of the grade of Programme Coordinator to include the research function. Requests pertaining to the creation of certain part-time grades were not considered as there would be overlapping of duties between them and the full time grades. The TSU was informed accordingly during the consultative meeting.

Accounts Clerk (New Grade)

- 79.6 Currently, the TSU does not have a qualified officer responsible for its day-to-day accounting and financial transactions. Both Management and the parent Ministry have submitted that the absence of a dedicated grade to look after these functions often impedes the proper management of the Union's accounts. To alleviate this problem, we are providing for a grade of Accounts Clerk to enable the TSU to maintain a proper accounting system and to cope with its increasing financial transactions.

Recommendation 1

- 79.7** We recommend the creation of a grade of Accounts Clerk on the establishment of the Tamil Speaking Union. 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 Principal Level at the Cambridge Higher School Certificate with 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 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.
- 79.8 Incumbent would be required, among others; to ensure that all accounting and financial transactions of the TSU are properly accounted for in accordance with basic principles of Financial Management; prepare paysheets, vouchers and cheques and despatch cheques; attend to banking transactions; compute refund of travelling; collect, verify, analyse and record all financial costing and budget data and financial statements; verify bank reconciliation statements; maintain a proper system of accounting and ensure that all financial transactions are correctly recorded and complied with established rules and regulations.

Driver/Office Care Attendant (New Grade)

- 79.9 In the 2013 PRB Report, we provided for a grade of Driver/Office Care Attendant which was restyled to Office Care Attendant/Receptionist in the EOAC Report. Generally, these functions have not been combined in the Civil Service. As the combination appears odd, the grade has been abolished, the more so that it is vacant. Nevertheless taking into consideration that both Driver and Office Care Attendant duties are very important for any organisation, we are providing for a grade of Driver/Office Attendant.

Recommendation 2**79.10 We recommend:**

- (i) the creation of a grade of Driver/Office Care Attendant. Appointment thereto, should be made by selection from among candidates showing proof of having sat for the Cambridge School Certificate or an equivalent qualification acceptable by the Union; with good eye-sight; ability to read and write; possessing a valid driving licence (manual gear) to drive cars or vans or at least 15-Seater minibuses and having basic knowledge of mechanics and simple vehicle maintenance;
- (ii) that the grade of Office Care Attendant/Receptionist be abolished.

79.11 Incumbent would, *inter alia*, be responsible for driving the organisation's vehicle, carrying out simple repairs and maintenance tasks, cleaning premises, performing messengerial duties, operating a simple telephone switchboard and ushering in/ guiding visitors to schedule officers.

Scheme of service – Programme Coordinator

79.12 Management has submitted that there is need for someone to conduct research based activities such as search and retrieval of information from electronic systems like the internet, CD-ROMs and other electronic materials. For increased efficiency and optimal use of resources, we are enlarging the scheme of service of the grade of Programme Coordinator to include these duties.

Recommendation 3

79.13 We recommend that the scheme of service of the grade of Programme Coordinator be enlarged to include research related duties such as search and retrieval of information from electronic systems like the internet, CD-ROMs and other electronic materials. This element has been taken into consideration in arriving at the salary recommended for the grade.

Part-Time Teachers

79.14 The TSU employs part-time Teachers for the teaching of tamil language in its various regional centres across the island. These part-time Teachers are paid a fee, based on their qualifications, as hereunder:

Teachers holding a Diploma in Tamil or a higher qualification	Rs 390/hr
Teachers holding a qualification lower than a Diploma in Tamil	Rs 310/hr

79.15 The part-time Teachers 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.

79.16 In the past, remuneration of the part-time Teachers was based on their qualifications. Taking into consideration the qualification required to teach at these levels and the salary scales provided for the relevant grades, it is observed that the mode of remuneration is not appropriate. Even at Tertiary institutions, the remuneration of resource persons is based on the level taught and not on the profile of the Resource Person. We are, therefore, making appropriate amendments.

79.17 We are also conscious of the fact that certain courses may be running right now and Resource Persons have already embarked on a sort of undertaking. With a view not to penalise them we are taking necessary measures.

Recommendation 4

79.18 We recommend that for future intakes:

- (i) Teachers teaching levels 1 & 2 should be remunerated at the rate of Rs 155/hr; and
- (ii) Teachers teaching levels 3, 4, and 5 should be remunerated at the rate of Rs 220/hr.

79.19 We also recommend that for the present courses being run, Teachers should continue to draw on a personal basis the rate in force i.e.:

Teachers holding a Diploma in Tamil or a higher qualification Rs 390/hr

Teachers holding a qualification lower than a Diploma in Tamil Rs 310/hr

79.20 The Bureau further recommends that the part-time Teachers should continue to be entitled for refund of travelling by bus and an End-of-Year Bonus computed at the rate of 1/12 of their annual earnings.

79. TAMIL SPEAKING UNION

SALARY SCHEDULE

TSU 1 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200

Driver/Office Care Attendant (New Grade)

TSU 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Clerk/Word Processing Operator

TSU 3 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Accounts Clerk (New Grade)

TSU 4 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

Programme Coordinator



80. TERTIARY EDUCATION COMMISSION

- 80.1 The Tertiary Education Commission (TEC) is a body corporate established under the provision of the Tertiary Education Commission Act of 1988. Its main objectives are, among others, to: promote coordination and provide guidelines to tertiary education institutions for preparing annual and long term plans for the operation and development of post-secondary education and training; advise the Minister on policy matters relating to the award of scholarships; and promote and maintain high quality standards in post-secondary education. It envisions making Mauritius an Intelligent island of the region in the global village.
- 80.2 The Commission organises its main activities under six main functional divisions: Administration; Finance; Research and Planning; Quality Assurance and Accreditation; Distance Education and Open Learning; and the Centre for Instrumentation. The Divisions/Centres are under the responsibility of a Head assisted by other technical and supporting staff.
- 80.3 The Executive Director has the responsibility for the overall management and execution of the policy of the TEC. He is assisted by a Deputy Director and a complement of staff belonging to the professional, technical, general services and manual grades.
- 80.4 In the context of this Review, representations have been made for the extension of salary scales of certain grades, creation of additional levels, filling of vacant posts, restyling of existing grades, review of fees payable to Chairman and members of Sub-Committee, upgrading of qualifications requirement, provision of duty remission facilities and new conditions of service.
- 80.5 During consultation, Management was apprised that grades are created on the basis of functional and operational needs of an organisation and the onus rests with the Board. However, it was also highlighted that grades which are urgently required, could be graded by the Bureau on an *ad hoc* basis well before and even after the publication of the Report, once the parent Ministry conveys its approval and the proposed schemes of service are in order. On the issue of conditions of service, Management was informed that these would be examined generally except for specific ones which are being considered/addressed in this Report.
- 80.6 All other proposals were thoroughly discussed and reasons for not acceding to some of them were also provided. Parties were equally informed, among others, of existing provisions regarding duty remission facilities and movement beyond the top salary for professionals and above. To address issues relating to HR, **it is recommended that Management should carry out a Human Resource Planning exercise.**

80.7 In this Report, we are maintaining the present structure while restyling the grade of Deputy Director, upgrading the qualification requirements of the grade of Public Relations Officer and replicating some general provisions for ease of application.

Public Relations Officer

80.8 At present, appointment to the grade of Public Relations Officer is made by selection from among candidates possessing a Cambridge Higher School Certificate and a Diploma in Public Relations or Communication Studies or Journalism and/or Media Studies from a recognised institution.

80.9 Both staff side and Management have submitted that incumbent in the grade of Public Relations Officer assumes the overall responsibility for communications and is required, among others, to advise and assist Management in policy making regarding communication, plan, develop and implement Public Relations strategies. They have, therefore, requested to upgrade the qualifications requirement of the grade of Public Relations Officer from Diploma to a Degree as there is a need for higher academic background to cope with the challenges and to match the exigencies of the position to which we are agreeable.

80.10 We are, however, inserting a Qualification Bar in the salary scale of the grade.

Recommendation 1

80.11 We recommend that:

- (i) the scheme of service of the grade of Public Relations Officer be amended so that, appointment thereto be made by selection from among candidates possessing a Degree in Public Relations or Communication Studies or Journalism and/or Media Studies from a recognised institution; and**
- (ii) the duties be enriched to include advise and assist Management in policy making regarding communication; plan, develop and implement Public Relations Strategies. These elements have been taken into consideration in arriving at the recommended salary.**

80.12 We further recommend that officers in post should possess the degree qualification to proceed beyond the Qualification Bar inserted in the salary scale.

Human Resource Officer/Senior Human Resource Officer

80.13 Incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in HRM or a Diploma with HRM as a major component or an equivalent qualification are, at present, allowed to move incrementally in the master salary scale up to salary point of Rs 39275 subject to

performance criteria. We are maintaining this provision while revising the salary point.

Recommendation 3

80.14 We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

Special Provisions for Graduates and Professionals

80.15 Representations have been made for the extension of salary scales for grades requiring a Degree. For ease of application, we are reproducing the existing provisions below.

Recommendation 2

80.16 We recommend that officers in entry or professional grades requiring a University Degree or an equivalent recognised professional qualification drawing salary in a scale the maximum of which is not less than Rs 56450 and having reached the top of their respective salary scale should be allowed to move incrementally in the master salary scale up to salary point Rs 61325, provided they:

- (vii) have drawn the top salary for a year;**
- (viii) have been efficient and effective in their performance during the preceding year; and**
- (ix) are not under report.**

Duty Free Facilities

80.17 At present, officers in grades requiring a University Degree are eligible for the grant of 70% duty exemption for the purchase of a car subject to certain criteria and upon the approval of the MCSAR.

Recommendation 4

80.18 We recommend that officers in grades requiring a University Degree who are drawing a monthly salary in a salary scale the maximum of which is not less than Rs 56450 and who by nature of their duties are required on a regular basis to attend meetings/conferences outside their organisation, receive delegates, organise events/workshops and regularly work after normal working hours should, subject to the approval of the MCSAR, be eligible for loan facilities and 70% duty exemption for the purchase of a car as per relevant provisions at paragraphs 18.2.20 (i) and 18.2.43 of Volume I of this Report.

80. TERTIARY EDUCATION COMMISSION

SALARY SCHEDULE

TEC 1	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant
TEC 2	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver Driver/Office Attendant
TEC 3	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Senior/Head Office Attendant
TEC 4	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Receptionist/Telephone Operator
TEC 5	:	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
		Technical Assistant Word Processing Operator
TEC 6	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
		Clerical Officer/Higher Clerical Officer

80. TERTIARY EDUCATION COMMISSION (Contd)

- TEC 7 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer
- TEC 8 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Executive Officer (Personal)
- TEC 9 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- TEC 10 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Higher Executive Officer (Personal)
formerly Higher Executive Officer, TSMTF
Procurement and Supply Officer
- TEC 11 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- TEC 12 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
- TEC 13 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Internal Control Officer
- TEC 14 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- TEC 15 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
- TEC 16 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent

80. TERTIARY EDUCATION COMMISSION (Contd)

- TEC 17 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Technician/Senior Technician
- TEC 18 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 QB 43850 – 49950 x 1625 – 56450**
Public Relations Officer
- TEC 19 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Assistant Secretary
Programme Officer
Statistician
- TEC 20 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Technologist
- TEC 21 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Systems Administrator
- TEC 22 : Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Legal Officer
- TEC 23 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Deputy Financial Controller
Head, Centre for Instrumentation Service
- TEC 24 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Deputy Secretary
- TEC 25 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Distance Education Officer
Planning Officer
Quality Assurance and Accreditation Officer
Research Officer

80. TERTIARY EDUCATION COMMISSION (Contd)

TEC 26 : Rs 89000 x 3000 – 95000

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 27 : Rs 110000

Deputy Executive Director
formerly Deputy Director

TEC 28 : Rs 152000

Executive Director



81. TOURISM AUTHORITY

- 81.1 The Tourism Authority (TA) was set up under the Tourism Act No 19 of 2004 subsequently amended, to promote sustainable development of the tourism industry and ensure that tourism activities are conducted in a safe and responsible manner. It is a body corporate operating under the *aegis* of the Ministry of Tourism and External Communications.
- 81.2 The main functions of the TA are to, *inter alia*, licence, regulate and supervise tourist enterprises and pleasure craft activities; manage tourist sites; and prepare action plans for the development and improvement of the tourism industry.
- 81.3 The Authority is currently manned by a complement of staff in the grades of Administrative Officer, Accountant, Senior Tourism Enforcement Officer, Enforcement Officer and other Supporting Staff. The Director is the Chief Executive of the Organisation.
- 81.4 During consultations with Management, much emphasis was laid on provisions at paragraph 202 of the Government Programme 2015-2019, wherein it has been mentioned that the tourism support institutions would be revamped and reorganised to be more responsive to the evolving needs of the tourism operators.
- 81.5 In the context of the present review exercise, Management made representations that the Authority should be equipped with an appropriate structure to turn strategies into action and take rapid decisions to respond to the imperatives of the tourism sector. In this regard, requests were made for the creation of grades and the reinforcement of existing sections to enhance the efficiency and effectiveness of the Authority and transform it into a business facilitator.
- 81.6 We are acceding to those requests that have valid justifications and making appropriate recommendations.

Deputy Director (New Grade)

- 81.7 Presently the Tourism Authority is headed by the Director who is supported by the Administrative Manager. However, Management has submitted that the scope of responsibilities of the Authority would, henceforth, include hotel classification, eco label, construction of jetties and slipways, and product development. Hence, there is need for a level to provide support to the Director in view of the expansion in tourism activities. We are agreeable to this request and are recommending accordingly.

Recommendation 1

- 81.8 **We recommend the creation of a grade of Deputy Director. Appointment thereto, should be made by selection from among candidates possessing a Master's Degree in the field of Administration or Management or Human**

Resource Management or Finance from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least seven years' post qualification experience.

- 81.9 Incumbent would be required to assist the Director in; the execution of the policy of the Board and the control and management of the day-to-day business of the Authority; corporate planning of the Authority for its business operations; promotion of the Authority as a centre of excellence for quality and sustainable tourism development; business development and growth of the Authority; and deputise for the Director, amongst others.

Administration and Corporate Services Section

Information Technology Section

Licensing Section

Monitoring and Compliance Section

Tourism Product Development and Innovation Section

- 81.10 Management has submitted that the new organisational structure would comprise different departments, namely, Administrative and Corporate Services Section, the Information Technology Section, the Licensing Section, Monitoring and Compliance Section and Tourism Product Development and Innovation Section. Each unit would be ascribed specific functions to enable the organisation to achieve its objectives efficiently and effectively. Management has requested for a level to head each unit. We are making provisions to this effect through the creation of a grade of Manager in each unit.

Manager, Administration and Corporate Services (New Grade)

- 81.11 The Administration and Corporate Services Section would be responsible for administrative, logistics and financial support, leading the HR function and handling all procurement matters.

Recommendation 2

- 81.12 We recommend the creation of a grade of Manager, Administration and Corporate Services. Appointment thereto, should be made by selection from among candidates possessing a Degree in Public Administration or Management or Business Administration or Human Resources Management or Finance from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' post qualification experience.**

- 81.13 Incumbent would be required to, *inter alia*, formulate and implement strategies with a view to enhancing the corporate image of the Authority; ensure follow up actions on decisions of Board and other committees; provide necessary assistance needed for the smooth management and conduct of the business of the Authority; set up, implement and monitor a Performance Management System for the Organisation; and be responsible for all HR issues of the Authority.

Manager, IT (New Grade)

- 81.14 The IT Section would be responsible for the deployment of Information Technology in all sections and leverage on new technologies to streamline business processes so as to transform the organisation into a business facilitator, thus, providing a more efficient service to all stakeholders while reducing costs of doing business for tourism operations.

Recommendation 3

- 81.15 We recommend the creation of a grade of Manager, IT. Appointment thereto should be made by selection from among candidates possessing a Degree in Computer Science or Computer Engineering or Information Systems or Information Technology from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' post qualification experience in the field of Information and Communication Technology.**

- 81.16 Incumbent would be required to, *inter alia*, be responsible for all IT technical support and application development/maintenance activities of the Tourism Authority; effect co-ordination between the different functions and plan, organise, schedule and monitor staff postings, assignments and workloads; oversee the administration and maintenance of Information Technology infrastructure at the workplace; and provide technical assistance on equipment evaluation, selection and installation.

Manager, Licensing (New Grade)

- 81.17 The Licensing Section would be responsible for the processing, issue and renewal of tourist enterprises licence, pleasure craft licence, canvasser permit and skipper licence.

Recommendation 4

- 81.18 We recommend the creation of a grade of Manager, Licensing. Appointment thereto, should be made by selection from among candidates possessing a Degree in Management or Administration or Law or Tourism or Tourism and Hospitality Management from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' post qualification experience in the Tourism Sector or in a tourism-related organisation.**

- 81.19 Incumbent would be required to, *inter alia*, be in charge of the Licensing unit and organisation of the work of the unit; process all files and validate information to be submitted to the Licensing Committee; assist in the formulation of strategies and policies for the development of tourism activities in a sustainable manner based on trends and developments in the tourism sector; and assist in the preparation of strategic plans, project briefs and preparation of papers for the board and subcommittees of the Board.

Manager, Monitoring and Compliance (New Grade)

81.20 The Monitoring and Compliance Section would be responsible to monitor the activities of the tourist enterprises and ensure that operators comply with relevant legislation, regulations, standards, norms, guidelines and code of practice.

Recommendation 5

81.21 We recommend the creation of a grade of Manager, Monitoring and Compliance. Appointment thereto, should be made by selection from among candidates possessing a Degree in Tourism or Tourism and Hospitality or Management or Economics or Commerce or Accounting or Administration or Law from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' post qualification experience in the Tourism Sector or in a tourism-related organisation.

81.22 Incumbent would be required to, *inter alia*, be responsible for the day-to-day management and control of the monitoring and compliance unit; ensure that Tourist business operates according to established standards, laws, guidelines and regulations; plan, organise and coordinate site inspections and report on actions taken/follow up on all cases where actions are required; and ensure that follow up actions are undertaken in respect of all enforcement notices and notices for fixed penalties issued in accordance with the Tourism Authority Act and regulations in force.

Manager, Tourism Product Development and Innovation (New Grade)

81.23 The Tourism Product Development and Innovation Section would be responsible to foster and encourage the conduct of activities in the tourism industry with a view to preserve the attractiveness and reputation of Mauritius as a tourist destination.

Recommendation 6

81.24 We recommend the creation of a grade of Manager, Tourism Product Development and Innovation. Appointment thereto, should be made by selection from among candidates possessing a Degree in Tourism or Tourism and Hospitality Management from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' post qualification experience in the tourism sector or in a tourism-related organisation.

81.25 Incumbent would be required to, *inter alia*, be responsible for the day to day management and control of the Tourism Product Development and Innovation Section; provide general administrative assistance, advice and support to the Director with regards to the sector activities, trends and developments; assist the Director in the formulation of strategies and policies for the hotel classification and development of tourism activities in a sustainable manner and analyse tourism development patterns in different countries and undertake benchmarking activities

for local tourism product improvement; carry out competitor analysis and SWOT analysis in product development for local product enhancement and value addition; supervise the work of officers in the Tourism Product Development and Innovation Section and ensure its smooth running; and conduct research on tourism matters and share information on findings.

Principal Tourism Enforcement Officer (New Grade)

81.26 The Tourism Authority would be called upon to assume new responsibilities such as hotel classification, extension of classification standards, grading system to non-hotel sectors, licensing reforms with online applications and e-payment. With these changes, Management has apprised the Bureau that there is need for a level to assist the Manager, Tourism Product Development and Innovation and ensure that the section achieves its objectives efficiently and effectively. We are making appropriate provisions to this effect.

Recommendation 7

81.27 We recommend the creation of a grade of Principal Tourism Enforcement Officer. Appointment thereto, should be made by promotion, on the basis of experience and merit, from among officers in the grade of Senior Tourism Enforcement Officer reckoning at least two years' service in a substantive capacity in the grade.

81.28 Incumbent would be required to, *inter alia*, assist the Manager, Tourism Product Development and Innovation in the day-to-day management of the technical section; be responsible for the application of all laws and regulations relating to tourism activities; supervise the processing of applications for request and renewal of licences for tourism businesses, enterprises and pleasure crafts; supervise the inspection of all tourism and tourism-related activities and ensure strict compliance with laws, norms and standards; effect site visits in relation to tourism activities and prepare action plans, as required by the Manager, Tourism Product Development and Innovation in respect of coastal zone management, zone safety and security of tourists.

IT Technician (New Grade)

81.29 Presently, there is a grade of IT Officer at the Tourism Authority. During consultations, Management has submitted that the organisation has already embarked on a project to upgrade its computerised system since it is in the process of computerising all processes for applications and licensing. An online application system for e-payment and e-licensing is also in the pipeline. Hence, there is an urgent need to strengthen the IT Unit. We recommend accordingly.

Recommendation 8

81.30 We recommend the creation of a grade of IT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information and Communication Technology or Computer Science from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' post qualification experience in the field of Information and Communication Technology.

81.31 Incumbent would be required to, *inter alia*, provide assistance to the Manager, IT in developing, protecting and maintaining an effective computerised information system for the development of online applications, payment, software, databases and websites, performing computer/data processing work/trouble shooting activities; and setting up of IT logistics for seminars, workshops and any other events.

Procurement and Supply Officer (New Grade)

81.32 Submission has also been made for a grade to oversee all procurement matters for the organisation. We are making appropriate provisions with the creation of a grade of Procurement and Supply Officer.

Recommendation 9

81.33 We recommend the creation of a grade of Procurement and Supply Officer. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Purchasing and Supply Management from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in purchasing and supply duties.

81.34 Incumbent would be required to, *inter alia*, organise and manage the procurement and supply activities of the Tourism Authority; perform procurement, supply, storekeeping and stock control duties in accordance with existing provisions; and assist in appraisal and review exercises related to procurement and supply operations.

Assistant Public Relations Officer

81.35 There is a Qualification Bar (QB) in the salary scale of the grade of Assistant Public Relations Officer. Incumbent should possess **the Diploma in Communication/Management/Tourism or an equivalent qualification to proceed beyond the QB in the salary scale recommended for the grade.**

81.36 In our last Report, provision was made to allow the organisation, in case of difficulty, to recruit and retain high calibre professionals in specific grades with negotiable initial salary point. We are maintaining this provision which may still be used in the present context.

Recommendation 10

81.37 We 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 the respective level, along with a negotiable allowance with the assent of the parent Ministry while considering the following:

- (i) skills and competencies;**
- (ii) international experience/exposure in the specific field;**
- (iii) proven track record (locally and at international level);**
- (iv) the remuneration package prior to joining the Tourism Authority; and**
- (v) alternative modes of recruitment.**

81. TOURISM AUTHORITY**SALARY SCHEDULE**

TA 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
TA 2	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant
TA 3	:	Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Documentation Assistant
TA 4	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Attendant
TA 5	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Receptionist/Telephone Operator
TA 6	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
		Clerical Officer/Higher Clerical Officer (Personal) Clerk/Word Processing Operator

81. TOURISM AUTHORITY (Contd)

- TA 7 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- TA 8 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer (Personal)
- TA 9 : Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350**
Tourist Warden
- TA 10 : Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575**
Assistant Public Relations Officer
- TA 11 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- TA 12 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Higher Executive Officer
Procurement and Supply Officer (New Grade)
- TA 13 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Tourism Enforcement Officer
- TA 14 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
IT Technician (New Grade)
- TA 15 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Assistant Examiner
- TA 16 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- TA 17 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Senior Tourism Enforcement Officer

81. TOURISM AUTHORITY (Contd)

- TA 18 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Public Relations/Customer Care Officer
Training Co-ordinator
- TA 19 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
IT Officer
- TA 20 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Administrative Officer
- TA 21 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Principal Tourism Enforcement Officer (New Grade)
- TA 22 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Manager, Administration and Corporate Services (New Grade)
Manager, IT (New Grade)
Manager, Licensing (New Grade)
Manager, Monitoring and Compliance (New Grade)
Manager, Tourism Product Development and Innovation (New Grade)
- TA 23 : Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Administrative Manager
- TA 24 : Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Deputy Director (New Grade)
- TA 25 : Rs 110000**
Director



82. TOURISM EMPLOYEES WELFARE FUND

- 82.1 The Tourism Employees Welfare Fund (TEWF) was set up under the Tourism Employees Welfare Fund Act No 15 of 2002 to provide for the social and economic welfare of employees of tourism enterprises and their families. It operates under the aegis of the Ministry of Tourism and External Communications. Presently, the TEWF covers about 33000 employees and their families, manages the General Fund amounting to Rs 110 millions and generates revenue of about Rs 22 m annually.
- 82.2 In line with its mandate to set up schemes and projects for promoting the welfare of employees of tourism enterprises and their families, the TEWF has implemented various schemes such as education loan, computer loan, motorcycle loan and multipurpose loan at low rates of interest. Grants for students of the Certificate of Primary Education, School Certificate, Higher School Certificate, marriage gift, and death grant are also being provided by the organisation.
- 82.3 The organisation structure of the TEWF consists of the Administration, Welfare and Finance Departments. The Secretary is the Chief Executive of the Organisation.
- 82.4 In our last Report the post of Office Attendant was abolished and the post of Office Attendant/Driver was restyled to Driver/Office Attendant.
- 82.5 In the context of the present review exercise, the Management of the TEWF made submissions to review the organisation structure so as to enhance customer service in the activities of the Fund. Representations were also made for job enlargement of the post of Secretary, creation of polyvalent grades of Management Support Officer and Office Management Assistant as well as to strengthen the Finance Department.
- 82.6 We are acceding to these requests and making appropriate recommendations.

Secretary

- 82.7 With an expansion of the activities at the TEWF, we are agreeable to the submission for enlarging the scheme of service for the post of Secretary, which is at the apex of the organisation, to better reflect the nature of duties performed.

Recommendation 1

- 82.8 **We recommend that the duties of the grade of Secretary be enlarged to include the formulation of strategies and policies and their prompt execution so as to meet the objectives of the Fund; exercise proper control on the Fund's assets and accounts; be responsible for the prompt collection of income and for all expenditure incurred; and promote a quality culture at the Fund. This element has been taken into consideration in arriving at the salary recommended for the grade.**

Accounts Officer

- 82.9 The Finance Department at the TEWF, at present, comprises the grades of Accountant, Accounting Technician and the Accounts Clerk.
- 82.10 The TEWF is financed through contributions from employers and employees of the tourism sector. Every employee and employer in the tourism sector contributes a monthly fee of Rs 10 and Rs 40 respectively to the Fund. Presently, there are 33,000 employees of the tourism sector both from Mauritius and Rodrigues, contributing to the Fund.
- 82.11 Management has represented that the fund of the TEWF is increasing each year and there is a need to provide for an appropriate structure to ensure segregation in the flow of duties carried out by the existing staff of the Finance Section. We concur with this proposal.

Recommendation 2

- 82.12 **We recommend the creation of a grade of Accounts Officer. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Accounting or a pass in all papers of the Fundamentals (knowledge) of the ACCA Examinations or an equivalent qualification acceptable to the Board.**
- 82.13 Incumbent would be required, among others, to ensure that all payments are in accordance with the approved budget, financial rules and regulations; prepare journal voucher, monthly trial balances and reconciliation statements and periodic financial statements; ensure effective purchasing of commodities, equipment and their proper storage and supply; and assist in the administration of revenue collection of the TEWF.

82. TOURISM EMPLOYEES WELFARE FUND**SALARY SCHEDULE**

- TEWF 1 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver/Office Attendant
- TEWF 2 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- TEWF 3 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator

82. TOURISM EMPLOYEES WELFARE FUND (Contd)

- TEWF 4 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- TEWF 5 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Executive Officer (Personal)
- TEWF 6 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Programme Welfare Assistant
- TEWF 7 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer (New Grade)
- TEWF 8 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant (New Grade)
- TEWF9 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- TEWF 10 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Programme Welfare Officer
- TEWF 11 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
- TEWF 12 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Secretary



83. TOWN AND COUNTRY PLANNING BOARD

- 83.1 Established as per the provision of Town and Planning Act 1954 as a statutory body, the Town and Country Planning Board (TCPB) operates under the *aegis* of the Ministry of Housing and Lands to promote the orderly development of land in both urban and rural areas of the country. Its objectives according to the Act, are the formulation of Outline Schemes and Hearing of appeals from persons aggrieved by the decisions of the Local Authority in respect of land use and Development Permit.
- 83.2 Since October 2012, the responsibility to examine all appeals from person aggrieved in respect of Development Permit of decision reached by the Local Authority has been shifted to the Environment and Land Appeal Tribunal. Consequently, there has been a decrease in the workload of the TCPB and in order to make effective use of its human resource, some officers of the TCPB have been called upon to provide their services, on a part time basis, to the parent Ministry as well as to the organisation.
- 83.3 At present, the TCPB is being managed by a skeleton staff in the grades of Administrative Manager, Planning Officer and officers of the general service. The post of Administrative Manager is vacant for quite some time and the duties of the grade have been assigned to the Planning Officer against payment of an appropriate allowance. Incumbent is now responsible for the day-to-day affairs of the TCPB.

Management and Staff Association's Submissions

- 83.4 Both representatives of the staff side and Management have, through their memorandum and during consultation, requested the filling of the post of Administrative Manager; the creation of the grade of Office Management Executive with option for the actual incumbent in the grade of Higher Executive Officer to join in and the restyling of the grade of Office Attendant to Office Attendant/Senior Office Attendant.

Views of the Bureau

- 83.5 The Bureau considers the Board of TCPB is empowered either to establish new grades or to fill in vacant posts depending on the functional needs of the organisation. Concerning the restyling of the grade of Office Attendant to that of Senior Office Attendant, parties were explained why this cannot be done.
- 83.6 Pending any further organisational change at the TCPB, the existing salaries are being revised while the grade of Planning Officer is being restyled.

Planning Officer

- 83.7 The grade of Planning Officer at the TCPB is a dead end post. Over and above his normal duties, incumbent has been assigned the duties of the grade of Administrative Manager which has remained vacant for quite a long time.
- 83.8 It has been represented that the non filling of the post of Administrative Manager is depriving the Planning Officer of a promotional outlet, the moreso, as there is no career structure for the grade. Moreover, the TCPB is making effective use of the expertise of incumbent.
- 83.9 The Bureau has considered the above facts and circumstances and is making an appropriate recommendation.

Recommendation

83.10 We recommend that:

- (i) the grade of Planning Officer be restyled Planning Officer/Senior Planning Officer; and
- (ii) the schedule of duties of the grade of Planning Officer/Senior Planning Officer *formerly Planning Officer* be enlarged to require jobholder to assist the Administrative Manager in the discharge of his functions. The foregoing changes have been taken into consideration in arriving at the recommended salary.

83. TOWN AND COUNTRY PLANNING BOARD

SALARY SCHEDULE

TCP 1	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant
TCP 2	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver
TCP 3	:	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400
		Word Processing Operator
TCP 4	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
		Clerk

83. TOWN AND COUNTRY PLANNING BOARD

- TCP 5 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer
- TCP 6 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Executive Officer (Personal)
- TCP 7 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- TCP 8 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Higher Executive Officer
- TCP 9 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 42325**
Planning Inspector
- TCP 10 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Senior Planning Inspector
- TCP 11 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Chief Planning Inspector
- TCP 12 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Planning Officer/Senior Planning Officer
formerly Planning Officer
- TCP 13 : Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Administrative Manager



84. TRADE UNION TRUST FUND

- 84.1 The Trade Union Trust Fund (TUTF) was set up by the Trade Union Trust Fund Act No. 1 of 1997 and operates under the *aegis* of the Ministry of Labour, Industrial Relations, Employment and Training.
- 84.2 The mission of the TUTF is to promote workers education whether they are unionised or non-unionised members; organise and sponsor seminars for representative members, Federations and Confederations at national level; provide assistance to workers organisations in terms of logistic and work environment, raise funds from donor institutes sustainably; and organise and conduct international conferences.
- 84.3 The TUTF is managed and administered by a Board of trustees and presently is serviced only by an Executive Secretary and a General Worker, as the post of Clerk/Word Processing Operator is vacant.
- 84.4 In the context of the present review exercise, the main representation has been focused on alignment of salary at different levels and Management has been apprised of the established criteria set for alignment of salary at different levels of operation.
- 84.5 In this Report, we are making provision for the payment of an allowance to incumbent in the grade of General Worker who, besides his normal duties, is also required to perform certain duties of the grade of Office Attendant as there is no Office Attendant in the organisation.

General Worker

Recommendation 1

- 84.6 We recommend that incumbent in the grade of General Worker who is required to perform daily the duties of the grade of Office Attendant be paid an allowance equivalent to two increments at the point reached in the salary scale.**

84. TRADE UNION TRUST FUND

SALARY SCHEDULE

TUTF 1 : Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
General Worker

84. TRADE UNION TRUST FUND (Contd)

**TUTF 2 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475
– 21950 x 625 – 23200 x 775 – 30175**

Clerk/Word Processing Operator

**TUTF 3 : Rs19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225
– 40800 x 1525 – 42325**

Executive Secretary



85. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD

- 85.1 In accordance with the Training and Employment of Disabled Persons Act No. 9 of 1996 (subsequently amended in 2012), the Training and Employment of Disabled Persons Board (TEDPB) has as objects, *inter alia*, to: educate and sensitise employers on the importance of employing disabled persons; improve generally the social and economic status and condition of disabled persons; and act as a facilitator in providing opportunities for work and entrepreneurship.
- 85.2 Its mission is to promote and sustain inclusion and integration of persons with disabilities in all aspects of society so that they also enjoy meaningful and fulfilling lives. In so doing, the TEDPB envisions to strengthening the Rights of People with disabilities.
- 85.3 The General Manager is at the apex of the TEDPB and is responsible for the maintenance and promotion of a sound administration of the organisation. He is supported by a complement of officers in different grades in the discharge of his functions.
- 85.4 In the context of this Report, Management has requested for: the creation of grades, upgrading of existing ones, and an increase in the establishment size of existing positions. During consultation that was held, parties were informed that grades which are urgently required would be graded by the Bureau on an *ad hoc* basis well before and even after the publication of this Report, once the parent Ministry conveys its approval and the proposed schemes of service are in order.
- 85.5 The Bureau has carefully examined the submissions and considers that the present organisational structure is fit for its purpose. We are, however, creating the grade of Gardener and **recommending that Management should conduct a Human Resource Planning exercise to identify the need for additional HR requirements and to prompt appropriate remedial measures.**

Gardener (New Grade)

- 85.6 The TEDPB is running an Agriculture Project at its Training Centre at Calebasses where vegetables, ornamental plants as well as medicinal plants are being planted. Since 1998 to date, two former trainees in Agriculture are performing the gardening duties. Management has submitted that there is need for a dedicated grade to carry out this function to which we are agreeable.

Recommendation 1

- 85.7 **We recommend the creation of a grade of Gardener. Appointment thereto, should be made by selection from among candidates possessing a Certificate in Primary Education or from among candidates showing proof of being literate and reckoning some years of experience in garden technique.**

Consideration should also be given to persons with disabilities who possess the foregoing qualifications.

85.8 Incumbent would, *inter alia*, be required to: prepare beds for sowing seeds and for transplantation of seedlings; carry out potting, grafting, layering and other propagation practices; carry out spraying of plants; and maintain the garden implements.

85. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD

SALARY SCHEDULE

TEDPB 1 : Rs 7800 x 200 - 8000 x 205 - 8820 x 230 - 10200 x 250 - 11450 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17375

General Worker

TEDPB 2 : Rs 11970 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 20050

Gardener (New Grade)
Office/Transport Attendant

TEDPB 3 : Rs 11970 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21475

Workshop Assistant

TEDPB 4 : Rs 12750 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200

Driver/Office Attendant

TEDPB 5 : Rs 12490 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 25525

Receptionist/Telephone Operator

TEDPB 6 : Rs 13790 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 28625

Assistant Stores Officer (Personal)

TEDPB 7 : Rs 13790 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 29400

Assistant Instructor/Instructor

85. TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD (Contd)

- TEDPB 8 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- TEDPB 9 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Customer Service Clerk
- TEDPB 10 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- TEDPB 11 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Disability Employment Officer
- TEDPB 12 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- TEDPB 13 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
Higher Executive Officer
- TEDPB 14 : Rs 77175 x 2825 – 80000 x 3000 – 83000**
General Manager



86. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)

- 86.1 Operating under the *aegis* of the Ministry of Health and Quality of Life (MOH & QL), the Trust Fund for Specialised Medical Care (Cardiac Centre) is a body corporate established under Act No. 52 of 1992. It envisions to adhere to the unrelenting commitment to best practices in the provision of critical and specialised care to patients.
- 86.2 Being a tertiary centre offering specialised medical care in cardiac surgery, international vascular surgeries and cardiology, it also caters for patients coming from the Indian Ocean Region. Having a bed capacity of 63, out of which there is an 11-bedded ICU and 26 beds in each male and female wards, the Centre performs four cardiac surgeries, ten angiographies, three coronary angioplasties on a daily basis. Additionally, five vascular surgeries are carried out weekly.
- 86.3 The Cardiac Centre is headed by an Executive Director who is responsible for the execution of the policy of the Board and the day-to-day Management of the Fund. The clinical management of the Centre rests with the Director Cardiac Services. Both medical and technical, along with paramedical and supporting staff provide assistance to the Directorate for the proper delivery of services.
- 86.4 Management has submitted that the Cardiac Centre is facing lots of impediments in service delivery as many grades have been on secondment from the MOH&QL since its inception. The fact that the Cardiac Centre is not staffed with dedicated grades is impeding its daily service. The Bureau has examined the issue and we are, in this Report, strengthening the present structure of different departments with the creation of a few grades to better equip the Centre and provide it with the right impetus to meet the desired goals.

Pharmacy Department

Pharmacist/Senior Pharmacist (New Grade)

Recommendation 1

- 86.5 **We recommend the creation of the grade of Pharmacist/Senior Pharmacist on the establishment of the Cardiac Centre. Appointment thereto, should be made by selection from among candidates who are registered as Pharmacist in accordance with legislation in force in Mauritius.**
- 86.6 Incumbent would be required, among others, to manage, organise, coordinate and supervise the activities of the Pharmacy Unit and the work of all subordinate staff; ensure that the provision of the Pharmacy Act, the Dangerous Drugs Act and any other legislation relating to pharmacy are strictly complied with; and ensure the efficient management of the pharmacy and supervision of the pharmaceutical services provided by the Centre.

Pharmacy Technician (New Grade)

Recommendation 2

- 86.7 We recommend the creation of the grade of Pharmacy Technician on the establishment of the Cardiac Centre. Appointment thereto, should be made by selection from among Trainee Pharmacy Technicians *formerly Student Pharmacy Technicians* who have successfully completed their Diploma in Pharmacy Technician.
- 86.8 We also recommend that progression beyond the QB in the salary scale of Pharmacy Technician should be subject to obtention of the Diploma in Pharmacy Technician.
- 86.9 Incumbent would be required, *inter alia*, to compound drugs, medicines and prepare sterile pharmaceutical products; dispense drugs and medicine and give full direction for the use thereof; and order, receive and issue drugs, medicines, vaccines, sterile products ingredients, surgical dressing and keep record thereof.

Finance Department

Accountant (New Grade)

Accountant Technician (New Grade)

- 86.10 Over the years, the funding of the Cardiac Centre has increased considerably and with the rapid increase in the level of activities of the Centre, there is need to have a robust and qualified team to manage and control the internal processes of the funding activities. Moreover, the Centre prepares its financial statements in accordance with the International Public Sector Accounting Practice (IPAS). Thus, Management has submitted that with a view to providing support to the professional grade, there is need to strengthen the department with the creation of dedicated grades. We have examined the issue and we are making the appropriate provision.

Recommendation 3

- 86.11 We recommend the creation of the grade of Accountant on the establishment of the Cardiac Centre. Appointment thereto, should be by selection from among candidates possessing a pass at the final examination required for admission to membership of a recognised professional accounting body, reckoning at least three years' post qualification experience in Accounting and Financial duties and are registered with the Mauritius Institute of Professional Accountants (MIPA).
- 86.12 Incumbent would be required, among others, to prepare Financial Statements of the Centre; maintain book and proper accounting records related to the Centre; prepare and administer the budget of the Centre; carry out cost benefit and cost effectiveness analysis to help in making a rational use of resources; and apply relevant financial procedures for the implementation of projects at the Centre.

Recommendation 4

- 86.13 We recommend the creation of the grade of Accounting Technician on the establishment of the Cardiac Centre. Appointment thereto, should be made by selection from among candidates possessing passes in papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any four papers of the ACCA Fundamentals (Skills).**
- 86.14 We further recommend that candidates will proceed beyond the QB in the salary scale only after obtaining the full ACCA Fundamentals.**
- 86.15 Incumbent would be required, *inter alia*, to assist in the preparation of the Annual Estimates of the Centre and the Annual Final Accounts; ensure that finance, accounting and procurement and supply regulations are correctly applied and complied with; keep proper, complete and up-to-date records of all financial transactions; and prepare monthly payroll and ensure that relevant controls are effected.
- 86.16 We also recommend that the grade of Accounts Officer be made evanescent. We have provided a personal salary scale for officers in post as at 31.12.15 in this grade.**

Procurement and Warehousing Department**Procurement and Supply Officer (New Grade)**

- 86.17 The Centre has presently, two Procurement and Supply Officers on secondment from the Ministry of Finance and this practice has been continuing since the inception of the Centre. The Procurement Department procures more than Rs 80 million consumables, disposables and other items annually and monitors a dynamic stock of around Rs 45 to Rs 50 million monthly. With a view to improving operational efficiency, Management has submitted that the practice of having staff seconded for this function should be discontinued and proposed that a dedicated grade be created on the establishment of the Centre. We subscribe to this request.

Recommendation 5

- 86.18 We recommend the creation of the grade of Procurement and Supply Officer on the establishment of the Cardiac Centre. Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate with a pass at Principal level in Accounting or Mathematics and a Certificate in Purchasing and Supply from a recognised institution or an alternative acceptable qualification.**
- 86.19 Incumbent would be required, among others, to perform procurement and warehousing operations in compliance with the provisions laid down in the financial management kit and regulations made under the Public Procurement Act 2006 and other regulations in force; assist in formulating proposals to review procurement

procedures for consideration by Procurement Policy Office; and advise the Accounting Officer on matters related to procurement and supply management.

Radiology Services

Medical Imaging Technologist (New Grade)

86.20 The Cardiac Centre has two Cath labs whereby officers in the grade of Medical Imaging Technologist, on secondment from the SSRN Hospital, assist in angiography and angioplasty interventions on a rotational basis. With the increase in the number of cases in the Cath Lab, there is need to have these officers on the establishment of the Centre for better service delivery. We are recommending, accordingly.

Recommendation 6

86.21 We recommend the creation of the grade of Medical Imaging Technologist on the establishment of the Cardiac Centre. Appointment thereto, should be made by selection from among Trainee Medical Imaging Technologists formerly Student Medical Imaging Technologists who have successfully completed their training. In the absence of qualified candidates, appointment should be by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, Mathematics and Physics obtained on one Certificate or passes not below Grade C in at least five subjects including English Language, Mathematics and Physics obtained on one Certificate at the GCE 'O' level together with a Certificate in Diagnosis Radiography from a recognised institution or the Certificate in Radio-diagnosis issued by the MOH&QL or an equivalent qualification acceptable to the Board.

86.22 Incumbent would be required, *inter alia*, to perform all types of diagnostic investigations including preparation of patients prior to examination, accurate positioning of patients and correct exposure and processing of films; perform X-Ray examination, take special views as instructed and check the quality and relevance of films; and assist the Radiologists for special X-Ray examinations and to liaise with Nursing Staff regarding preparation of patients.

86.23 We also recommend that progression beyond the QB in the salary scale of Medical Imaging Technologist should be subject to obtention of the Diploma in Radiography or equivalent.

Health Records Department

Health Records Clerk/Higher Health Records Clerk

86.24 The Centre has recently set up the Health Records Department which is manned by five Health Records Clerks. A Senior Health Records Officer is currently seconded three days per week from the MOH&QL.

- 86.25 In the Civil Service the Health Records Clerk/Higher Health Records Clerk is being demerged into two distinct grades of Health Records Clerk and Higher Health Records Clerk for effective service delivery and to ensure proper supervision during night service.
- 86.26 Management has submitted that there is need to have an officer at the supervisory level to manage and control the team to meet the objectives of the Centre. The Bureau has studied the issue and has found that there is merit in the case and we are recommending accordingly.

Recommendation 7

86.27 We recommend that:

- (i) the grade of Health Records Clerk/Higher Health Records Clerk on the establishment of the Cardiac Centre be demerged into two distinct grades of Health Records Clerk and Higher Health Records Clerk; and**
- (ii) in future, appointment to the grade of Higher Health Records Clerk should be by promotion, on the basis of experience and merit, of officers in the grade of Health Records Clerk reckoning at least five years' service in a substantive capacity in the grade or an aggregate of five years' service in the merged grade of Health Records Clerk/Higher Health Records Clerk and having successfully undergone six months on-the-job training in health records work.**

- 86.28 Incumbent in the grade of Higher Health Records Clerk would be required, among others, to supervise and coordinate the work carried out in the Health Records Department; and perform the duties of Health Records Clerk, as and when required.

Driver (Shift) (New Grade)

- 86.29 At present, there exists the grade of Driver/Office Attendant on the establishment of the Cardiac Centre whereby incumbents are required to work from 0800 hours to 1600 hours. Management has requested that a grade of Driver(Shift) be created as at present, Driver/Office Attendants are most of the time required to work beyond their normal working hours against payment of overtime allowances. The Bureau has studied the request and is making the relevant provision.

Recommendation 8

- 86.30 We recommend the creation of the grade of Driver (Shift) on the establishment of the Cardiac Centre. Appointment thereto, should be made by selection from among candidates possessing the Certificate of Primary Education and a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons; having a basic knowledge of mechanics and simple vehicle maintenance and good eyesight.**

86.31 We also recommend that incumbents in the grade of Driver/Office Attendant be given the option to join the grade of Driver (Shift) and, on joining the grade, be granted three additional increments at the point reached in their salary scale, subject to the top salary of the grade.

86.32 We further recommend that the grade of Driver/Office Attendant should be gradually phased out. We have provided for personal salary for officers in post as at 31 December 2015.

Chief Specialised Perfusionist

Specialised Perfusionist/Senior Specialised Perfusionist

86.33 At present, the Specialised Perfusionist cadre at the Cardiac Centre comprises a three level structure namely Chief Specialised Perfusionist, Senior Specialised Perfusionist and Specialised Perfusionist. In the context of this review, both the Staff Side and Management have requested to merge the first two levels as incumbents in both grades performed the same nature of duties in an operation theatre.

86.34 An analysis of the schemes of service of the first two levels has, indeed, revealed quite a lot of overlapping of duties between the two grades. Thus, in line with the general policy of delayering and flattening of structures, we are reducing the number of levels through the merger of the grades of Specialised Perfusionist and Senior Specialised Perfusionist and abolishing the grade of Chief Specialised Perfusionist, which is presently vacant as the merged grade would be under the direct supervision of the Cardiac Surgeon.

Recommendation 9

86.35 We recommend that the grades of Specialised Perfusionist and Senior Specialised Perfusionist be merged and restyled Specialised Perfusionist/Senior Specialised Perfusionist.

86.36 We further recommend that the grade of Chief Specialised Perfusionist be abolished.

On-Call and In-Attendance Allowances

86.37 When required to attend duty while being 'On-Call', the Director Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists, Vascular Surgeons and Specialised Physiotherapists are presently paid "On-Call" and "In-Attendance" allowances. These allowances are being revised.

Recommendation 10

86.38 We recommend that the Director Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists, Vascular Surgeons and Specialised Physiotherapists be paid 'On-Call' allowances as hereunder:

On-Call	Grades	Director Cardiac Services, Cardiologist, Cardiac Surgeon, Cardiac Anaesthetist and Vascular Surgeon Rs	Specialised Physiotherapist Rs
Weekdays 1800 hours to 0800 hours the following day		1090	355
Saturdays 1200 hours to Sunday 0800 hours		1635	500
Sundays and Public Holidays 0800 hours to 0800 hours the following day		1635	600

86.39 When attending the Centre while 'On-Call', the Director Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists and Vascular Surgeons should be paid at the rate of Rs 935 per hour and Specialised Physiotherapists at the rate of Rs 200 per hour, inclusive of travelling time. However, for the days the Director Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists, Vascular Surgeons and Specialised Physiotherapists would continue to work at the Cardiac Centre after their normal hours up to 0800 hours the next day, they should not be paid the on-call allowance but be compensated at the normal hourly rate at the salary point reached in their respective salary scale for every additional hour put in.

Allowance for coverage at Night, Sunday and public holidays**Recommendation 11**

86.40 We recommend that Specialised Registered Medical Officers and Trainee Specialised Registered Medical Officers who are required to put in additional hours of work at night, on Saturday afternoon, Sunday and public holiday should be compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in.

86.41 We further recommend that Specialised Perfusionist/Senior Specialised Perfusionists *formerly Specialised Perfusionists and Senior Specialised Perfusionists* who are required to continue to work beyond their scheduled departure time should be compensated at the normal hourly rate at the salary

point reached in their respective salary scale for every additional hours of work put in.

- 86.42 We additionally recommend that, whenever required to attend to emergencies after their normal working hours, **Specialised Perfusionist/Senior Specialised Perfusionists formerly Specialised Perfusionists and Senior Specialised Perfusionists** should be compensated at the normal hourly rate at the salary point reached in their respective salary scale for every additional hours of work put in, inclusive of travelling time.

Shift Work and Night Duty Allowance

- 86.43 Presently, officers who effectively work on night shift are paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours lying-in period.
- 86.44 However, the Night Duty Allowance is computed exceptionally at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours for officers of the Specialised Nursing Officer cadre and this is being maintained.

Recommendation 12

- 86.45 We recommend that officers of the **Specialised Nursing Officer cadre, Theatre Attendants (Shift), Nursing Aid/General Workers, Ambulance Drivers (Shift) and Handy Workers (Shift)** who effectively work on night shift, should be paid a Night Duty Allowance equivalent to 25% 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.
- 86.46 We further recommend that the Night Duty Allowance be computed exceptionally at the rate of 25% 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

Recommendation 13

- 86.47 We recommend the payment of a monthly Night Attendance Bonus, up to the publication of the next Report, to incumbents in the grades listed below provided they attend duty on all scheduled night shifts during the month.

Grade	Night Attendance Bonus/month Rs
Trainee Specialised Nursing Officer	585
Specialised Nursing Officer	
Up to 10 years' service	585
Over 10 years' service	730
Specialised Head Nurse	730
Up to 5 years' service	875
Over 5 years' service	

Retention Allowance

86.48 Presently, a monthly Retention Allowance is paid to some officers at the Cardiac Centre. The payment of this Retention allowance has helped in curbing the emigration of these officers.

86.49 We have observed that the market situation/condition has improved and there are many qualified people who are available to work in this sector. We are, however, maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

Recommendation 14

86.50 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 31 December 2016, a monthly retention allowance equivalent to two increments at the point reached in their respective salary scale, subject to satisfactory performance and upon recommendation of the Responsible/Supervising Officer.

86.51 We further recommend that an officer who leaves the service prior to the age at which he may retire without the approval of the Board (Table II at Chapter 15 of Volume 1) should be required to refund the totality of the retention allowance paid to him. However, an officer who retires from the service on reaching the age at which he may retire without the approval of the Board or thereafter should refund only that part of the retention allowance which he would have earned under this scheme after reaching the age at which he may retire without the approval of the Board.

86.52 However, the above provision should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

86.53 All officers who are eligible for the payment of the Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Retention Allowance up to 31 December 2016.

Human Resource Officer/Senior Human Resource Officer

Recommendation 15

86.54 We recommend that incumbents in the grade of Human Resource Officer/ Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

Allowance to the Medical Profession

86.55 The annual allowance for expenditure incurred for the purchase of medical books, e-materials, journals and other publications needed for keeping abreast of latest development and efficient approaches for treatment payable to members of the medical profession is being revised.

Recommendation 16

86.56 We recommend that the allowance payable to members of the medical profession, appointed in a substantive capacity, for the purchase of medical books, e-materials, journals and other publications be revised to Rs 13500 annually.

Special Medical Service Allowance

Recommendation 17

86.57 We recommend that provision made at paragraph 23.71 under the Ministry of Health and Quality of Life in respect of the Special Medical Service Allowance be extended to members of the medical profession at the Cardiac Centre.

Special Provision for Officers of the Medical Profession

Recommendation 18

86.58 We recommend that the provision made at paragraphs 23.80 and 23.81 at chapter 23 of this Report (Volume 2 Part I) should equally apply to members of the medical profession at the Trust Fund for Specialised Medical Care (Cardiac Centre).

Medical Specialists

Recommendation 19

86.59 We recommend that the **Cardiac Surgeon, Cardiac Anaesthetist, Cardiologist and Vascular Surgeon** should be known as **Consultant** on reaching salary point of Rs 89000.

Diploma in General Nursing

86.60 In the 2013 PRB Report, we made provision for a Qualification Bar (QB) in the salary scale of the respective Specialised Nursing Officer grades so that progression beyond the QB would be subject to them possessing the National Diploma Level 6 in Nursing. The EOAC removed the QB in the salary scale of the grade of Specialised Nursing Officer (Male and Female), thus, allowing unqualified officers to progress beyond the QB salary. Those officers who are qualified felt that the efforts and sacrifices have not been compensated. On the other hand, allowing both qualified and non-qualified to draw the same salary scale is technically incorrect and might give rise to justified claims for redress before the tribunal. For all these reasons, the Bureau is reinserting the QB in the salary scale of Specialised Nursing Officer (Male and Female)

Recommendation 20

86.61 We recommend that, in future, progression beyond the QB in the salary scales of **Trainee Specialised Nursing Officer and Specialised Nursing Officer (Male and Female)** should be subject to obtention of the **National Diploma Level 6 in Nursing**.

86.62 We further recommend that officers in post as at 01.01.16 in the grade of **Specialised Nursing Officer (Male and Female)** who have already crossed the QB in their salary scale though not possessing the Diploma be allowed to continue to move incrementally in their respective salary scale, on a personal basis.

Diploma in Cardiac Nursing

86.63 In the last Report, we recommended that the MOH & QL should consider the advisability of running and awarding a Diploma in Cardiac Nursing to Trainee Specialised Nursing Officers on completion of their three-year training. **This provision is being maintained.**

Refund of Vacation Leave and Casual Leave

- 86.64 Presently, officers of the Specialised Nursing Officer cadre are allowed to accumulate their vacation leave over and above their authorised ceiling as well as their casual leave not taken. The officers are refunded the accumulated vacation and casual leaves at the rate of 1/30 of their monthly salary per day at the time of retirement, if they opt to work during the excess accumulated leave.
- 86.65 We have examined the issue and we are of the view that refund of the accumulated vacation leaves should be at the time of retirement whereas that of unutilised casual leave would be on a yearly basis. We are, thus, recommending accordingly.

Recommendation 21

- 86.66 **We recommend that, until the publication of the next Report, officers of the Specialised Nursing Officer cadre should continue to be allowed to accumulate their vacation leave over and above their authorised ceiling. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave at the rate of 1/30 of their last monthly salary per day at the time of retirement.**
- 86.67 **We further recommend that, with effect from 01 January 2016 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, officers of the Specialised Nursing Officer cadre be allowed to accumulate their casual leave not taken and such leave should be refunded annually at the rate of 1/66 of their last monthly salary per day in the corresponding year.**
- 86.68 **We, however, recommend that officers of the Specialised Nursing Officer cadre should continue to be refunded all unutilised accumulated casual leaves as at 31.12.15 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**Recommendation 22**

- 86.69 **We recommend that the handing over period of time up to a maximum of 30 minutes should continue to be considered as effective working hours for the purpose of determining any compensation or grant of day's off.**

Allowance to Theatre Attendant (Shift) when posted in the Operation Theatre for a whole month

- 86.70 The monthly allowance of Rs 440 payable to Theatre Attendants who are posted in the Operation Theatre for a whole month is being revised as this arrangement has proved to be effective.

Recommendation 23

86.71 We recommend the continued payment of a monthly allowance of Rs 465 to Theatre Attendant (Shift) who are required to be posted in the Operation Theatre for a whole month.

86. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)**SALARY SCHEDULE**

TFSMC 1	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
		Handy Worker
TFSMC 2	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200
		Handy Worker (Shift)
TFSMC 3	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Office Attendant (Future Holder)
TFSMC 4	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant (Personal)
TFSMC 5	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Nursing Aid/General Worker Theatre Attendant (Shift)
TFSMC 6	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Handy Worker Supervisor
TFSMC 7	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Receptionist/Telephonist
TFSMC 8	:	Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
		Driver (Shift) (New Grade)

86. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

TFSMC 9 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300

Ambulance Driver (Shift)

TFSMC 10 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075

Linen Health Officer
formerly Linen Officer

TFSMC 11 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075

Receptionist/Telephonist (Roster)

TFSMC 12 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400

Word Processing Operator

TFSMC 13 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

Clerical Officer/Higher Clerical Officer

TFSMC 14 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725

Bio-Medical Technician

TFSMC 15 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Health Records Clerk
formerly Health Records Clerk/Higher Health Records Clerk

TFSMC 16 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Management Support Officer (New Grade)

TFSMC 17 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500

Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal)
Purchasing and Supply Officer (Personal)

86. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

- TFSMC 18 :** Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350
Higher Health Records Clerk
formerly Health Records Clerk/Higher Health Records Clerk
- TFSMC 19 :** Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 38350
Pharmacy Technician (New Grade)
- TFSMC 20 :** Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Internal Control Officer
- TFSMC 21 :** Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 38350
Trainee Specialised Nursing Officer
- TFSMC 22 :** Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Confidential Secretary
- TFSMC 23 :** Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350
Accounts Officer (Personal)
Procurement and Supply Officer (New Grade)
- TFSMC 24 :** Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 QB 39575 x 1225 – 40800
Medical Imaging Technologist (New Grade)
- TFSMC 25 :** Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800
Human Resource Officer/Senior Human Resource Officer
- TFSMC 26 :** Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850
Specialised Nursing Officer (Male and Female)
- TFSMC 27 :** Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 45375
Accounting Technician (New Grade)
- TFSMC 28 :** Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900
Specialised Head Nurse

86. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

- TFSMC 29 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 53200**
Deputy Specialised Nursing Superintendent
- TFSMC 30 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Administrator
- TFSMC 31 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant (New Grade)
- TFSMC 32 : Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700**
Specialised Perfusionist/Senior Specialised Perfusionist
formerly Senior Specialised Perfusionist
Specialised Perfusionist
- TFSMC 33 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Secretary
Pharmacist/Senior Pharmacist (New Grade)
- TFSMC 34 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Specialised Nursing Superintendent
Specialised Physiotherapist
- TFSMC 35 : Rs 46900 x 1525 – 49950 x 1625 – 62950**
Chief Specialised Perfusionist
- TFSMC 36 : Rs 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Trainee Specialised Registered Medical Officer
- TFSMC 37 : Rs 43850 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Chief Specialised Nursing Superintendent
- TFSMC 38 : Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Specialised Registered Medical Officer
- TFSMC 39 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 95000**
Medical Registrar

86. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

TFSMC 40 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 101000

Cardiac Anaesthetist
Cardiac Surgeon
Cardiologist
Vascular Surgeon

TFSMC 41 : Rs110000

Director Cardiac Services (Future Holder)

TFSMC 42 : Rs113000

Director Cardiac Services (Personal)
Executive Director



87. UNIVERSITE DES MASCAREIGNES

- 87.1 Established under the Université des Mascareignes Act 2012, the Université des Mascareignes(UDM) envisions to classify itself among the first interdisciplinary universities in the region and to become the first choice university for students, academics and researchers of Mauritius and neighbouring countries. It aims at encouraging innovation and excellence in teaching and research.
- 87.2 The objects of the UDM are, among others, to provide tertiary education, and develop and promote excellence in life, natural, applied and social sciences and humanities; foster and encourage the advancement of knowledge and skills; provide research, development, consultancy and other services; promote entrepreneurship among its students; serve as a centre for fostering co-operation, partnership and exchange of ideas; and develop into an institution of excellence in teaching, training, scholarship, research, consultancy and other services, with emphasis on its areas of operation.
- 87.3 The institution is mandated to, *inter-alia*, conduct programmes and courses of study for degrees, diplomas, certificates and other academic distinctions; hold examinations and confer degrees, diplomas, certificates and other academic distinctions whether on its own or jointly with any other tertiary education institution; institute and award scholarships, prizes and medals and confer such other awards for recognition; determine standards and specify conditions for the admission of students to courses of study; and establish exchange programmes and courses with any other institution.
- 87.4 At present, the University is staffed with employees of the two defunct organisations namely Institut Supérieur de Technologie and Swami Dayanand Institute of Management. Prior to the proclamation of the UDM Act in September 2012, these two institutions were operating under the aegis of the University of Technology, Mauritius. The employees have been absorbed in the UDM as per provisions of the Act.
- 87.5 The UDM comprises two campuses, situated at Rose Hill and Pamplemousses respectively and consists of three faculties, seven departments, two schools and one research institute. The principal executive and academic officer of the UDM is the Director-General.
- 87.6 In the context of this Report, the Bureau has received strong and persistent representations from both Staff Associations and Management for the UDM to be provided the right structure to enable it to function as any other full-fledged university. It has also vehemently been pointed out that staff of the ex-IST and ex-SDIM have been deprived of promotion prospect for nearly 20 years owing to a lack

of a reorganisation exercise, which took place with the setting up of the UDM in 2012.

87.7 The Bureau perfectly understands the legitimate feeling of demotivation and frustration among the employees of ex-IST and ex-SDIM. However, we also wish to highlight that grades are created with respect to their functional needs in the organisation, and in the present case, a university context is concerned. In this perspective, the main representation from both Management and Unions, were geared towards the creation of several grades, both academic and non-academic. It is worth highlighting that most of these grades have been created after the meeting held with the different stakeholders. Management has informed that the Board's approval would be sought for the creation of other grades in view of enabling the UDM to function with the appropriate structure.

87.8 Against this background, we are not creating additional grades in this Report, save for that of Management Support Officer. We have also provided the salaries for grades created on an *ad hoc* basis on the establishment of the University. We are, in addition, making specific provisions for academics and introducing the payment of a few allowances, in line with what obtains in the other tertiary education institutions.

Management Support Officer (New Grade)

87.9 Management has submitted that with an expansion in activities at the University, there is strong need to strengthen the structure of the General Services cadre which currently comprises the level of Clerical Officer/Higher Clerical Officer only. In this context, request has been made for the creation of the grades of Management Support Officer and Office Management Assistant which will also serve as a promotional route for officers in the grade of Clerical Officer/Higher Clerical Officer.

87.10 After carefully examining the request, we are agreeable to the creation of the grade of Management Support Officer.

Recommendation 1

87.11 We recommend the creation of the grade of Management Support Officer, in line with provision made at paragraphs 24 (i) of this Report.

Safety and Health Officer/Senior Safety and Health Officer

87.12 Prior to this Report, the MCSAR submitted to the Bureau a proposed scheme of service of the grade of Safety and Health Officer/Senior Safety and Health Officer created on the establishment of the UDM, for salary grading. We have provided the salary of the grade in the salary schedule. However we are providing for the appropriate qualification requirements that should be set in line with what obtains in the Civil Service for the grade of Safety and Health Officer/Senior Safety and Health Officer.

Recommendation 2

87.13 We recommend that the qualification requirements of the grade of Safety and Health Officer/Senior Safety and Health Officer should be a Diploma in Occupational Health and Safety of the University of Mauritius or an equivalent qualification acceptable to the Board.

Private Work for Registered Professionals

Recommendation 3

87.14 We recommend that academic staff who are registered professionals should be allowed to exercise their profession, provided it is done outside their working hours and is not in conflict with their work at the University.

Sabbatical Leave Scheme

Recommendation 4

87.15 We recommend that the Université des Mascareignes considers the advisability of setting up a Sabbatical Leave Scheme for its academic staff.

Consultancy Services

87.16 The Bureau has been apprised that the UDM also provides consultancy services to various stakeholders and engage in research projects on a contractual basis against payment. The net income is then shared between the University, given that the consultancy team uses its space, equipment and laboratories and relevant staff. We are making provisions for a distribution ratio which should be applicable in such cases as well as for short courses, seminars and workshops.

Recommendation 5

87.17 We recommend that the distribution ratio of the net income between academics and supporting staff and the University should be:

- (i) 2:1 for Research and Consultancy; and**
- (ii) 4:1 for short courses, seminars and workshops.**

Allowance to Head of Department and Dean of Faculty

87.18 Academics are assigned additional duties as Head of Department and Dean of Faculty, where they are responsible for a department or faculty. We consider that these academics should be paid an allowance for shouldering the extra duties.

Recommendation 6

87.19 We recommend that academics who have been assigned the duties of Head of Department or Dean of Faculty should be paid a monthly allowance of Rs 1525 and Rs 1830 respectively.

Academic Attainment

87.20 The Bureau considers that academics should be compensated additionally for improving their qualifications and achievement within their academic field. We are recommending accordingly.

Recommendation 7

87.21 We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD and/or Master's Degree and reckoning academic achievement through published research, teaching, administrative contributions and publications and having stayed on top of their revised 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.

87.22 We also recommend that for implementation of paragraph 87.21, the new salary point reached by virtue of the provisions made at paragraph 10.40 of Volume I of this Report shall be deemed to be the new top salary.

Political Activities

87.23 In general, full-time employees of public universities are not allowed to participate in active politics with a view to ensuring a smooth running in the operations of the University. We consider that this provision should also apply to staff of the UDM.

Recommendation 8

87.24 We recommend that full time employees of the UDM should not be allowed to participate in active politics.

Movement for Administrative Officers

Recommendation 9

87.25 We recommend that officers in the grade of Administrative Officer who have stayed on top of their revised salary scale for one year should be allowed to move incrementally up to salary point Rs 62950 provided they have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

87. UNIVERSITE DES MASCAREIGNES

SALARY SCHEDULE

- UDM 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker
- UDM 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450**
Handyworker
- UDM 3 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Stores Attendant
- UDM 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Gardener
Library Attendant
Office Attendant
Workshop Assistant (Personal)
- UDM 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
Driver
- UDM 6 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Binder
Handyworker (Skilled)
- UDM 7 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- UDM 8 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Computer Laboratory Attendant
- UDM 9 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator

87. UNIVERSITE DES MASCAREIGNES (Contd)

- UDM 10 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
Library Clerk
- UDM 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Technical Assistant
- UDM 12 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- UDM 13 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer (Personal)
Assistant Procurement and Supply Officer (Personal)
- UDM 14 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Usher (Personal)
- UDM 15 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- UDM 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Technician
Library Officer
Maintenance Officer
Safety and Health Officer/Senior Safety and Health Officer
- UDM 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 QB 46900 x 1525 – 49950 x 1625 – 56450**
Trainer (Personal)

87. UNIVERSITE DES MASCAREIGNES (Contd)

- UDM 18 : Rs 25125 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
Examinations Officer
Human Resource Management Officer
Public Relations Officer
Quality Assurance Officer
Sports Officer
- UDM 19 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
IT Officer/Systems Administrator
Systems Engineer
- UDM 20 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Internal Auditor
- UDM 21 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Lecturer
- UDM 22 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Manager (Personal)
- UDM 23 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Assistant Registrar
- UDM 24 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Head of Finance
Head of Information Services
Head of International Affairs, Student Welfare and Support
Head of Projects, Estates and Endowment
Head of Quality Assurance
Head of Research, Consultancy and Innovation
Senior Lecturer
- UDM 25 : Rs 51575 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Manager (Personal)

87. UNIVERSITE DES MASCAREIGNES (Contd)

- UDM 26 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Registrar
- UDM 27 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Associate Professor
- UDM 28 : Rs 102500**
Deputy Director-General
- UDM 29 : Rs 110000**
Director-General

**EX-INSTITUT SUPERIEUR DE TECHNOLOGIE
SALARY SCHEDULE**

- IST 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 –
14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker (Personal)
- IST 2 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375
– 19575 x 475 – 20050**
Library Attendant (Personal)
Office Attendant (Personal)
- IST 3 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475
– 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/ Higher Clerical Officer (Personal)
Library Clerk (Personal)
- IST 4 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475
– 21950 x 625 – 23200 x 775 – 30950**
Technical Assistant (Personal)
- IST 5 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775
– 32500**
Assistant Procurement and Supply Officer (Personal)
Assistant Financial Operations Officer (Personal)

EX-INSTITUT SUPERIEUR DE TECHNOLOGIE (Contd)

- IST 6 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Usher (Personal)
- IST 7 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary (Personal)
- IST 8 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Operations Officer (Personal)
- IST 9 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Technician (Personal)
- IST 10 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Assistant Lecturer/Lecturer (Personal)
- IST 11 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Manager (Personal)
- IST 12 : Rs 51575 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Manager (Personal)

**EX-SWAMI DAYANAND INSTITUTE OF MANAGEMENT
SALARY SCHEDULE**

- SDIM 1 : Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker (Personal)
- SDIM 2 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Library Attendant (Personal)
Workshop Assistant (Personal)
- SDIM 3 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator/Receptionist (Personal)

EX-SWAMI DAYANAND INSTITUTE OF MANAGEMENT (Contd)

- SDIM 4 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer (Personal)
- SDIM 5 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Operations Officer (Personal)
Assistant Procurement and Supply Officer (Personal)
- SDIM 6 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Usher (Personal)
- SDIM 7 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary (Personal)
- SDIM 8 : Rs 22175 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Operations Officer (Personal)
- SDIM 9 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Technician (Personal)
- SDIM 10 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 QB 46900 – 49950 x 1625 – 56450**
Trainer (Personal)
- SDIM 11 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Assistant Lecturer/Lecturer (Personal)
- SDIM 12 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Manager (Personal)
- SDIM 13 : Rs 51575 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Manager (Personal)



88. UNIVERSITY OF MAURITIUS

- 88.1 The University of Mauritius (UoM) was established in 1965 and became operational in July 1968. It envisions to be one of the leading international tertiary education providers and a research-led university. Its mission consists in providing quality education to students and promoting knowledge creation and dissemination through research and innovative teaching while responding to the developmental needs of the country and global community.
- 88.2 The University has developed a strategic plan 2015-2020, where six Strategic Directions have been identified to enable the UOM to achieve its vision for 2020: Excellence in Teaching and Learning; Excellence in Research and Innovation; Strategic Partnership for internationalisation; Enriching Student Experience; Sustainable Community Engagement; and Long Lasting Financial Sustainability.
- 88.3 The UOM as an awarding body offers modularised programmes in all principal fields of studies, up to PhD level. Its programmes are designed in line with educational developments to meet the needs of the country in close collaboration with stakeholders. The activities are organised under several Divisions, Departments and Faculties. A new Faculty of Ocean Studies as well as a Doctoral School have been set up. The University further intends to establish a Faculty of Information Technology and a Faculty of Medicine and Health Sciences.
- 88.4 The Vice-Chancellor is the principal academic and administrative officer of the University. The latter is assisted by two Pro-Vice Chancellors as well as by academic and non-academic staff in a ratio of 1:1.5.
- 88.5 In the light of the proposals made by both Management and Staff Associations, we are bringing changes in the structure of certain cadres, creating levels where they are warranted whilst revising existing allowances.

Director, Centre for Innovative Lifelong Learning (New Grade)

- 88.6 The Bureau has been apprised that the Centre for Professional Development and Lifelong Learning (CPDL) and the Virtual Centre for Innovative Learning Technologies (VCILT) have been merged into a new centre, namely the Centre for Innovative Lifelong Learning (CILL). The CILL is a specialised centre in the promotion of lifelong learning through e-learning and educational technology.
- 88.7 In the above context, Management has submitted that there is need for a new grade of Director to head the CILL. In the same breath, the grades of Director, CPDL and Director, VCILT are no longer required and may be abolished as they are vacant. We are agreeable to the proposal and recommending accordingly.

Recommendation 1

- 88.8 We recommend the creation of a grade of Director, Centre for Innovative Lifelong Learning. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Information Technology or Educational Technologies or Distance Education or an equivalent qualification; and reckoning at least 10 years' post qualification experience in teaching, research and management in the field of e-Learning and Lifelong Learning.**
- 88.9 Incumbent would be required to, among others, maintain and promote the efficiency and good order of the Centre in accordance with policies and procedures of the University; develop the CILL in accordance with set objectives; advise on the organisational framework, functions, human resources and technology required for the CILL, and coordinate the development of on-line learning resources.

Recommendation 2

- 88.10 We further recommend that the grades of Director, Centre for Professional Development and Lifelong Learning; and Director, Virtual Centre for Innovative Lifelong Learning be abolished.**

Director of Doctoral School

- 88.11 Management has informed that the University is in the process of setting up a Doctoral School, which would regroup all research postgraduate and postdoctoral programmes. The School is expected, among others, to bring researchers together and provide a stimulating research environment and opportunities to pursue high quality doctoral programmes. In this context, it has been submitted that there is need for a designate position of Director of Doctoral School, where incumbent would be responsible for the overall management and streamlining of procedures in respect of research postgraduate and postdoctoral programmes. We are recommending accordingly.

Recommendation 3

- 88.12 We recommend the creation of a designate position of Director of Doctoral School, to be filled from among officers holding a substantive appointment in the grade of Associate Professor or Professor and possessing a PhD qualification and at least 10 years' quality experience at University level teaching and/or research at university/national level institutions.**
- 88.13 We also recommend that the Director of Doctoral School should be paid a monthly allowance of Rs 2600.**

Associate Dean

- 88.14 Management has apprised that further to a significant rise over the past few years in the number of academic and support Staff, undergraduate and postgraduate students and number of programmes, the administrative workload of Deans has increased considerably. In such a context, the Dean is left with limited time to ensure excellence in teaching and lead the strategic direction of research in the Faculty. Management has subsequently proposed for the creation of a designate position of Associate Dean and incumbent would provide assistance to the Dean. The Bureau has examined the issue carefully and considers that such a position would enhance service delivery, given the size and span of activities at the University of Mauritius.
- 88.15 However, we have been informed that creation of this position would involve an amendment to the UOM statutes, which is not envisaged at this stage. Against this backdrop, the Bureau considers that it would be more appropriate if the issue be thrashed out at the level of Senior Management, Staff Committee and University Council in a first instance.

Public Relations and Communication Officer (New Grade)

- 88.16 The Bureau was informed that with the fast evolution of information and communication technologies, digital technologies and the growing importance of social media platforms, the need is felt for a dedicated grade of Communication Officer. Incumbent would be responsible to provide timely and useful information to all stakeholders and be the key spokesperson and media contact for the institution.
- 88.17 The Bureau views that as there is already a grade of Public Relations Officer on the establishment of the UOM, a new grade of Public Relations and Communication Officer may be created against that of Public Relations Officer being made evanescent. We are recommending accordingly.

Recommendation 4

88.18 We recommend that:

- (i) a grade of Public Relations and Communication Officer be created. Appointment thereto should be made by selection from among candidates possessing a degree in Communication or Media or Journalism or Public Relations or International Affairs from a recognised institution and at least four years' experience in the relevant field; and**
- (ii) the grade of Public Relations Officer be made evanescent. A personal salary has been provided to incumbent.**

88.19 Incumbent in the new grade of Public Relations and Communication Officer would be required, among others, to perform the duties of the evanescent grade of Public Relations Officer as well as act as the University's spokesperson and direct contact for inquiries from the media and supervise responses to requests from the media; develop and implement internal communication strategies, programmes and activities to ensure accurate and timely communication of news and information within departments; and produce digital content for website, e-news letter and social media platforms.

Quality Assurance Officer (New Grade)

88.20 At present, the Quality Assurance Office comprises the grade of Director, Quality Assurance only. The latter is supported by administrative staff. In line with the university's new vision, mission and goals, there is need to reinforce the structure at the Quality Assurance Office. We are therefore providing for a new level of Quality Assurance Officer.

Recommendation 5

88.21 We recommend the creation of the grade of Quality Assurance Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in the field of Management, Engineering, Sciences, Social Sciences or Technology and a Master's Degree in the relevant field as well as at least three years' post qualification proven experience in the field of Quality Assurance.

88.22 Incumbent would be required to, among others, assist the Director, Quality Assurance in the setting up of appropriate mechanisms for the successful implementation of quality assurance procedures and practices at the UOM; conduct audit exercises in quality assurance processes within Faculties/Centres; and provide training, advice and guidance to staff members.

Driver/Office Attendant (New Grade)

88.23 Management has proposed the creation of a grade of Driver/Messenger so as to make optimum use of resources. The Bureau is agreeable to the proposal save for the appellation, as it is in line with the Bureau's policy for polyvalence and efficiency in the delivery of services. Incumbents would therefore be required to perform both driving and messengerial duties.

88.24 The Bureau further considers that employees in the grade of Driver should be given the option to join the new grade, along with some incentive. We are making recommendations to that end.

Recommendation 6

- 88.25 **We recommend the creation of the grade of Driver/Office Attendant. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education, a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries of up to five tons, along with a clean driving record.**
- 88.26 Incumbents would be required to, among others, drive vehicles of the UOM, clean, wash and maintain vehicles, effect minor repairs to vehicles; perform despatch duties and run errands; deliver documents within and outside the university; receive visitors and directing them to offices.
- 88.27 **We also recommend that Drivers in post as at 31 December 2015 be given the option to join the new grade of Driver/Office Attendant and on joining, be granted one additional increment to be read from the master salary scale.**

Technician's Cadre

- 88.28 At present, the Technician's cadre comprises the grades of Technician/Senior Technician, Principal Technician and Laboratory Coordinator. Officers are posted in science and IT laboratories and the entry requirement to the base grade of the cadre is a diploma in the relevant field.
- 88.29 For this Report, both Management and the Union have made strong representations for a review of the structure and qualification requirements of the relevant grades as they no longer fit in the present context, the moreso the duties have much evolved over the years. The Union also requested for a site visit in view of enabling the Bureau to better understand the change in the nature of their work and the environment in which they operate.
- 88.30 In this respect, a site visit was conducted in the various laboratories of the UOM. The Bureau took note of the multitude of highly sophisticated equipment with which the technicians work on a daily basis to conduct practical classes and run tests. It was also observed that the degree of complexity of the work performed by the technicians has increased owing to the nature and level of research conducted by students. Moreover incumbents also assist academic staff in the laboratories in the running of practical classes and provide support to students in their research and analyses for undergraduate, postgraduate and doctoral degrees.
- 88.31 As regards the working environment, the Bureau acknowledges the fact that the risk of an accident happening is present owing to the use of chemical products/substances and a few state of the art equipment and apparatuses. However this element has already been taken into consideration at arriving to the salary recommended for the grades.

- 88.32 Further to the findings of the site visit and an in-depth analysis carried out by the Bureau on the evolution of the duties of the Technician's cadre, we consider that the existing qualification requirements no longer match the duties being presently performed. We view that it is imperative for the officers to possess a good technical and scientific background in order to perform more effectively and cope with the more and more innovating and challenging research projects and equipment of cutting edge technology.
- 88.33 Against this background, we are restyling the grades of the Technician's cadre to distinct appellations for incumbents posted in the science laboratories and those posted in the IT laboratories as the nature of duties performed are different. In so doing, the officers posted in the science and IT laboratories would evolve in separate structures and be provided with better career prospects. In the same breath, we are upgrading the qualification requirements at entry level with a view to professionalising the cadre.

Technician's Cadre – Officers posted in Science Laboratories

Laboratory Officer

formerly Technician/Senior Technician

Recommendation 7

88.34 We recommend that:

- (i) the grade of Technician/Senior Technician should be restyled Laboratory Officer;**
- (ii) officers in the former grade of Technician/Senior Technician, who are posted in the science laboratories should be known as Laboratory Officer;**
- (iii) in future, appointment to the grade of Laboratory Officer *formerly Technician/Senior Technician*, should be made by selection from among candidates possessing a degree in the relevant science field; and**
- (iv) officers in the grade of Laboratory Officer *formerly Technician/Senior Technician*, possessing a degree in the relevant field should join the recommended salary scale, at salary point Rs 26300 and be allowed to proceed beyond the QB inserted in the salary scale of the grade. Officers in post not possessing a degree in the relevant field would be allowed to cross the QB upon obtention of same.**

88.35 Incumbent would be required, among others, to: assist academic staff in the running of practical classes and in laboratory and field research; calibrate and run/operate equipment including sophisticated ones for research and practical; provide technical assistance to students including postgraduate students; supervise subordinates; and implement maintenance plans and perform minor repairs on equipment.

Senior Laboratory Officer
formerly Principal Technician

Recommendation 8

88.36 We recommend that:

- (i) the grade of Principal Technician should be restyled Senior Laboratory Officer;
- (ii) officers in the former grade of Principal Technician who are posted in the science laboratories should be known as Senior Laboratory Officer;
- (iii) in future, appointment to the grade of Senior Laboratory Officer *formerly Principal Technician*, should be made by promotion, on the basis of experience and merit, of Laboratory Officers, *formerly Technician/Senior Technicians*, possessing at least 10 years' service in the grade; and
- (iv) officers in the grade of Senior Laboratory Officer, *formerly Principal Technician*, possessing a degree in the relevant field should join the recommended salary scale at salary point Rs 38350 and be allowed to proceed beyond the QB inserted in the scale of the grade. Officers in post not possessing a degree in the relevant field would be allowed to cross the QB upon obtention of same.

88.37 Incumbents would be required, among others, to supervise the day-to-day organisation and running of the laboratories in their department; manage the inventory system; formulate maintenance plans for equipment; be responsible for all health and safety matters pertaining to laboratories; train junior technical staff; and keep updates on recent development relating to equipment and testing procedures.

Laboratory Co-ordinator

Recommendation 9

88.38 We recommend that:

- (i) in future, appointment to the grade of Laboratory Co-ordinator should be made by promotion on the basis of experience and merit, of Senior Laboratory Officers, *formerly Principal Technicians*, reckoning at least five years' service in the grade;
- (ii) officers in the grade of Laboratory Coordinator possessing a degree in the relevant field should join the recommended salary scale at salary

point Rs 46900 and be allowed to proceed beyond the QB inserted in the salary scale of the grade. Officers in post not possessing a degree in the relevant field would be allowed to proceed beyond the QB upon obtention of same.

88.39 We also recommend that Management should review the schemes of service of the grades of Laboratory Officer, *formerly Technician/Senior Technician*, Senior Laboratory Officer, *formerly Principal Technician* and Laboratory Coordinator with a view to reflecting the actual higher duties being performed by incumbents.

Technician's Cadre – Officers posted at the Centre for Information Technology and Systems (CITS) (IT Laboratories)

IT Laboratory Officer
formerly Technician/Senior Technician

Recommendation 10

88.40 We recommend that:

- (i) the grade of Technician/Senior Technician should be restyled IT Laboratory Officer;
- (ii) officers in the former grade of Technician/Senior Technician who are posted in the IT laboratories of the CITS should be known as IT Laboratory Officers;
- (iii) in future, appointment to the grade of IT Laboratory Officer *formerly Technician/Senior Technician* should be made by selection from among candidates possessing a degree in IT or Computer Science or an equivalent qualification; and
- (iv) officers in the grade of IT Laboratory Officer *formerly Technician/Senior Technician*, possessing the prescribed qualifications as well as new entrants, should join the recommended salary scale at point Rs 26300 and be allowed to proceed beyond the QB inserted in the salary scale. Officers in post not possessing the prescribed qualifications would be allowed to cross the QB upon obtention of same.

88.41 Incumbents would be required, among others, to maintain, modify, repair and upgrade computer hardware and software; assist in the implementation of enterprise and other IT based systems across the University; assist in the maintenance, development, upgrade and extension of the IT network and WIFI infrastructure; connect appropriate servers, workstations and other equipment to the LAN, Internet and WIFI; and assist in the preparation and delivery of professional IT training courses.

**Senior IT Laboratory Officer
formerly *Principal Technician***

Recommendation 11

88.42 We recommend that:

- (i) the grade of Principal Technician should be restyled Senior IT Laboratory Officer;**
- (ii) officers in the former grade of Principal Technician and who are posted in the IT laboratories of the CITS should be known as Senior IT Laboratory Officer;**
- (iii) in future, appointment to the grade of Senior IT Laboratory Officer *formerly Principal Technician*, should be made by promotion, on the basis of experience and merit, of IT Laboratory Officers *formerly Technician/Senior Technicians*, possessing at least 10 years' service in the grade; and**
- (iv) officers in the grade of Senior IT Laboratory Officer *formerly Principal Technician*, possessing a degree in IT or Computer Science or an equivalent relevant qualification should join the recommended salary scale at point Rs 38350 and be allowed to proceed beyond the QB inserted in their salary scale. Officers in post not possessing the relevant degree should be allowed to cross the QB upon obtention of same.**

88.43 Incumbents would be required, among others, to supervise the day to day activities and running of units/laboratories in the department concerned; plan and supervise the implementation, maintenance and upgrade of the University's IT and network infrastructure; train junior technical support staff and end users; monitor end-users' requests and fault reporting through the help desk system and task allocations to subordinates; and ensure the general safety and health in the computer laboratories and maintenance section.

IT Laboratory Co-ordinator (New Grade)

Recommendation 12

88.44 We recommend:

- (i) the creation of the grade of IT Laboratory Coordinator. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior IT Laboratory Officer *formerly Principal Technician*, possessing at least five years' service in the grade; and**

- (ii) that an officer appointed as IT Laboratory Coordinator and possessing a degree in IT or Computer Science or an equivalent relevant qualification should join the recommended salary scale of the grade at point Rs 46900 and be allowed to proceed beyond the QB. In the event the officer does not possess a degree in the relevant field, progression beyond the QB would be allowed upon obtention of same.

88.45 Incumbent would be required, among others, to supervise technical staff; ensure the overall co-ordination of work at the CITS, Maintenance Workshop, IT laboratories and oversee the IT Technical Support Services across the University; design maintenance contract plans for IT equipment; maintain a safe environment in the computer laboratories at all times; identify appropriate IT training needs for technical support staff and end users; perform technical work whenever his/her expertise is required; and design, plan and organise IT related training programmes as requested by academic staff and other relevant bodies.

Security Officer Cadre

88.46 The Security Officer cadre is a two level structure comprising the grades of Security Officer and Senior Security Officer. Both Management and Union have submitted that the current structure no longer suits the operational needs of the University, thereby impeding effective service delivery.

88.47 Management further apprised that there has been a significant increase in student and staff population over the years, coupled with major building and infrastructural developments. Furthermore, the UOM is also running classes at Ebene. In this context, there is need for a supervisory level which will oversee activities and day to day operations of the cadre and assume overall responsibility for the security-related issues at Reduit and Ebene.

88.48 In addition, the Bureau has been informed that Security Officers are being continuously required to meet new challenges and exigencies from Management, staff and students. In this context, both Management and Union have represented that there is need to review the qualification requirements of the grades of Security Officer and Senior Security Officer in line with the level of duties being performed by incumbents.

88.49 At present, the post of Security Officer is filled by selection from officers holding a substantive post at the UOM and possessing a Certificate of Primary Education along with five years' service at the University. Following an in-depth analysis of the Security Officer cadre, the Bureau deems it essential to reinforce the structure and review the qualification requirements of the grades in view of the duties performed. We are recommending along these lines.

Chief Security Officer (New Grade)

Recommendation 13

88.50 We recommend the creation of the grade of Chief Security Officer. Appointment thereto should be made by selection from among officers in the grade of Senior Security Officer reckoning at least five years' service in a substantive capacity in the grade, having followed security training course and possessing a School Certificate.

88.51 Incumbent would be required, among others, to oversee all matters relating to security and assume overall responsibility for security aspects at the University; advise Management on all security related matters; oversee the planning of work of subordinates; lead and train subordinates; and review, on a regular basis, security policies, systems and emergency procedures.

88.52 We also recommend that:

- (i) the qualification requirements of the grade of Security Officer be reviewed so that, in future, appointment thereto should be made by selection from among officers holding a substantive post at the University of Mauritius, and possessing a School Certificate along with five years of service; and**
- (ii) Management should revisit the duties of the grade of Security Officer and Senior Security Officer so that the actual duties, and responsibilities devolving upon incumbents are also reflected.**

Security Guard

88.53 Management has informed that the University's premises are watched over at night by Security Guards, as Security Officers do not perform night duty. In this context, it has been proposed to create a grade of Senior Security Guard to supervise subordinates and take overall responsibility of a watch.

88.54 The Bureau considers that instead of creating a new level it would be more appropriate in this particular context, to grant an *ad hoc* allowance to the seniormost Security Guard for assuming this supervisory role. **Management may therefore initiate action in that direction.**

Instructional Designer restyled Educational Technologist

88.55 Management has submitted that there is need for a new grade of Educational Technologist to serve the Centre for Innovative Lifelong Learning. However, it is noted that the duties proposed overlap to a large extent with those of the grade of Instructional Designer. In this context, the Bureau considers that it would be more appropriate to restyle the grade of Instructional Designer to Educational

Technologist and to review the qualification requirements and duties of the restyled grade.

Recommendation 14

88.56 We recommend that:

- (i) the grade of Instructional Designer be restyled Educational Technologist;**
- (ii) in future, appointment to the grade of Educational Technologist *formerly Instructional Designer*, be made by selection from among candidates possessing a degree in Instructional and Educational Technology or Instructional Design or Information Technology or an equivalent qualification in the relevant field and at least two years post qualification experience; and**
- (iii) the grade of Trainee Instructional Designer be abolished.**

Technical Assistant

Senior Technical Assistant

88.57 The Bureau has been requested to merge the grades of Technical Assistant and Senior Technical Assistant as the supervisory element is quasi inexistent as the duties of both grades overlap to a large extent. Given that the request is in consonance with our policy of delayering, we are recommending for a merging of the two grades.

Recommendation 15

88.58 We recommend that the grades of Technical Assistant and Senior Technical Assistant be merged and restyled Technical Assistant/Senior Technical Assistant.

Printing Department

88.59 Further to submissions made by both Management and Union, the Bureau conducted an in-depth analysis of the structure of the Printing Department. We have observed that there is much overlapping of duties among the various grades and in a few cases, duties performed by incumbents are not in consonance with those prescribed in their schemes of service. It has further been noted that qualifications required are more or less outdated, the moreso printing duties have evolved owing to technological advancements.

88.60 Against this background, **the Bureau strongly views that Management should consider the revamping of the whole structure at the Printing Department and review the schemes of service accordingly.**

Analyst/Programmer

Recommendation 16

88.61 We recommend that officers in the grade of Analyst/Programmer who possess a degree in Computer Science or an equivalent relevant qualification and who have reached the top of their salary scale, should be allowed to move incrementally in the master salary scale up to salary point Rs 53200, provided they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

Administrative Officer

Review of the duties of the grade of Administrative Officer

88.62 During consultations, Management apprised that with an increase in student population and expansion in the UOM's activities, the University has witnessed an increase in the number of events organised such as visits of international delegates, signature of MOUs, conferences, seminars, graduation ceremonies, etc. In this context, request has been made for the creation of a grade of Events Manager where incumbent would be responsible for the planning, organising and supporting of all university events.

88.63 After duly examining the proposal, the Bureau views that there may not be the need for a distinct grade to carry out these functions on the ground that in the Civil Service, these tasks are core administrative duties. We therefore strongly consider that the same arrangement should prevail at the UOM. We are making a provision in that direction.

Recommendation 17

88.64 We recommend that the schedule of duties of the grade of Administrative Officer be reviewed so that incumbents are also required to be responsible for planning, organising and supporting of all university events.

88.65 We also recommend that Administrative Officers who have stayed on top of their revised salary scale for one year should be allowed to move incrementally up to salary point Rs 62950 provided they have been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.

Nursing Officer and Specialised Nursing Officer (Male and Female)

88.66 At present, candidates are required to possess, among others, a General Nursing Certificate or an alternative qualification for eligibility to apply for the posts of Nursing Officer and Specialised Nursing Officer (Male and Female). In this Report, we are providing a mechanism to compensate officers who possess the National Diploma Level 6 in Nursing.

Recommendation 18

88.67 We recommend that officers in the grade of Nursing Officer and Specialised Nursing Officer (Male and Female) who possess the National Diploma Level 6 in Nursing should be allowed to proceed incrementally in the master salary scale up to salary point Rs 38350 and Rs 43850 respectively, provided they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

Diving Allowance

88.68 At present, a few technical staff posted at the Faculty of Ocean Studies and Department of Bio Sciences are required to perform diving/snorkelling duties in the sea on a regular basis, in connection with field work.

88.69 Management and Union have submitted that these officers should be paid an allowance as they are performing an additional duty which necessitates a specific competency. We are making a recommendation in this respect, in line with what obtains in other organisations where officers are required to perform diving duties over and above their normal duties.

Recommendation 19

88.70 We recommend that officers in the grade of Technician/Senior Technician, now restyled Laboratory Officer, who are posted in the Faculty of Ocean Studies and Department of Bio Sciences and performing diving duties, should be paid a diving allowance at the rate of Rs 660 per dive, subject to a maximum of four dives per month. This maximum may be reviewed by the Council, based on operational requirements.

Recruitment of Lecturers in scarcity areas

88.71 At present, the qualification requirements of the grade of Lecturer are a Degree and a Master's Degree in the relevant field. Management has apprised that it encounters certain difficulties to recruit Lecturers in scarcity areas. In this context,

we are revisiting the provision made in 2008 PRB Report to address this particular issue.

Recommendation 20

88.72 We recommend that in scarcity areas or in cases where the university faces difficulties to recruit Lecturers, Management may consider the recruitment of candidates possessing a Honours Degree in the specified field along with at least five years post qualification work experience.

88.73 We further recommend that for recruitment of Lecturers in the field of Medicine, candidates may be required to hold a MBBS or MBChB, be a registered medical practitioner and reckon at least four years relevant post qualification work experience.

Research Publication Allowance

88.74 One of the Strategic Direction of the UOM is to reach Excellence in Research and Innovation by raising the overall quality of research, promoting impact-driven multidisciplinary research and implementing measures that will increase the research visibility of the University, among others.

88.75 The Bureau has already recommended under the incentive scheme, that Management in consultation with Tertiary Education Commission may evolve and implement incentive schemes for academic staff engaged in multi-disciplinary research. We, however, consider that publishing research is not an end in itself. The UOM should also aim at publishing quality research in high-impact factor journals. The Bureau nevertheless recognises that for research productivity and output through publication in such journals to increase, academics and researchers at the University should be provided the right incentive/reward through a financial reward-based system. We are recommending in that direction.

Recommendation 21

88.76 We recommend that academics and researchers at the University of Mauritius should be granted a financial bonus upon publication of their research in a high impact factor journal or in a non-impact factor journal listed in international accredited journals. However, the quantum of the bonus to be paid per research paper published in both categories of journals should be determined by the Council in consultation with the Tertiary Education Commission.

Recruitment and Retention of Academic Staff

Recommendation 22

88.77 We recommend that full-time academic staff who are registered professionals, should continue to be allowed to exercise their profession, subject it is

carried out outside their normal working hours and is not in conflict with their work at the University.

Sabbatical Leave

88.78 Sabbatical Leave is granted to academics to enable them to devote time on scholarly research and keep abreast of new developments in their field as well as for staff development. It may be spent abroad and/or locally.

88.79 The leave is earned at the rate of one month for every year of effective residential service and is granted once after every eight years of effective service. It is computed on a cumulative basis. However, the counter for eligibility to sabbatical leave is reset to zero for academics who have already benefitted from approved study leave for a period exceeding three months.

88.80 The Bureau considers that the existing provisions regarding the grant of sabbatical are appropriate and **should be maintained**.

Consultancy Services

Recommendation 23

88.81 **We recommend that the distribution of the net income between the staff and University in respect of Research and Consultancy Services should be maintained as hereunder:**

- (i) **2:1 between staff and the University for Research and Consultancy; and**
- (ii) **4:1 between staff and the University for short courses, seminars and workshops.**

Allowance to Head of Department and Dean of Faculty

Recommendation 24

88.82 **We recommend that in future, academics designated as Head of Department and Dean of Faculty should be paid a monthly allowance of Rs 1960 and Rs 2600 respectively**

88.83 **We further recommend that academics designated as Head of Department and Dean of Faculty as at 31 December 2015 should continue to be paid a monthly allowance of Rs 5000 and Rs 7000 respectively on a personal basis provided they are still performing in these positions.**

Incentive Scheme

88.84 The existing provisions under the Incentive Scheme for Academics are as follows:

- (a) 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 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;
- (b) the University of Mauritius may further 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;
- (c) 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
- (d) 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.

Recommendation 25

88.85 We recommend that the above provisions governing the Incentive Scheme should be maintained.

Academic Attainment

Recommendation 26

88.86 We recommend that 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 revised 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.

88.87 We further recommend that for the implementation of paragraph 88.86 the new salary point reached by virtue of the provision made at paragraph 10.40 of Volume 1 of this Report shall be deemed to be the new top salary.

Political Activities

88.88 We are maintaining the provision to the effect that full-time employees of the University of Mauritius should not be allowed to participate in active politics so as not to disrupt the smooth running of activities.

88. UNIVERSITY OF MAURITIUS SALARY SCHEDULE

UOM 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375 General Worker
UOM 2	:	Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825 Stockman
UOM 3	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 Security Guard
UOM 4	:	Rs 9050 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050 General Worker/Nursery Attendant/Gardener (Personal)
UOM 5	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050 Nursery Attendant/Gardener Office Attendant
UOM 6	:	Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575 Security Officer
UOM 7	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver (Personal) Driver/Office Attendant (New Grade) Field Supervisor

88. UNIVERSITY OF MAURITIUS (Contd)

- UOM 8 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Binder
Handy Worker/Tradesman
Carpenter/Cabinet Maker
Electrician
Mason
Mechanic
Painter
- UOM 9 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- UOM 10 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- UOM 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Driver (Heavy Vehicle)
Tractor Driver
- UOM 12 : Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Senior Security Officer
- UOM 13 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 QB 22575 x 625 – 23200 x 775 – 27075**
Handy Worker/Tradesman/Senior Tradesman (Personal)
Printing Operator/Plate Engraver
- UOM 14 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Prepress Operator
- UOM 15 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850**
Chief Security Officer (New Grade)

88. UNIVERSITY OF MAURITIUS (Contd)

- UOM 16 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850**
Senior Receptionist/Telephone Operator
- UOM 17 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**
Assistant Stores Officer (Personal)
- UOM 18 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 QB 22575 x 625 – 23200 x 775 – 30175**
Binder/Senior Binder (Personal)
- UOM 19 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk
Clerk/Word Processing Operator
- UOM 20 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Library Clerk (Roster)
- UOM 21 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Foreman
Foreman (Binder)
- UOM 22 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Technical Assistant/Senior Technical Assistant (Personal)
formerly Technical Assistant
- UOM 23 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Senior Word Processing Operator
- UOM 24 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27850 QB 28625 x 775 – 31725**
Assistant Printing Supervisor (Personal)

88. UNIVERSITY OF MAURITIUS (Contd)

- UOM 25 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Assistant Procurement and Supply Officer
Executive Assistant
Stores Officer (Personal)
- UOM 26 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425**
Senior Library Clerk (Roster)
- UOM 27 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Technical Assistant/Senior Technical Assistant
formerly Technical Assistant
Senior Technical Assistant
- UOM 28 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Technical Assistant/Senior Technical Assistant (Personal)
formerly Senior Technical Assistant
- UOM 29 : Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Nursing Officer (Future Holder)
- UOM 30 : Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Nursing Officer (Personal to officer in post as at 31.12.15)
- UOM 31 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- UOM 32 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Procurement and Supply Officer
Senior Executive Assistant
- UOM 33 : Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Specialised Nursing Officer (Male and Female) (Future Holder)

88. UNIVERSITY OF MAURITIUS (Contd)

- UOM 34 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
- UOM 35 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Programmer
- UOM 36 : Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Supervisor, University of Mauritius Press
- UOM 37 : Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Library Officer (Roster)
- UOM 38 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Finance Officer/Senior Finance Officer (Personal)
- UOM 39 : Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Specialised Nursing Officer (Male and Female) (Personal to officer in post as at 31.12.15)
- UOM 40 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Procurement and Supply Officer
- UOM 41 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 34350 QB 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Accounting Technician
- UOM 42 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Analyst/Programmer
Sports Officer/Senior Sports Officer
- UOM 43 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Senior Library Officer

88. UNIVERSITY OF MAURITIUS (Contd)

- UOM 44 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Head, University of Mauritius Press
Principal Executive Assistant
- UOM 45 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Senior Accounting Technician
- UOM 46 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 QB 49950 x 1625 – 56450**
IT Laboratory Officer
formerly Technician/Senior Technician
Laboratory Officer
formerly Technician/Senior Technician
- UOM 47 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
Public Relations and Communication Officer (New Grade)
- UOM 48 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Librarian
Observer/Expert Observer
Quality Assurance Officer (New Grade)
- UOM 49 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
- UOM 50 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Estate Engineer
- UOM 51 : Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Farm Manager
Principal Library Officer

88. UNIVERSITY OF MAURITIUS (Contd)

- UOM 52 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Educational Technologist
formerly Instructional Designer
- UOM 53 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Officer (Personal)
Sports Organiser
- UOM 54 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Internal Auditor/Senior Internal Auditor
formerly Internal Auditor
- UOM 55 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Computer Systems Engineer
Research Officer
Systems Administrator
Systems Analyst
Systems Engineer
Visual Communication Designer
Web Multimedia Developer
- UOM 56 : Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 QB 58075 x 1625 – 62950**
Senior IT Laboratory Officer
formerly Principal Technician
Senior Laboratory Officer
formerly Principal Technician
- UOM 57 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Lecturer
- UOM 58 : Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Legal Affairs Officer
Services Superintendent (Personal)
- UOM 59 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Senior Accountant
Senior Librarian

88. UNIVERSITY OF MAURITIUS (Contd)

- UOM 60 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Research Fellow
- UOM 61 : Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 QB 64800 x 1850 – 70450**
IT Laboratory Coordinator (New Grade)
Laboratory Coordinator
- UOM 62 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Registrar
- UOM 63 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400**
Administrative Manager
- UOM 64 : Rs 31725 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Public Relations Officer (Personal)
- UOM 65 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Manager, Health and Safety
Manager (Information Technology Services)
Manager, Innovative Learning Technologies
Manager (Management Information Systems)
Manager, Procurement and Supply
Research Fellow
Senior Lecturer (Future Holder)
Senior Research Officer
- UOM 66 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Deputy Registrar
Senior Lecturer (Personal to officers in post as at 31.12.15)

88. UNIVERSITY OF MAURITIUS (Contd)

UOM 67 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000

Associate Professor
Chief Librarian
Director, Centre for Information Technology and Systems
Director, Centre for Innovative Lifelong Learning (New Grade)
Director of Human Resources
Director of Marketing and Externally Funded Activities
Director, Quality Assurance
Finance Director
Senior Administrative Manager

UOM 68 : Rs 101000

Chief of Facilities and Services
Professor
Registrar

UOM 69 : Rs 110000

Pro Vice-Chancellor (Academia)
Pro Vice-Chancellor (Planning and Resources)

UOM 70 : Rs 164000

Vice-Chancellor



89. UNIVERSITY OF TECHNOLOGY, MAURITIUS

- 89.1 Set up under the University of Technology, Mauritius (UTM) Act of 2000, the main functions of UTM are, among others, to serve as a centre for fostering cooperation, partnership and exchange of ideas between the academic community and the public as well as the private sectors; and foster and encourage the advancement and development of knowledge and skills, and their application to research and other means through industry, the services sector, commerce and the public sector.
- 89.2 It envisions to become a University of national, regional and international renown through the provision of multi-level quality tertiary education and training including continuing professional education geared towards sustained capacity building for increasingly technology-driven and enterprise-based developments.
- 89.3 UTM provides quality education and offers a wide range of courses, programmes and activities in full-time, part-time as well as in mixed modes under four schools, namely: School of Business, Management and Law; School of Sustainable Development and Tourism; School of Innovative Technologies and Engineering; and School of Accounting, Finance and Economics. So far, it has contributed in the formation of over 5000 graduates.
- 89.4 As Head, the Director-General has the overall responsibility for the day-to-day management of the University and for its efficiency. She is supported in her duties by the Registrar and academics as well as staff of the administrative, technical, library, finance, general services and workmen's cadres.
- 89.5 Both Management and staff side have made several representations for this Review. Management has requested for the creation of additional positions, restyling of some grades and enhanced conditions of service. On the other hand, the staff side has proposed the following: creation of additional levels; filling of vacant posts; ensuring career path for officers on the establishment; alignment of salaries; additional remuneration/benefit to academic staff; duty free facilities for technical staff and provision of training.
- 89.6 Proposals made were lengthily discussed during meetings with both parties who were apprised, among others, that filling of vacant posts and creation of new grades depend on the functional and operational needs of the organisation and the onus rests with the Board. However, it was also highlighted that grades which are urgently required, could be graded by the Bureau on an *ad hoc* basis well before and even after the publication of the 2016 PRB Report, once the parent Ministry conveys its approval and the proposed schemes of service are in order. Attention of both Management and the staff side was drawn on the existing recommendations in PRB Reports that provide for training to be dispensed to all staff. As regards alignment of salaries, parties were informed that this would be examined by the

Bureau on the basis of its job evaluation exercise. They were equally made aware that eligibility or otherwise for duty free facilities for technical staff would depend on the findings of the Survey on Travelling.

89.7 For this review exercise, we are, among others, consolidating the structure with the creation of the grades of Electrician, Computer Laboratory Attendant, Overseer and Maintenance Officer respectively, and maintaining the existing benefits for academics. To address the concern of the staff side about existing HR problems, **it is recommended that Management should carry out a Human Resource Planning exercise.**

89.8 In framing its recommendations, the Bureau also took into account written submissions of the new Management of the UTM.

Electrician (New Grade)

89.9 At present, all repairs pertaining to electrical installations are being performed by an employee in the grade of Handy Worker (Skilled). With the expansion of the University's infrastructure, Management and staff side have made proposals for the creation of the grade of Electrician to look after all the electrical installations and repairs of the building.

Recommendation 1

89.10 We recommend the creation of a grade of Electrician. Appointment thereto should be made from candidates possessing a Certificate of Primary Education and the National Trade Certificate Level 3 in Electrical Installation Works issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development or an equivalent qualification.

89.11 Incumbent would be required, among others, to: carry out complete power and lighting installations of all types in buildings according to regulations including outdoor power and lighting installations; perform maintenance work on all types of electrical power and lighting installations; and prepare estimates for electrical works including maintenance works.

Computer Laboratory Attendant (New Grade)

89.12 At present, employees in the grade of Handy Worker are being called upon to perform the duties of the grade of Computer Laboratory Attendant.

89.13 In the context of this review, both Management and staff side have represented that there is an increase in the number of computer terminals in the computer laboratories to cope with volume of work. These computer terminals have to be maintained regularly and there is need for a dedicated grade to cater for the general care of the Computer Laboratories.

Recommendation 2

- 89.14 **We recommend the creation of a grade of Computer Laboratory Attendant. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment possessing a Cambridge School Certificate with at least a pass in Mathematics or any Science subject or equivalent qualification. On appointment, incumbent will be required to undergo, on-the-job training for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment to the grade of Computer Laboratory Attendant in a substantive capacity.**
- 89.15 Incumbents would be responsible for: the general cleanliness of the computer laboratory and the general care of equipment and furniture; scheduling hardware and software for use in different lecture rooms and the computer laboratory; and the detection and elimination of viruses using appropriate tools. Additionally, incumbents would be required, among others, to set up equipment and load relevant software; provide assistance to Lecturers for the running of hands-on sessions; assist in the routine maintenance of hardware and software; and keeping record of equipment.

Overseer (New Grade)

- 89.16 Representations have been received for the creation of a level to supervise the work of Handyworkers and Handyworkers (Skilled) as well as to exert control and discipline among them. To enable the organisation to make effective use of resources and to monitor and supervise the activities of the Handyworkers and Handyworkers (Skilled), **we are recommending accordingly.**

Recommendation 3

- 89.17 **We recommend the creation of a grade of Overseer. Appointment thereto should be made by selection from employees of the University possessing a Certificate in Primary Education and showing proof of having attended secondary education. Candidates should also reckon at least ten years' service in a substantive capacity and should have the ability to supervise workers and maintain discipline among them.**
- 89.18 Incumbent would, *inter alia*, be required to: distribute work among Handyworkers and Handyworkers (Skilled) and maintain discipline among them at the different sites of work; control the works undertaken under his supervision, and to ensure that they are carried out according to norms and standards; keep an inventory of all the tools and materials issued to the workers under his supervision; and prepare daily progress of work of his team of workers.

Maintenance Officer (New Grade)

89.19 The UTM is constantly expanding its infrastructure and other activities. Union members, supported by Management, have represented that there is need for a new level to better assist in the maintenance of the building and infrastructure and improvement of the university equipment and compound.

Recommendation 4

89.20 We recommend the creation of a grade of Maintenance Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil Engineering or an equivalent qualification acceptable to the Board.

89.21 Incumbent would, *inter alia*, be required to: plan, design, execute, supervise and monitor civil engineering works; guide, supervise and control maintenance staff; assist in the feasibility studies and preparation of bids documents; make regular inspections of existing infrastructure and submit reports thereon; and ensure that safety and precautionary measures relating to water and electricity infrastructure are observed.

Allowance to Head of School

89.22 Presently, a monthly allowance of Rs 7000 is paid to each Academic who has been assigned the duties of Head of School which is on a rotational basis for a period of three years. We are maintaining the present arrangement and making appropriate recommendation.

Recommendation 5

89.23 We recommend that:

- (i) the duties of Head of School should continue to be assigned on a rotational basis for a period of three years to Associate Professors who have served for at least once as Head of Department and reckoning at least four years' service at the University;**
- (ii) in future, Associate Professors assigned the duties of Head of School should be paid a monthly allowance of Rs 2600;**
- (iii) Associate Professors assigned the duties of Head of School as at 31 December 2015 should continue to be paid a monthly allowance of Rs 7000 on a personal basis provided they are still performing in this position;**
- (iv) in the absence of candidates in the grade of Associate Professor, the seniormost Senior Lecturer who has served for at least once as Head of Department and reckons at least four years' service at the University**

should be assigned the duties of Head of School and be paid the allowance; and

- (v) 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.

Allowance to School Coordinator

89.24 At present, Academic staff who have been assigned the duties of School Coordinator to support the Head of School in his administrative responsibilities are being paid a monthly allowance of Rs 2500. We are maintaining the present arrangement and making appropriate recommendation .

Recommendation 6

89.25 We recommend that, in future, academic staff members assigned the duties of School Coordinator should be paid a monthly allowance of Rs 1525.

89.26 We further recommend that academic staff members assigned the duties of School Coordinator as at 31 December 2015 should continue to be paid a monthly allowance of Rs 2500 on a personal basis provided they are still performing in this position.

Academic Achievement

89.27 Academics below the level of Professor, who have improved their qualifications and achieved within their academic field are granted additional increments. This provision is being maintained.

Recommendation 7

89.28 We recommend that 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.

89.29 For the purpose of implementation of the above paragraph, the new salary point reached by virtue of the provision made at paragraph 10.40 of Volume 1 of this Report shall be deemed to be the new top salary.

Sabbatical Leave

89.30 In its previous Reports, the Bureau recommended that the UTM should consider the advisability of setting up a Sabbatical Leave Scheme for its academic staff. During consultation we were informed that this recommendation has yet to be implemented. **We are therefore reiterating this recommendation.**

Recommendation 8

89.31 We recommend that the Management of the UTM should set up a Sabbatical Leave Scheme for the academic staff on permanent and pensionable establishment.

Incentive Scheme

89.32 The present provisions of incentive scheme, hereunder replicated, are being maintained:

- 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 for the respective grades 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 should evolve 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.**

Administrative Officer

89.33 At present, Administrative Officers who have remained on top of their salary scale for one year are allowed to proceed incrementally in the master salary scale up to salary point Rs 58775 subject to performance criteria. This recommendation is being maintained.

Recommendation 9

89.34 We recommend that Administrative Officers who have remained on top of their revised salary scale for one year should be allowed to move incrementally up to salary point Rs 62950 provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding year; and
- (iii) are not under report.

Political Activities

89.35 At present, full-time academic and non-academic staff of the University are not allowed to participate in active politics as involvement therein disrupts the proper functioning of the organisation. **This provision, being a main clause in the contract of employment of the staff, is being maintained.**

89. UNIVERSITY OF TECHNOLOGY, MAURITIUS

SALARY SCHEDULE

UTM 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
UTM 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075
		Printing Assistant
UTM 3	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
		Handy Worker
UTM 4	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Library Attendant Office Attendant
UTM 5	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant

89. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

- UTM 6 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Electrician (New Grade)
Handy Worker (Skilled)
- UTM 7 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- UTM 8 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- UTM 9 : Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**
Computer Laboratory Attendant (New Grade)
- UTM 10 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Overseer (New Grade)
- UTM 11 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk
Clerk/Word Processing Operator
Library Clerk (Personal)
- UTM 12 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950**
Library Clerk (Roster)
- UTM 13 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Technical Assistant (Maintenance)
- UTM 14 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Computer Support Officer
- UTM 15 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)

89. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

- UTM 16 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal)
Stores Officer (Personal)
- UTM 17 : Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Nursing Officer
Sports Officer/Senior Sports Officer
- UTM 18 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- UTM 19 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
Accounts Officer (Ex-SPI) (Personal)
Higher Executive Officer
- UTM 20 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Library Officer (Personal)
Maintenance Officer (New Grade)
Safety and Health Officer/Senior Safety and Health Officer
- UTM 21 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Computer Programmer
- UTM 22 : Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Library Officer (Roster)
- UTM 23 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Accounts Officer
- UTM 24 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent

89. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

- UTM 25 :** **Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Technician/Senior Technician
- UTM 26 :** **Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
- UTM 27 :** **Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Librarian
- UTM 28 :** **Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Internal Auditor
- UTM 29 :** **Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Analyst
Systems Engineer
- UTM 30 :** **Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Officer (Personal)
- UTM 31 :** **Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Admissions Officer
Examinations Officer
Human Resource Management Officer
Public Affairs Officer
Student Affairs Officer
- UTM 32 :** **Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Lecturer
- UTM 33 :** **Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Head of Resource Centre

89. UNIVERSITY OF TECHNOLOGY, MAURITIUS (Contd)

- UTM 34 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Assistant Registrar
- UTM 35 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Head of Finance
Head of Information Services
Planning and Development Officer
Quality Assurance Officer
Senior Lecturer (Future Holder)
- UTM 36 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000**
Senior Lecturer (Personal to officers in post as at 31.12.15)
- UTM 37 : Rs 43850 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Manager of Consultancy and Technology Transfer Centre
- UTM 38 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Associate Professor
- UTM 39 : Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 101000**
Head of School
- UTM 40 : Rs 101000**
Professor
Registrar
- UTM 41 : Rs 110000**
Deputy Director-General
- UTM 42 : Rs 164000**
Director-General



90. URDU SPEAKING UNION

- 90.1 The Urdu Speaking Union has been established in 2002 under the Urdu Speaking Union Act. Its main objects, among others, consist in promoting the urdu language in its spoken and written forms; providing facilities for the exchange of views affecting the interests, well being, development, relationships and common problems of the urdu-speaking peoples of the world; and promoting and encouraging the publication, exhibition, distribution and sale of urdu books, magazines, newspapers and calligraphic works.
- 90.2 The Union is managed by an Executive Council and the administrative duties fall under the responsibility of the Administrative Secretary.
- 90.3 In the context of this Report, the Bureau has not received any representation. We are, therefore, maintaining the present structure whilst revising the respective salary scales.

90. URDU SPEAKING UNION**SALARY SCHEDULE**

- USU 1 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475
– 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- USU 2 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x
1625 – 56450**
Administrative Secretary



91. VALLEE D'OSTERLOG ENDEMIC GARDEN FOUNDATION

- 91.1 The Vallée D'Osterlog Endemic Garden Foundation (VOEGF) was established as a body corporate under the Vallée D'Osterlog Endemic Garden Foundation Act No. 19 of 2007 further to a Government decision to convert the Vallee D'Osterlog into an endemic garden. It operates under the *aegis* of the Ministry of Agro-Industry and Food Security.
- 91.2 The Foundation aims to become a major eco-tourism site and envisions to be the reference endemic garden of Mauritius. Its mission is to contribute to biodiversity conservation at global level and knowledge dissemination and research of the endemic flora and fauna of Mauritius.
- 91.3 During consultations, management highlighted the main and specific functions of the Vallée D'Osterlog Endemic Garden Foundation: conservation and preservation of the flora and fauna of the garden; dissemination of knowledge relating to endemic flora and fauna and engagement in scientific research on these species while making it a tourist attraction.
- 91.4 The Foundation would further be called upon to play a vital role in the protection of catchment areas, soil and water conservation through the restoration and conservation of the endemic/native forest at the garden which in the long term, would contribute to carbon sequestration as they will act as a carbon sink thus mitigating climate change effect.
- 91.5 The VOEGF is managed and administered by a Board. A Director is responsible for the day-to-day management of the Foundation. The latter is assisted in his functions by an Administrative Manager, a Technical Manager as well as officers of the administrative/technical section and staff of the General Services.
- 91.6 To support the VOEGF's objectives to engage in scientific research on endemic flora and fauna, the Bureau is agreeable to the proposal of Management to create the grade of Scientific Officer on its establishment.

Scientific Officer (New Grade)

Recommendation 1

- 91.7 **We recommend the creation of the grade of Scientific Officer. Appointment thereto should be made by selection from among candidates possessing a degree in either Agriculture or Biology or Zoology or Botany or Ecology or Conservation or an equivalent qualification acceptable to the Board.**
- 91.8 Incumbent would be required to, *inter alia*, conduct and monitor research activities and experimental work on fauna and/or flora and their conservation; prepare and implement program for nursery activities in field and for maintenance of the garden; monitor the status of wild populations of fauna and/or flora; carry out restoration

works, germ-plasm collection and multiplication of fauna and/or flora; conduct interpretation activities; prepare scientific reports, disseminate conservation information, and create conservation awareness among students and the public at large; and supervise and train junior staff.

Park Assistant (Roster) (New Grade)

91.9 The Bureau is also agreeable to create the grade of Park Assistant (Roster) to assist the Scientific Officer in carrying out the field operations in the garden.

Recommendation 2

91.10 We recommend the creation of the grade of Park Assistant (Roster). 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 one science subject, or an equivalent qualification acceptable to the Board.

91.11 Incumbent would be responsible, *inter alia*, for the day-to-day maintenance activities such as picnic areas, tracks and trails and other structures to ensure that they are maintained to proper standards; sale of plants and other items and collect ticket fees from visitors; allocation of task to manual workers and supervision of staff in carrying out cleaning, building repairs, welding and other related duties; provision of assistance and support to senior officers in such areas as public awareness and conservation, education, habitat conservation, rehabilitation and protection, fauna and flora survey works, among others; guide visitors within the garden and provide information in order to increase visitors understanding, appreciation and enjoyment of the garden; and look after animals/birds and perform animal husbandry practices.

Walking Allowance

91.12 At present, workers in the manual grades who do not have any means of transport and have to cover a distance of more than six kilometers daily to reach their site of work, are paid a monthly walking allowance of Rs 600. Management has informed that other officers of the VOEGF equally have to cover a walking distance of more than four kilometres on a daily basis to reach site of work as no transport facilities are available in that area. Request has thus been made to extend the walking allowance to this category of officers.

91.13 We have examined the issue and consider that there is merit in the case. We are, therefore, making appropriate recommendations to this effect.

Recommendation 3

91.14 We recommend that a monthly walking allowance of Rs 600 be granted to those workers of the manual grades who do not have any means of transport and have to cover a distance of more than six kilometres daily to reach their site of work.

91.15 We further recommend that Management should consider the advisability of extending the above recommendation to concerned officers of the VOGEF on the same set conditions provided they satisfy the same criteria.

91. VALLEE D'OSTERLOG ENDEMIC GARDEN FOUNDATION

SALARY SCHEDULE

VOGF 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
VOGF 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075
		Warehouse Operative (Ex-Tobacco Board) (Personal)
VOGF 3	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
		Warehouse Worker (Ex-Tobacco Board) (Personal)
VOGF 4	:	Rs 9050 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825
		General/Handy Worker (Roster) General/Handy Worker (Roster) (ex-Tobacco Board) (Personal)
VOGF 5	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Gardener/Nursery Attendant
VOGF 6	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000
		Senior Gardener/Nursery Attendant
VOGF 7	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant
VOGF 8	:	Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Field Supervisor
VOGF 9	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23975
		Driver/Messenger (Roster)

91. VALLÉE D'OSTERLOG ENDEMIC GARDEN FOUNDATION (Contd)

- VOGF 10 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
- VOGF 11 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Park Assistant (Roster)(New Grade)
- VOGF 12 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Accounts Clerk (Ex-Tobacco Board) (Personal)
Assistant Procurement and Supply Officer
- VOGF 13 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Accounts Officer
Accounts Officer (ex-Tobacco Board) (Personal)
Human Resource Officer
- VOGF 14 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Technical Officer/Senior Technical Officer
- VOGF 15 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Publications and Liaison Officer
- VOGF 16 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Scientific Officer (New Grade)
- VOGF 17 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Administrative Manager
Technical Manager
- VOGF 18 : Rs 77175 x 2825 – 80000 x 3000 – 83000**
Director



92. WASTEWATER MANAGEMENT AUTHORITY

- 92.1 The Wastewater Management Authority (WMA), a body corporate established under the Wastewater Management Authority Act No. 39 of 2000, operates as an autonomous organisation under the *aegis* of the Ministry of Energy and Public Utilities. The WMA has been entrusted with the overall responsibility for the collection, treatment, disposal of wastewater throughout Mauritius, as well as the provision of appropriate water pollution standards and wastewater control system.
- 92.2 Government has in its programme 2015-2019 (Achieving Meaningful Change) apprised that it will undertake a review of the wastewater master plan to ensure the most competitive wastewater disposal technology for environmental protection which will address the sanitation problems in the former CHA housing estates and the regions which are vulnerable to environmental hazards related to wastewater disposal. The WMA aims at fulfilling Government objectives to connect 80% of the population to the public sewer by 2033 as per the Wastewater Master Plan of 2012; strengthen the organisation with adequate legal status, human resources and tariff structure; link cost recovery to affordability of service; and improve the environmental and customer services standards.
- 92.3 The Authority is headed by a General Manager who is assisted by two Deputy General Managers: one responsible for the Administration and Finance Department and the other for the Technical Department. The General Manager is responsible, amongst others, for the execution of the policies and strategies of the Board along with the control, management and administration of the day to day business of the Authority.
- 92.4 In the context of this Report, the Management of the WMA has requested for further improvement in the conditions of service along with the restyling of certain grades similar to their counterparts in the Civil Service with a view to encouraging employees and the key staff to remain in the sector. The staff side have amongst others requested for the reinforcement of the Technical cadre, restyling of grades in the Engineering cadre, extension of risk allowance to employees in certain grades and aligning certain structures with what is obtained across the Public Service.
- 92.5 In line with Government objectives for the wastewater sector, we are in this Report reviewing the existing organisation structure and the various allowances, wherever relevant, to enable the Authority to meet its current and future operational requirements as well as making provisions for ensuring the protection and well being of its employees.
- 92.6 The Engineering cadre at the Wastewater Management Authority has a multiplicity of fields with different hierarchical structures/levels. The staff side has represented that for greater efficiency in work organisation, accountability and reporting, as well as the dire need to motivate staff to remain at the Authority and to attract new

entrants to join the organisation, there is need to restructure the cadre and bring uniformity. In line with the Bureau's philosophy for lean structures leading to increased efficiency and customer responsiveness, and to bring parity among the different fields of engineering we are, where appropriate, merging and restyling the grades in the cadre.

Recommendation 1

92.7 We recommend that the grades in the Engineering cadre be restyled as follows:

- (i) the grades of Engineer (Civil) and Senior Engineer (Civil); Engineer (Electrical) and Senior Engineer (Mechanical/Electrical), Engineer (Mechanical) and Senior Engineer (Mechanical/Electrical) be merged and restyled Engineer/Senior Engineer (Civil); Engineer/Senior Engineer (Mechanical) and Engineer/Senior Engineer (Electrical) respectively; and**
- (ii) the grades of Engineer (Mechatronics) and Process Engineer (Wastewater Treatment) be restyled Engineer/Senior Engineer (Mechatronics) and Process Engineer/Senior Process Engineer (Wastewater Treatment) respectively.**

Risk and Hazard Allowance to Officers in the Procurement and Supply Cadre

92.8 Representations have been made by the Staff Side that officers in the Procurement and Supply Cadre posted in warehouses located in treatment plants of the WMA are exposed to risk and hazard. The Bureau has also been apprised that there has been cases of chlorine poisoning resulting in hospitalisation of employees and incumbents in the cadre are also regularly exposed to foul odour of raw sewage unlike their counterparts in other organisations or at the Head Office. We have analysed the issue and consider that appropriate compensation is warranted due to the specific environmental conditions in which incumbents are called upon to operate. However, as there are other grades that may be posted in these warehouses **the Bureau recommends that a Risk Assessment Exercise should be conducted by the WMA. The mechanism set to conduct this exercise is reported at paragraph 18.15.23 of Volume 1 of this Report.**

Driving Allowance

92.9 Incumbents in the grade of Technical Assistant are, with a view to attaining optimum resource utilisation, called upon everyday to drive the organisation vehicles to attend to different work sites. They are not being provided with the services of a Driver due to restricted budget allocation. Both Management and the staff side have represented that driving does not form part of the duties of incumbents in the grades of Technical Assistant and that there is need for some compensation. We have analysed the issue and are making appropriate recommendation.

Recommendation 2

92.10 We recommend that Technical Assistants who are required to drive the organisation's vehicle in the performance of their duties, to attend different sites of work, be paid a monthly allowance equivalent to one increment at the initial of their respective salary scale.

Information Technology Unit

92.11 The IT Unit acts as the backbone of the Authority and is responsible for the overall design, implementation and Management of the IT and network infrastructure. The Unit aims at positioning itself as a driving force with the use of Technology to help the Authority manage effectively the information and handle issues through the Enterprise Resource Planning (ERP) System based on a Customer/Care Management System (CMS). The ERP system would combine all the major business requirements of the Authority together into a single, integrated software programme, which would run off a single database so that the various departments could easily process and share information, as well as communicate with each other.

92.12 The Unit is currently manned by two IT Officers and two IT Technicians whilst the post of IT Manager is vacant since 2009. Management has submitted that taking into consideration the growing IT needs of the WMA and the increasing complexity of the IT infrastructure, the grades of IT Officer and IT Technician be restyled to IT Analyst or System Analyst and IT Support Officer respectively along with the alignment of salaries of the grades with what obtains for similar grades across Parastatal Bodies. We have examined the request and are making appropriate recommendations.

IT Support Officer

formerly Information Technology Technician

IT Analyst

formerly Information Technology Officer

Recommendation 3

92.13 We recommend that the grade of Information Technology Officer be restyled IT Analyst and that of Information Technology Technician be restyled IT Support Officer.

Retention Allowance

92.14 The employees of the WMA are, by the nature of their duties, required to operate in a very specific environment whereby they are regularly exposed to insalubrious conditions and risky elements. In its 2008 Report, the Bureau introduced and recommended the payment of a Retention Allowance to a certain category of officers to retain them in the organisation. The Retention Allowance was maintained in the 2013 PRB Report. For this review exercises we have received

representations from Management and the staff side to maintain and extend the payment of Retention Allowance to other categories of officers. We have examined the Job Description Questionnaires of these grades and taken note of the specific environment in which the employees are working. We are fully convinced that the Retention Allowance is an effective device/tool to encourage and retain these people in the organisation. We are, therefore, maintaining the allowance and extending it to other categories of workers.

Recommendation 4

92.15 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 scale subject to satisfactory performance and approval of the Responsible/ Supervising Officer:-

- **Mechanical Engineer/Senior Mechanical Engineer (Personal)**
- **Engineer/Senior Engineer (Civil)**
formerly Engineer (Civil)
Senior Engineer (Civil)
- **Engineer/Senior Engineer (Electrical)**
formerly Engineer (Electrical)
Senior Engineer (Mechanical and Electrical)
- **Engineer/Senior Engineer (Mechanical)**
formerly Engineer (Mechanical)
Senior Engineer (Mechanical and Electrical)
- **Engineer/Senior Engineer (Mechatronics)**
formerly Engineer (Mechatronics)
- **Process Engineer/Senior Process Engineer (Wastewater Treatment)**
formerly Process Engineer (Wastewater Treatment)
- **Scientific Officer**
- **Senior Scientific Officer**
- **Land Surveyor**
- **Senior Land Surveyor**
- **Principal Technical Design Officer**
- **Senior Technical Officer (Civil)**
formerly Senior Technical Officer
- **Chief Works Inspector**
- **Senior Works Inspector**
- **Senior Technical Design Officer**
- **Technical Officer (Civil)**
formerly Technical Officer (Civil Engineering)
- **Technical Officer (Mechanical and Electrical)**
- **Safety and Health Officer/Senior Safety and Health Officer**

- Senior Laboratory Technician
- Works Inspector
- Laboratory Technician
- Laboratory Assistant
- Technical Design Officer
- Assistant Works Inspector
- Head Operative
- Head Survey and Field Worker
- Technical Assistant (Electrical) (Shift)
- Technical Assistant (Electronic/Instrumentation) (Shift)
- Technical Assistant (Mechanical) (shift)
- Laboratory Attendant
- Driver (Wastewater Jetting Unit/Tanker)
- Operative
- Field Supervisor
- Driver
- Pipe Cleaner
- Tradesman's Assistant (Personal)
- Survey Field Worker/Senior Survey Field Worker
- Treatment Plant Worker (Shift)
- General Worker
- Divisional Manager
- Works Manager (Civil)
- Works Manager (Mechanical and Electrical)
- Laboratory Manager
- Senior Technical Officer (Mechanical and Electrical)
- Senior Technical Assistant

92.16 We further recommend that officers and employees in the manual grades who leave the service prior to the age at which they may retire without the approval of the Board (Table II at Chapter 15 of Volume 1) should refund the totality of the Retention Allowance paid to them. Beneficiaries of this allowance retiring from the service on reaching the age at which they may retire without the approval of the Board or thereafter, should refund only that part of the Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire with the approval of the Board. No refund would have to be effected by an officer who retires as per his compulsory retirement age or on medical ground.

Risk and Hazard Allowance

92.17 A Risk and Hazard Allowance equivalent to two increments at the salary point reached in the salary scale is also being paid, over and above the Retention

Allowance, to certain employees who are regularly exposed to insalubrious and risky conditions which may adversely affect their health.

- 92.18 Representations have been received to extend the Risk and Hazard allowance to incumbents in the grade Driver, posted at sub offices/stations and who are regularly exposed to the hazards in conveying tools and equipment that have contact with raw sewage in the performance of their duties. We have examined the request and we are making recommendation for the payment of an appropriate Risk and Hazard Allowance to incumbents in the grade of Driver while maintaining the payment of the allowance to all those already eligible for same.

Recommendation 5

- 92.19 **We recommend that incumbents in the grade of Driver who are posted in sub offices and who regularly convey tools and equipment that have contact with raw sewage be paid a Risk and Hazard Allowance equivalent to one and a half increments at the initial salary point reached in their salary scale.**

- 92.20 **We further recommend that employees in grades listed hereunder, who are regularly exposed to insalubrious and risky conditions which may adversely affect their health should continue to be paid over and above the Retention Allowance, a Risk and Hazard Allowance equivalent to two increments at the salary point reached in their respective salary scale:**

- **Technical Assistant (Electrical) (Shift)**
- **Technical Assistant (Electronic/Instrumentation) (Shift)**
- **Technical Assistant (Mechanical) (Shift)**
- **Driver (Wastewater Jetting Unit/Tanker)**
- **Field Supervisor**
- **Operative (incumbent in the grade of Plant and Equipment Operator as at 30.12.12)**
- **Pipe Cleaner**
- **Treatment Plant Worker (Shift)**
- **General Worker**

Special Professional Retention Allowance

- 92.21 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the field of Engineering which was considered as scarcity areas.

- 92.22 We have observed that the market situation/condition has improved and there are many qualified people who are available to work in this sector. We are, however, maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

Recommendation 6

92.23 We recommend that officers in the Engineering cadre of the WMA eligible for the payment of Special Professional Retention Allowance (SPRA) as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:

Salary	SPRA% of Monthly Salary
Rs 29400 up to Rs 62950 and reckoning at least 10 years' service in their respective grade	7
Above Rs 62950 and up to Rs 70450	7
Above Rs 70450 and up to Rs 86000	10
Above Rs 86000 and up to Rs 95000	12.5

92.24 We further recommend that those officers who:

- (i) leave the service prior to the age at which they may retire without the approval of the Board (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and
- (ii) retire from the service on reaching the age at which they may retire without the approval of the Board or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the Board.

92.25 However, provision made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

92.26 All officers in the Engineering field who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.

Night Duty Allowance

92.27 At present Technical Assistants and Treatment Plant Workers working on shift are paid a night duty allowance. We are maintaining the payment of this allowance.

Recommendation 7

92.28 We recommend the payment of a monthly Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period to Technical Assistants and Treatment Plant Workers who effectively perform night shift.

92. WASTEWATER MANAGEMENT AUTHORITY**SALARY SCHEDULE**

WMA 1	: Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
	General Worker
WMA 2	: Rs 14325 x 275 – 14875
	Trainee Technical Design Officer
WMA 3	: Rs 10450 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700
	Treatment Plant Worker (Shift)
WMA 4	: Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825
	Tradesman's Assistant (personal to incumbent in post as at 30.06.08)
WMA 5	: Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200
	Stores Attendant
WMA 6	: Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
	Office Attendant
WMA 7	: Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950
	Pipe Cleaner

92. WASTEWATER MANAGEMENT AUTHORITY (Contd)

- WMA 8 :** Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
Survey Field Worker/Senior Survey Field Worker
- WMA 9 :** Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
Driver
- WMA 10 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
Field Supervisor
- WMA 11 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
Senior/Head Office Attendant
- WMA 12 :** Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
Receptionist/Telephone Operator
- WMA 13 :** Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
Operative
- WMA 14 :** Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525
Driver (Wastewater Jetting Unit/Tanker)
- WMA 15 :** Rs 24750 x 775 – 26300
Trainee Engineer
- WMA 16 :** Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075
Laboratory Attendant
- WMA 17 :** Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625
Head Survey and Field Worker
- WMA 18 :** Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175
Clerical Officer

92. WASTEWATER MANAGEMENT AUTHORITY (Contd)

- WMA 19 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk (Revenue Collection) (Personal to officers in post as at 30.06.08)
- WMA 20 : Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Head Operative
- WMA 21 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Technical Assistant (Electrical) (Shift)
Technical Assistant (Electronic/Instrumentation) (Shift)
Technical Assistant (Mechanical) (Shift)
- WMA 22: Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Land Survey Technician
- WMA 23 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Assistant Works Inspector
Laboratory Assistant
- WMA 24 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer
- WMA 25 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Assistant Procurement and Supply Officer
- WMA 26 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Technical Design Officer
Laboratory Technician
- WMA 27 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Senior Technical Assistant
- WMA 28 : Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**
Works Inspector

92. WASTEWATER MANAGEMENT AUTHORITY (Contd)

- WMA 29 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Internal Control Officer
- WMA 30 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- WMA 31 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Customer Care Officer
- WMA 32 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Procurement and Supply Officer
- WMA 33 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Office Management Assistant
- WMA 34 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Senior Laboratory Technician
- WMA 35 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Human Resource Officer
IT Support Officer
formerly Information Technology Technician
Safety and Health Officer/Senior Safety and Health Officer
Technical Officer (Civil)
formerly Technical Officer (Civil Engineering)
Technical Officer (Mechanical and Electrical)
- WMA 36 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Senior Technical Design Officer
Senior Works Inspector
- WMA 37 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Principal Laboratory Technician
- WMA 38 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
Senior Internal Control Officer
Senior Procurement and Supply Officer

92. WASTEWATER MANAGEMENT AUTHORITY (Contd)

- WMA 39 : Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900**
Office Superintendent
- WMA 40 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Planning and Transport Coordinator
- WMA 41 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Chief Works Inspector
Senior Technical Officer (Civil)
formerly Senior Technical Officer
Senior Technical Officer (Mechanical and Electrical)
- WMA 42 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
Superintendent, Procurement and Supply
- WMA 43 : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950**
Principal Technical Design Officer
- WMA 44 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Officer
Public Relations Coordinator
Public Relations and Customer Care Officer
- WMA 45 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
IT Analyst
formerly Information Technology Officer
Land Surveyor
Scientific Officer
Systems Administrator
- WMA 46 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Internal Auditor
Human Resource Management Officer

92. WASTEWATER MANAGEMENT AUTHORITY (Contd)

WMA 47 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Mechanical Engineer/Senior Mechanical Engineer (Personal to officers in post as at 30.06.08)

Engineer/Senior Engineer (Civil)

formerly Engineer (Civil)

Senior Engineer (Civil)

Engineer/Senior Engineer (Electrical)

formerly Engineer (Electrical)

Senior Engineer (Mechanical/Electrical)

Engineer/Senior Engineer (Mechanical)

formerly Engineer (Mechanical)

Senior Engineer (Mechanical/Electrical)

Engineer/Senior Engineer (Mechatronics)

formerly Engineer (Mechatronics)

Process Engineer/Senior Process Engineer (Wastewater Treatment)

formerly Process Engineer (Wastewater Treatment)

WMA 48 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950

Secretary to the Board

Senior Land Surveyor

Senior Accountant

Senior Scientific Officer

WMA 49 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450

Administrative and Human Resource Manager

Financial Manager

Information Technology Manager

Laboratory Manager

Works Manager (Civil)

Works Manager (Mechanical and Electrical)

WMA 50 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000

Divisional Manager

WMA 51 : Rs 89000 x 3000 – 95000

Deputy General Manager (Administration)

Deputy General Manager (Technical)

WMA 52 : Rs 110000

General Manager



99. PRIVATE SECONDARY SCHOOLS

- 99.1 Private Secondary Schools (PSS) play an important role in the education sector in Mauritius, Rodrigues and Agalega by providing education to some 64040 students. Their overall administration of pedagogical activities and disbursement of grants to some of the institutions rest upon the Private Secondary Schools Authority (PSSA), a corporate body operating under the *aegis* of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.
- 99.2 The Managers of the respective private secondary schools are responsible for the recruitment of personnel and, therefore, they are employers of the secondary institutions. The establishment size of the teaching and non-teaching staff as at 31 December 2015 stood around 5043 and 2235 respectively.
- 99.3 At present there is a total of 107 registered private schools, of which about six are found in Rodrigues and one in Agalega. Out of the 107 schools, 87 operate on a full grant in aid system, one on a partly grant in aid system and 19 are non-grant aided. Classes up to Cambridge Higher School Certificate are run in 69 of the grant aided schools while 20 of them provide education up to Cambridge School Certificate. 73 Secondary schools also offer prevocational education.
- 99.4 In the context of the present review exercise, representations have been made for parity of esteem in term of allowances and grades; the creation of grades at different levels of operations; change in appellation to better reflect the duties, upgrading of salary at various levels and restyling of grades. We have examined all the proposals, apprised both Management and Staff Associations on issues that could not be retained as well as other representations that need to be analysed further. On the basis of our analysis, we are making appropriate recommendations.

Educator (Private Secondary Schools)

- 99.5 In the 2008 PRB Report, the Bureau has recommended that as from 01 July 2012 an Educator's Licence should be a requirement for the post of Educator (Secondary) and subsequently as from a date after 2010 a Postgraduate Certificate in Education (PGCE) or its equivalent would also be a requirement. However, in the 2013 PRB Report due to dearth of candidates holding those qualifications, the requirements was differed to a future date to be decided by the then Ministry of Education and Human Resources.
- 99.6 The Ministry of Education and Human Resources, Tertiary Education and Scientific Research (MOE & HE, TE and SR) has, in the context of this Report, submitted that there is still a shortage of graduates holding these qualifications particularly in disciplines which are scarce given that relevant courses are not being run by the Mauritius Institute of Education in all subjects and as such up to now it has not been possible to implement the recommendation made by the Bureau. On this account and to ensure the availability of qualified candidate for the delivery of quality

education in secondary institutions the Ministry has now proposed that Educators (Private Secondary School) should in future be recruited in a temporary capacity. They will be required to follow a comprehensive one year course leading to an Educators Licence and appointed as Educator (Private Secondary School) in a substantive capacity upon successful completion of this course. We have analysed the issue and concurred with the views and proposal of the Ministry.

Recommendation 1

99.7 We recommend that the PSSA in collaboration with the MOE & HR, TE and SR ensure that in future Educator (Private Secondary School) should be recruited in a temporary capacity and should be appointed in a substantive capacity only upon successful completion of a comprehensive one year training leading to an Educators' license. The module taken in the one year training course shall be bank towards a PGCE to be completed within five years.

99.8 Presently there are certain specific recommendations for the grade of Educator in the Civil Service that are equally applicable for Educators (Private Secondary Schools). We are maintaining these provisions.

Recommendation 2

99.9 We recommend that:

- (i) Candidates possessing a post 'A' Level Degree and appointed Educator (Private Secondary Schools) should join the recommended salary scale at salary point Rs 25525;**
- (ii) Educator (Private Secondary Schools) possessing a post 'A' Level Diploma or post 'O' Level Degree should be allowed to proceed beyond the QB inserted in the salary scale upon obtention of the Degree or a Masters' Degree as appropriate;**
- (iii) Educator (Private Secondary Schools) drawing a monthly salary of less than Rs 25525 should, on obtention of qualifications to cross the QB in the salary scale, be allowed to join the recommended salary scale at salary point of Rs 25525;**
- (iv) Educator (Private Secondary Schools) satisfying the requirement to cross the QB, would, on reaching the top salary point of Rs 56450, be allowed to move incrementally in the master salary scale up to salary point of Rs 61325 provided that they have:
 - (a) drawn their top salary for a year; and**
 - (b) been consistently efficient and effective in their performance, as evidenced by the Performance Appraisal Report of the officer during the preceding two years and have not been adversely reported upon on ground of conduct.****

99.10 We also recommend that:

- (i) Educator (Private Secondary Schools) should teach approximately 1190 minutes in a week, one or more subjects relating to his academic qualifications; and**
- (ii) the monthly allowance payable to Educator (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 2360. On obtention of the qualifications required to cross QB, incumbent would be eligible to a 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 25525 whichever is the higher.**
- (iii) the above monthly allowance should be paid on a pro-rata basis 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 a minimum of four periods weekly.**

Senior Educator (Private Secondary Schools)

99.11 The Errors, Omissions and Anomalies Committee Report recommended the creation of the grade of Senior Educator (Private Secondary Schools) to be filled by promotion of Educators (Private Secondary Schools) who possess the qualification to cross the QB in the salary scale and reckon at least 15 years' service in a substantive capacity in the grade.

99.12 Following the publication of the Report and based on representations from various quarters to review the qualification requirements, the High Powered Committee approved that the entry requirement of the grade be amended such that appointment thereto be by promotion of Educators (Private Secondary School) who possess the qualification to cross the QB in the Salary scale and reckon at least 15 years' cumulative service in a substantive capacity.

99.13 Further representations were made from Unions of PSS to clarify the terms "Promotion" and "cumulative service" and after study the Ministry views that the decision taken by the High Powered Committee as at paragraph 99.9 above should be upheld. The Ministry of Education and Human Resources, Tertiary Education and Scientific Research and the Private Secondary Schools Authority have also highlighted that the staff community in the private secondary education sub-sector is a diversified and heterogeneous one. For instance, some teachers have joined the grade with School Certificate/Higher School Certificate and have crossed the QB subsequently while others have shifted from one school to another on account of closure/redundancy or transfer. The Ministry is, therefore, of the view that the continuous teaching experience reckoned by Educators in the Private Secondary

Schools in Mauritius irrespective of the level of entry in the teaching grade should primarily be considered for promotion to the grade of Senior Educator.

- 99.14 We have analysed the issue and taking into consideration the mode of appointment of Senior Educator in State Secondary Schools, the particularities of the Private Secondary Schools as well as the decision of the High Powered Committee, we are making appropriate recommendation.

Recommendation 3

- 99.15 We recommend that appointment to the grade of Senior Educator (Private Secondary Schools) should be by promotion, on the basis of experience and merit, of officers in the grade of Educator (Private Secondary Schools) who possess the qualification to cross QB and reckoning 15 years' experience in a substantive capacity in the grade inclusive of their experience acquired in the teaching grades at different private secondary schools.**
- 99.16 We further recommend that all private secondary schools should make necessary arrangement to appoint a Senior Educator with a view to enhancing the quality of education and providing appropriate administrative and pedagogical support to the Rector for the benefit of the students' community.**

Rector

- 99.17 At present appointment to the grade of Rector is made by selection from among Deputy Rectors possessing the Postgraduate Certificate or Diploma in Education and reckoning at least three years' experience in a substantive capacity. In the 2013 Report we had recommended that the requirement of the Diploma in Management or Educational Management for appointment to the grade of Rector, should be maintained. However, the implementation date of this requirement should have been determined by the then Ministry of Education and Human Resources.
- 99.18 The issue was raised with both the Ministry of Education and Human Resources, Tertiary Education and Scientific Research and the Private Secondary Schools Authority . We have been apprised that due to the limited intake of students at the tertiary level institutions for the Diploma in Management or Educational Management course, many Deputy Rectors could not be enrolled. Request has, therefore, been made for an extension of the transition period for a further five years, in order to give a fair chance to a greater number of Deputy Rectors to acquire the new qualification. We have studied the representations of all parties concerned and in a spirit of fairness we agree with this proposal.

Recommendation 4

- 99.19 We recommend that the requirement of the Diploma in Management or Educational Management for appointment to the grade of Rector, as recommended in our last Report should be maintained. However, the**

implementation date for this recommendation should be determined by the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

Head of Department

- 99.20 Heads of Department are selected on a seniority basis in their respective Private Secondary Schools from among Educators (Private Secondary Schools) possessing qualifications required to cross the QB. In the absence of fully qualified candidates, Educators (Private Secondary Schools) who do not possess the qualifications to cross the QB, but reckon at least five years' post qualification experience and having taught up to Form V/Form VI when posted respectively in Form V/Form VI colleges are also considered for the designated position. The Heads of Department are required to advise the Rector on matters relating to their respective specialities. e.g., syllabus, choice of books, laboratory equipment, time-table, internal examinations etc.
- 99.21 The list of subjects and subject combinations for which a headship allowance is paid has been established by the Private Secondary School Authority and at present the criteria for eligibility to the position of Head of Department, are as hereunder:
- (i) there should be two or more Educators (Private Secondary Schools) with a full time-table in the Department.
 - (ii) Educators (Private Secondary Schools) are teaching the subject for at least 1000 minutes weekly.
 - (iii) the total teaching time in the department should not be less than the full workload of a full-time teacher or approximately 1190 minutes per week.
- 99.22 Currently, the monthly headship allowance is Rs 1000 for Head of Department of Form V colleges and Rs 1500 for those of Form VI colleges whilst in scarcity areas Head of Departments (though not possessing the qualification required to cross the QB) are granted Rs 1800 monthly.
- 99.23 The Private Secondary School Authority has represented that in private secondary schools the teaching period varies from one school to another. For instance in some schools the teaching periods are of 35 minutes while in others they are 40 minutes thereby leading to some imbalance in the workload of Educators (Private Secondary Schools) and Heads of Department.
- 99.24 The staff side has on their behalf represented that the number of periods for Educators as well as Heads of Department be reduced with a view to enabling them to better perform their duties. In addition both the PSSA and the staff side have highlighted that the quantum of allowances for Heads of Department which have always been at par with those payable to counterparts in state secondary school have been reduced by the Errors, Omissions and Anomalies Committee Report and have requested for same to be re-established. We have studied both representation

and consider that the criteria set for assignment of duty of HOD to Educators (PSS) should be maintained. We have reviewed the weekly teaching period for the assigned HOD while harmonising the quantum of the monthly allowance payable to them.

Recommendation 5

- 99.25** We recommend that assignment of duties of Head of Department should continue to be made from among Educators (Private Secondary Schools), possessing qualifications required to cross the QB, on a seniority basis in the respective Private Secondary Schools and in the grade. In the absence of fully qualified candidates, Educators (Private Secondary Schools) who do not possess the qualifications to cross the QB, but reckon at least five years' post qualification experience and teach up to Form V/Form VI and posted respectively in Form V/Form VI colleges be also considered
- 99.26** We also recommend that incumbent assigned duties of Head of Department should continue to teach their subject of specialisation for approximately 840 minutes weekly and be paid a monthly Headship Allowance as hereunder:

Head of Departments	Monthly Allowance Rs
In schools teaching up to SC	1330
In schools teaching up to HSC	2000
In scarcity areas (though not possessing the qualifications required to cross the QB)	2000

Section Leader

- 99.27** The payment of an allowance for being assigned the task of section leader was introduced in our previous report to enable Private Secondary Schools to have additional resources, among others, to tackle the problems of indiscipline and misconduct. Presently members of the teaching staff including Grade I Teachers, Grade II Teachers, Grade II Teachers (Others) and Educators (Private Secondary Schools) appointed as Section Leaders are paid an allowance equivalent to one increment at the point reached in their respective salary scale. We are maintaining the current arrangement.

Recommendation 6

- 99.28** We recommend that the current mode of assignment of duties of section leader be maintained and Section Leader be paid a monthly allowance equivalent to one increment at the point reached in the respective salary scale.

Discipline

- 99.29 A lot representations have been received from the staff side, managers of Private Secondary Schools and the Private Secondary School Authority for the creation of a dedicated grade to look after discipline in schools. The Bureau has observed that the profile of candidates to be appointed for performing the disciplinary duties differ widely.
- 99.30 The Ministry of Education, Human Resource and Scientific Research which has also been consulted by the Bureau for its views on this sensible issue has shown certain apprehension on the creation of such a grade. After an in-depth analysis of the issue and taking into consideration that additional mechanism in terms of the appointment of section leaders exists in Private Secondary Schools, the Bureau has come to the conclusion that Discipline within the school compound should be the concern of each and every member of the staff (teaching and non-teaching) and that the problem of indiscipline can be tackled through appropriate staffing arrangements at all levels. The Bureau is therefore maintaining the present arrangements together with a new recommendation to address the issue.

Recommendation 7

- 99.31 **We recommend that Discipline within the school compound should be the concern of each and every member of the staff both teaching and non-teaching. Every staff member should participate actively to continuously maintain the highest level of discipline at school. They should act proactively and collectively to restore discipline immediately in situation of unruliness and disorderliness.**
- 99.32 **We also recommend that following the publication of this Report the Private Secondary School Authority in collaboration with the Ministry of Education, Human Resource and Scientific Research and the Ministry of Civil Service and Administrative Reforms should carry out a Human Resource Planning/Audit Exercise and make appropriate recommendations to ensure that all Private Secondary Schools are properly manned at all levels.**

IT Technician

- 99.33 The grade of IT Technician which was created in the 2013 PRB Report, to implement, support and maintain computerised systems, in private secondary schools has not yet been filled. The Ministry of Education, Human Resource, Tertiary Education and Scientific Research is of the view that in order to bring uniformity as well as utilise the available resources in this sector, the grade should be created on the establishment of the Private Secondary School Authority rather than at school level. Upon in-depth analysis of the issue, the Bureau has reconsidered its recommendation made for this grade and is addressing the issue differently at the level of the PSSA.

Recommendation 8

99.34 We recommend that the grade of IT Technician on the establishment of Private Secondary Schools be abolished.

Casual Leave

99.35 At present, teaching personnel – namely Educators (Private Secondary Schools), Educator (Private Secondary Schools) (Personal), Grade II Teachers (Personal), Grade II Teachers (Others) (Personal) and Grade I Teacher (Personal) - are refunded their unutilised casual leave up to a maximum of 10 days at the rate of 1/88 of their monthly salary in the corresponding year. Representations have been received from the staff side to increase the rate of refund for the unutilised casual leave while increasing their attendance time in schools for the benefits of students to further motivate the teaching personnel.

Recommendation 9

99.36 We recommend that teaching personnel – namely Educators (Private Secondary Schools), Educator (Private Secondary Schools) (Personal), Grade II Teachers (Personal), Grade II Teachers (Others) (Personal) and Grade I Teacher (Personal) – should be refunded their unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their monthly salary in the corresponding year.

Tour of Service of Educators who have elected domicile in Mauritius and are serving in Rodrigues for several years

99.37 The conditions of service of employees domiciled in Mauritius and required to serve on a tour of service to Rodrigues and Outer Islands have been dealt with under Chapter 20 of Volume 1 and for ease of reference the relevant conditions of service applicable to Educators (Private Secondary Schools) domiciled in Mauritius and serving in Rodrigues are being reproduced hereunder:

Recommendation 10

99.38 We recommend that:

- (i) the duration of a tour of service in Rodrigues should generally be of 12 months' duration;**
- (ii) payment of the monthly disturbance allowance should be 25% of gross salary for the duration of a tour of service;**
- (iii) payment of the disturbance allowance should, save in exceptional circumstances and subject to the approval of the MCSAR, be limited to three tours of service only; and**
- (iv) Mauritian officers posted in Rodrigues on a tour of service should continue to benefit from rent-free accommodation/quarters.**

Vacation Leave

99.39 The general provisions regarding vacation leave have been made at Chapter 18 of Volume 1. In the 2013 PRB Report, provision has been made for teaching staff who have joined service on or after 30 June 2008 to enjoy similar leave privilege as their counterparts who joined the service prior to 30 June 2008. Additionally, certain provisions have also been made to enable some more flexibility for teaching staff to avail of vacation leave in excess of 19 days during term time. We are maintaining the current provision as hereunder:

Recommendation 11

- 99.40 (a) **We recommend that the present vacation leave earning rate and ceiling for teaching staff should be in accordance with the provisions at Chapter 18 of Volume 1.**
- (b) **We recommend that officers of the teaching personnel:**
- (i) **may be allowed to take up to a maximum of 19 days vacation leave, during term time subject to the exigencies of the service;**
 - (ii) **who have not taken 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, subject to a maximum not exceeding half the normal maximum accumulated vacation leave entitled to. However, officers who have already exceeded half the normal maximum accumulated vacation leave entitlement as at date of implementation of the Report, should retain same on a personal basis. Such leave may be taken as leave prior to retirement. Should the services of the officers be required during their pre-retirement leave, they will be refunded, at the time of retirement, at the rate of 1/30 of the last monthly salary per day for accumulated vacation leave not taken.**
- (c) **We also recommend that notwithstanding the provision of subparagraph (b) (i) above application for vacation leave in excess of the normal of 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;
- (vii) for any other case,
 - (a) once for officers reckoning less than 20 years' service and
 - (b) not more than twice for those reckoning over 20 years' service inclusive of (a).
- (d) We further recommend that vacation leave may only be granted during the third term for the reasons specified at (c) (i) to (vii).

99.41 The term "immediate member of the family", for the purpose of the foregoing paragraph is deemed to mean the officer's father, mother, brother, sister, spouse and children.

99.42 We also recommend that members of the teaching personnel should attend to training courses/seminars, talks, workshops organised during school vacation.

Replacement Teacher

99.43 The staff side as well as other stakeholders have again represented that the PSSA be requested to provide replacement teacher for absence of leave for a period of less than 30 days as this causes much frustration among employees of the Private Secondary Schools. We have examined the request and are making appropriate recommendation.

Recommendation 12

99.44 We recommend that the PSSA should explore the possibility of providing replacement teachers whenever Educators (Private Secondary Schools) proceed on leave for a period of less than thirty days.

General Attendant

99.45 Certain provisions were made in the 2013 EOAC Report to compensate General Attendants who possess additional qualifications and work exclusively in the Laboratory. The Staff Side have represented that the present arrangement be extended to incumbent posted in Computer Laboratory. We have examined the request and we are bringing appropriate amendments.

Recommendation 13

99.46 We recommend that General Attendants who:

- (a) possess at least a pass in Biology or Chemistry or Physics or Maths or any science subject obtained at the Cambridge School Certificate or at the General Certificate of Education (Ordinary Level);
- (b) work exclusively in the laboratory and computer rooms; and
- (c) have reached the top salary of the scale,

be allowed to proceed incrementally up to salary point Rs 27075 in the Master Salary Scale.

Part-Time Teachers

99.47 The formula presently used for determining the salary of Part Time Teacher is:

$$\frac{1.25 \times S \times M}{81 \times 60}$$

where S means Salary

M means Number of Minutes Taught

The present arrangement for the remuneration and other benefits accruing to part-time teacher is being maintained.

Non-Teaching Staff

99.48 Several requests have been received by the Bureau from different stakeholders to review the establishment size of non-teaching staff to enable Private Secondary Schools to function properly. For instance Managers and Rectors of these schools have requested for an increase in the number of General Attendants and School Clerks in view of the increase in the number of new laboratories and increasing administrative issues for the latter; and the provision of at least one Deputy Rector in every school to assist Rectors in their tasks. We have examined the issue and are making a new recommendation in this Report.

Recommendation 14

99.49 We recommend that following the publication of this Report the Private Secondary School Authority in collaboration with the Ministry of Education, Human Resource and Scientific Research and the Ministry of Civil Service and Administrative Reforms should carry out a Human Resource Planning/Audit Exercise and make appropriate recommendations to ensure that Private Secondary Schools are properly staffed to deliver effectively its services.

Roster System for Non-Teaching Staff

99.50 In our previous Report, we have made provision for Managers of Private Secondary Schools to consider the advisability of setting up a roster system for the non-teaching staff to be in attendance during school vacations. We consider the implementation of a roster system is appropriate and fair.

Recommendation 15

99.51 We recommend that Managers of Private Secondary Schools, subject to the exigencies of the service, make provision for setting up a roster system for the non-teaching staff to attend school during school vacations.

Services of Educational Psychologist and Safety and Health Officer/Senior Safety and Health Officer

99.52 In our last Report we recommended that the Private Secondary Schools Authority should make necessary arrangements with the Ministry of Education and Human Resources, Tertiary Education and Scientific Research to avail of the services of Educational Psychologists on a needs basis to Private Secondary Schools and should also ensure that the services of Safety and Health Officer/Senior Safety and Health Officer are provided to them to assess health and safety requirements and recommend the implementation of health and safety measures in Private Secondary Schools. In this Report, we have created the grade of Educational Psychologist on the establishment of Private Secondary Schools Authority. However, pending the recruitment of Educational Psychologists, the present arrangements are being maintained.

Recommendation 16

99.53 We recommend that pending the recruitment of Educational Psychologist, the Private Secondary Schools Authority should continue to make necessary arrangements with the Ministry of Education and Human Resources, Tertiary Education and Scientific Research to avail of the services of Educational Psychologists on a needs basis.

99.54 We also recommend that the Private Secondary Schools Authority should ensure that its Safety and Health Officer/Senior Safety and Health Officers continue to carry out surveys and assess health and safety requirements and recommend the implementation of health and safety measures in Private Secondary Schools.

Protective Items

99.55 In the context of this review, representations have been made anew that protective equipment are not issued to a number of employees of the Private Secondary Schools though they are exposed to bodily injuries and/or bad weather. The Private Secondary Schools Authority has informed that so far the Authority has not received any representation from employees and that it proposes to issue a list of protective

equipment, to be provided to employees concerned, to Managers of Private Secondary Schools. We are reviewing our recommendation on this issue.

Recommendation 17

99.56 We recommend that Managers of Private Secondary Schools should provide the necessary protective clothing/equipment as per the list of protective clothing/equipment issued by the Private Secondary School Authority to employees in approved grades whose nature of work warrants the use of same.

99.57 We also recommend that the PSSA should ensure compliance to the above recommendation in all Private Secondary Schools and take appropriate action on any representation received from employees concerned.

Conditions of Service

99.58 All relevant conditions of service recommended at Chapter 18 of Volume I of this Report should be applicable to all approved teaching and non-teaching staff, except where otherwise stated.

Contribution

Retirement Age

Accrual Rate and Qualifying Period

99.59 At present:

- (i) an employee of the private secondary schools contributes 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 this scheme is still maintained. The Private Secondary Schools Authority (PSSA) contributes the balance of the cost of the scheme;
- (ii) for employees of the Private Secondary Schools joining on or after 01 July 2008:
 - (a) the normal retirement age of an employee is 65 years but employees have the right to retire at the age of 60. Upon recommendation of the employer and on approval of the Private Secondary Schools Authority, an employee may retire at the age of 55;
 - (b) the quantum of pension is computed at the rate of $1/690^{\text{th}}$ of pensionable emoluments on retirement for every month of pensionable service, subject to a maximum of $460/690^{\text{th}}$; and
 - (c) the normal qualifying period to benefit from full pension for such employees is $38 \frac{1}{3}$ years (460 months).

99.60 The provisions listed at paragraph 99.59 above remain valid.

TRANSITIONAL PERIOD

Retirement Age

Accrual Rate

99.61 At present for employees of the Private Secondary Schools in post as at 30 June 2008:

- (i) the normal retirement age is gradually raised from 60 to 65 years in accordance with Table I.
- (ii) the optional retirement age of (i.e. the age at which employees can leave the service without seeking permission) is gradually raised from 55 to 60 years in accordance with Table II;
- (iii) the age at which an employee may retire with the approval of the Authority is gradually raised from 50 to 55 years in accordance with Table III

99.62 The provisions listed at paragraph 99.61 above remain valid.

Recommendation 18

99.63 We recommend that the transitional provisions as elaborated in Table I to Table III at the end of Chapter 15 Retirement and Retirement Benefits – Pension Scheme for the Public Sector in Volume 1 of this Report should be applicable to employees of the Private Secondary Schools.

Recommendation 19

99.64 We also recommend that the retirement benefits of employees in post as at 30 June 2008 should continue to be computed on the basis of the provisions in force.

Discounted Salaries for Employees not Opting for Pension Reforms

99.65 For employees who did not opt for the pension reforms on 01 July 2008 but instead opted for the pension arrangements in force prior to the coming into effect of the 2008 PRB Report, the new salary structures recommended are implemented at a discounted rate of 92% of the salary recommended. This arrangement remains valid.

Recommendation 20

99.66 We recommend that the provision regarding discounted salaries at the rate of 92% of the recommended salary for employees who did not opt for pension reforms be maintained.

Pensions in Payment

99.67 At present, pensions in payment in respect of employees of Private Secondary Schools who opted for the Modified Pension Scheme and who would retire after 01 July 2008, is computed in line with provisions for officers in the Public Service.

Recommendation 21

99.68 We recommend that employees of Private Secondary Schools who opted for the Modified Pension Scheme and who would proceed on retirement after 01 July 2008, should be computed in line with provisions for officers in the Public Service.

Refund of Contribution

Recommendation 22

99.69 We recommend that in the event an employee of the Private Secondary Schools leaves or otherwise ceases to be in the employment of the Private Secondary Schools and no portable benefit is transferable and no pension, gratuity or other allowance is payable to him in respect of his past service in the Private Secondary Schools, the employee should be refunded 100% of the additional contribution made to the Modified Pension Scheme as from 01 July 2008 together with compound interest at the rate of 4% per annum, provided he has effectively contributed to the scheme for at least a year.

Pension Reforms – Defined Contribution (DC) Pension Scheme

Recommendation 23

99.70 We recommend that a single Defined Contribution (DC) Pension Scheme be made applicable to employees of the Private Secondary Schools in respect of new entrants as from 01 January 2013, as recommended in Chapter 15 – “Retirement and Retirement Benefits – Pension Scheme for the Public Sector” in Volume 1 of this Report.

Funeral Grant

99.71 At present the heir of an officer of the Private Secondary Schools holding a substantive appointment or having completed one year’s continuous service is paid a funeral grant of Rs 10000 in the event that the officer passes away while still in service. We are maintaining the current provision.

99. PRIVATE SECONDARY SCHOOLS
SALARY SCHEDULE

- PSS 1 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375**
General Worker/Caretaker
Sanitary Attendant
- PSS 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075**
Gatekeeper
- PSS 3 : Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200**
Handy Worker (Special Class)
- PSS 4 : Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575**
Handy Worker/Groundsman/Gardener (Personal to holders in post at 30.06.98)
- PSS 5 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Gardener
- PSS 6 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
General Attendant
- PSS 7 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerk/Word Processing Operator
Library Clerk
- PSS 8 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Library Clerk (Personal to holders in post at 30.6.93)
- PSS 9 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
College Clerk
- PSS 10 : Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 QB 32500 x 925 – 37125 x 1225 – 38350**
Grade II Teacher (Others) (Personal)
-

99. PRIVATE SECONDARY SCHOOLS (Contd)

- PSS 11 : Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Grade II Teacher (Personal)
- PSS 12 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Library Officer
- PSS 13 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Grade I Teacher (Personal)
- PSS 14 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 QB 40800 x 1525 – 49950 x 1625 – 56450**
Educator (Private Secondary Schools)
- PSS 15 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 45375 QB 46900 x 1525 – 49950 x 1625 – 56450**
Educator (Private Secondary Schools) (Personal to holders in post as at 30.06.03)
- PSS 16 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Senior Educator (Private Secondary Schools)
- PSS 17 : Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**
Deputy Rector
- PSS 18 : Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Rector



