



Republic of Mauritius

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

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

and

The Private Secondary Schools

Volume 2

Part II

Parastatal and 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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INTRODUCTION

1. Parastatal Bodies are established statutorily under the *aegis* of Ministries/Departments as executive arms of Government in certain areas, with specific goals and objectives. They act as instruments of public policy for promoting economic and social development and other national objectives. The parastatal sector has been expanding fast and has assumed such an important dimension that its growing importance in the overall development of the country cannot be overlooked. Parastatal Bodies have increased not only in number but in variety and complexity. Their scale of operation encompasses infrastructural, industrial, agricultural, commercial, cultural and social sectors. On the other hand, a few Parastatal Bodies that have served their purpose and are no longer fully operational, are being revamped with new sets of objectives.
2. The number of Parastatal Bodies under the purview of the Bureau has increased from 56 in 1998 to 77 in 2003 and 85 in 2008. For this Report, we are reporting upon 92 inclusive of a few organisations that, as per Cabinet decision, are now being covered for the first time.
3. Each Parastatal Body is managed by a Statutory Board which sets the policies and direction of its operations. The Executive arm is responsible for the execution of policy decisions and day-to-day management of the organisation. The organisation structures in Parastatal Bodies were primarily designed to be lean and less bureaucratic so as to operate autonomously and with greater operation flexibility. But unfortunately, this has changed over time and many Parastatal Bodies have become more and more bureaucratic. Hierarchies have been built and layers have been created at times impeding decision making process.
4. Against this background and after thorough analysis of Management submissions, Unions representations and proposals from respective parent Ministries, the Bureau has come up with recommendations on pay and grading structures, organisation structures and conditions of employment that would enable Parastatal Bodies to cope with the dynamic environment and deliver effectively and efficiently on their mandates of providing citizen centered and world class service.
5. The implementation of recommendations in respect of creation of additional levels in Parastatal Bodies should, subject to approval of the parent Ministry, follow all established procedures.

Presentation of this Volume

6. In this Report, we have grouped the different Parastatal Bodies under their respective parent Ministries in alphabetical order.

7. A list of all the Parastatal Bodies reported upon by the Bureau together with their salary codes is given below:

Min Code	Parastatal Organisation	Salary Code
01	Prime Minister's Office	
01.01	Mauritius Broadcasting Corporation	MBC
01.02	Mauritius Oceanography Institute	MOI
01.03	National Adoption Council	NAC
02	Ministry of Energy and Public Utilities	
02.01	Central Water Authority	CWA
02.02	Wastewater Management Authority	WMA
03	Ministry of Finance and Economic Development	
03.01	Civil Service Family Protection Scheme Board	CFP
03.02	Employees' Welfare Fund	EFW
03.03	Financial Intelligence Unit	FIU
03.04	Financial Reporting Council	FRC
03.05	Mauritius Ex-Services Trust Fund	MESTF
03.06	Sugar Insurance Fund Board	SIFB
04	Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping	
04.01	Bus Industry Employees Welfare Fund	BIEWF
04.02	Construction Industry Development Board	CIDB
04.03	National Transport Corporation	NTC
04.04	Road Development Authority	RDA
04.05	Seafarer's Welfare Fund	SeWF
06	Ministry of Housing and Lands	
06.01	Town and Country Planning Board	TCP
07	Ministry of Social Security, National Solidarity and Reform Institutions	
07.01	Chagossian Welfare Fund	CWF
07.02	National Solidarity Fund	NSF
07.03	Sugar Industry Labour Welfare Fund	SWF
07.04	Training and Employment of Disabled Persons Board	TEDPB

Min Code	Parastatal Organisation	Salary Code
08	Ministry of Education and Human Resources	
08.01	Early Childhood Care and Education Authority	ECCEA
08.02	Human Resources Development Council	HRDC
08.03	Mahatma Gandhi Institute	MGI
08.04	Mauritius Examinations Syndicate	MES
08.05	Mauritius Institute of Education	MIE
08.06	Mauritius Institute of Training and Development	MITD
08.07	Mauritius Qualifications Authority	MQA
08.08	Private Secondary Schools Authority	PSSA
09	Ministry of Agro-Industry and Food Security	
09.01	Agricultural Marketing Board	AMB
09.02	Food and Agricultural Research Council	FARC
09.03	Irrigation Authority	IA
09.04	Mauritius Cane Industry Authority	MCIA
09.05	Mauritius Meat Authority	MA
09.06	Small Farmers Welfare Fund	SFWF
09.07	Tea Board	TB
09.08	The Sir Seewoosagur Ramgoolam Botanic Garden Trust	SSRBGT
09.09	Tobacco Board	TOB
09.10	Vallée D'osterlog Endemic Garden Foundation	VOGF
11	Ministry of Tertiary Education, Science, Research and Technology	
11.01	Fashion and Design Institute	FDI
11.02	Mauritius Research Council	MRC
11.03	Open University of Mauritius	OUM
11.04	Rabindranath Tagore Institute	RTI
11.05	Rajiv Gandhi Science Centre Trust Fund	RGSC
11.06	Tertiary Education Commission	TEC
11.07	University of Mauritius	UNI
11.08	University of Technology, Mauritius	UTM

Min Code	Parastatal Organisation	Salary Code
12	Ministry of Information and Communication Technology	
12.01	National Computer Board	NCB
13	Ministry of Fisheries	
13.01	Fishermen Investment Trust	FIT
13.02	Fishermen Welfare Fund	FWF
15	Ministry of Local Government and Outer Islands	
15.01	Beach Authority	BA
15.02	Outer Islands Development Corporation	OIC
15.03	Statutory Bodies Family Protection Fund	SBFPF
16	Ministry of Arts and Culture	
16.01	Apravasi Ghat Trust Fund	AGTF
16.02	Conservatoire National De Musique François Mitterrand Trust Fund	CNMTF
16.03	Hindi Speaking Union	HSU
16.04	Islamic Cultural Centre	ICC
16.05	Le Morne Heritage Trust Fund	MHTF
16.06	Malcolm de Chazal Trust Fund	MCTF
16.07	Mauritian Cultural Centre Trust	MCCT
16.08	Mauritius Film Development Corporation	MFDC
16.09	Mauritius Marathi Cultural Centre Trust	MMCCT
16.10	Mauritius Museums Council	MMC
16.11	Mauritius Society of Authors	MASA
16.12	Mauritius Tamil Cultural Centre Trust	MTaCCT
16.13	Mauritius Telugu Cultural Centre Trust	MTeCCT
16.14	National Art Gallery	NAG
16.15	National Heritage Fund	NHF
16.16	National Library	NL
16.17	Nelson Mandela Centre for African Culture Trust Fund	NMCAC
16.18	Tamil Speaking Union	TSU
16.19	Urdu Speaking Union	USU

Min Code	Parastatal Organisation	Salary Code
17	Ministry of Labour, Industrial Relations and Employment	
17.01	Export Processing Zone Labour Welfare Fund	EPZLWF
17.02	Trade Union Trust Fund	TUTF
18	Attorney-General's Office	
18.01	Law Reform Commission	LRC
19	Ministry of Tourism and Leisure	
19.01	Mauritius Tourism Promotion Authority	MTPA
19.02	Tourism Authority	TA
19.03	Tourism Employees Welfare Fund	TEWF
20	Ministry of Health & Quality of Life	
20.01	Mauritius Blood Service	MBS
20.02	Mauritius Institute of Health	MIH
20.03	National Agency for the Treatment and Rehabilitation of Substance Abusers	NATRSA
20.04	Trust Fund for Specialised Medical Care (Cardiac Centre)	TFSMC
21	Ministry of Industry, Commerce and Consumer Protection	
21.01	Mauritius Standards Bureau	MSB
21.02	State Trading Corporation	STC
23	Ministry of Business, Enterprise and Cooperatives	
23.01	National Institute for Co-operative Entrepreneurship	NICE
23.02	Small and Medium Enterprises Development Authority	SMEDA
23.03	St Antoine Planters Co-operative Trust Fund	SPCT
24	Ministry of Gender Equality, Child Development and Family Welfare	
24.01	National Children's Council	NCC
24.02	National Women Entrepreneur Council	NWEC
24.03	National Women's Council	NWC
25	Ministry of Civil Service and Administrative Reforms	
25.01	Public Officers' Welfare Council	POWC
99	PRIVATE SECONDARY SCHOOLS	PSS

PERTINENT ISSUES

Schemes of Service

8. The Scheme of Service is a legal document which outlines the profile of a specific grade specifying the qualifications, experience and skills required of prospective employees together with the remuneration for the grade and it delineates the duties and responsibilities for incumbents to understand the requirements of the job. The process for the prescription of a Scheme of Service in Parastatal Bodies is initiated at the organisational level. It is approved by the Board following consultation with the relevant trade unions, if any, and is sent to the parent Ministry for examination and approval. The parent Ministry seeks vetting from the Ministry of Civil Service and Administrative Reforms which, among others, scrutinises the appellation, qualifications' requirement and checks for consistency and uniformity with other corresponding levels in the public sector and advises accordingly. The scheme of service is subsequently prescribed by the Board. **We recommend that this practice should be maintained.**
9. At present, wherever 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 prescribed along same lines as their counterparts in the Civil Service.**

Rationalisation of the General Services

10. In the 2008 PRB Report, we streamlined the General Services' structure and created the multi-functional grades of 'Officer' and 'Senior Officer'. This laid the foundation of on-going effort to have lean, multi-functional and effective structures. In view of its effectiveness, we are rolling out this concept in Parastatal Bodies.

General Services Officer

11. In this position, incumbents are required to perform a variety of duties – clerical, finance, stores and word processing, amongst others. This measure has allowed greater flexibility of postings, leading to optimisation of resources.
12. The grade of Officer restyled General Services Officer is multi-tasked and the need for defining the schedule of duties does not arise each time there is change in the operations of the organisation. Further, the grade was also created in a few Parastatal Bodies, where the schedule of duties comprised certain specific duties, in addition to the generic duties mentioned above, to support the core functions of the organisation.
13. Both staff side and Management of Parastatal Bodies have submitted on the need for the creation of the grade of Officer now General Services Officer in their organisations. The Bureau is agreeable to it. However, in view of specific roles and functions of each Parastatal Body, it is not practical to make a typical scheme of duties for the grade of General Services Officer that would serve the

purpose in the different Parastatal organisations. “One size fits all” concept would not work. It would, moreover, not give the desired flexibility of posting and effective use of human resources.

14. With the structural changes envisaged in the general services grades in Parastatal Bodies, along with the need for generic and specific duties, Heads of Organisations were requested to submit proposed lists of specific duties that could be prescribed for the grade in addition to the generic duties. **Wherever this has been done, the grade of General Services Officer is being created and the mode of recruitment thereto specified.**

General Services Executive

15. The grade of Senior Officer now restyled General Services Executive was created at the supervisory level in the General Service to take over the functions of Executive Officer and other supervisory functions including administrative support in general administration, human resource management, finance and stores, amongst others. In this case also, the scheme of service of the grade of General Services Executive could be prescribed taking into account both the duties of general nature as well as those specific to the Parastatal Organisations.

Confidential Secretary

16. Subsequent to the re-structuring of the General Services in Parastatal Organisations, wherever the grades of General Services Officer and General Services Executive have been created, relevant amendments should be made to the qualification requirements for appointment to the grade of Confidential Secretary and **we recommend accordingly.**

Training for officers in the General Services

17. In order to ensure that organisations are manned, at all times and at all levels, by officers with appropriate skills, competencies and aptitudes, we have, in our 2008 Report, made recommendations for the grades of Higher Executive Officer, Executive Officer, Officer now restyled General Services Officer, Senior Officer now restyled General Services Executive and Confidential Secretary to follow appropriate training programmes. These training courses have, so far, been beneficial to officers for efficient and effective service delivery.
18. Based on the Civil Service experience, it is considered that incumbents in the grades of General Services Officer and General Services Executive in the Parastatal Bodies having additional and enhanced responsibilities, should also be provided training so as to deliver efficiently and effectively.
19. Furthermore, the Ministry of Civil Service and Administrative Reforms is agreeable to mount the relevant courses for General Services Officers, General Services Executives and Confidential Secretaries in Parastatal Bodies, Local Authorities and the Rodrigues Regional Assembly so that these officers are

equally trained as their counterparts in the Civil Service. We are, therefore, extending the provisions for the running of appropriate courses and providing for the grant of additional increments on successful completion of the courses for the different grades as in the Civil Service.

Course for General Services Officer

Recommendation 1

20. 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 for incumbents in the grade of General Services Officer to render them multi-skilled and polyvalent.

Office Management Course for General Services Executive

Recommendation 2

21. We recommend that the Ministry of Civil Service and Administrative Reforms, in consultation with parent Ministry and Parastatal Organisations, and in collaboration with the relevant institution mounts the Award Course in Office Management for incumbents in the grade of General Services Executive in Parastatal Bodies.
22. We also recommend that on successful completion of the course, incumbents in the grade of General Services Executive should be allowed to move incrementally in the Master Salary Scale up to a maximum of two increments provided they have:
 - (a) drawn the top salary for a year; and
 - (b) 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.

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

Recommendation 3

23. We recommend that the Ministry of Civil Service and Administrative Reforms, in consultation with parent Ministry and Parastatal Organisations, and in collaboration with the relevant institution mounts the course on Effective Office Management and Supervision for incumbents in the grade of Higher Executive Officer in Parastatal Bodies.
24. We also recommend the Higher Executive Officers who have successfully completed this course, on reaching the top of their scale, be allowed to

move incrementally up to salary point Rs 35400 in the Master Salary Scale provided that they have:

- (a) drawn the top salary for a year; and
- (b) 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.

Advanced Secretarial Course for Confidential Secretary

Recommendation 4

25. We recommend that the Ministry of Civil Service and Administrative Reforms, in consultation with parent Ministry and Parastatal Organisations, and in collaboration with the relevant institution mounts the Advanced Secretarial Course for Confidential Secretary for incumbents in the grade of Confidential Secretary in Parastatal Bodies.
26. We also recommend that Confidential Secretaries who have successfully completed the course, on reaching the top of the salary scale, be allowed to proceed by one incremental point in the Master Salary Scale provided that they have:
 - (a) drawn the top salary for a year; and
 - (b) 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.

Reforms

27. The last decade was marked by major reform initiatives in the Parastatal Sector. Recently, the Sugar, Education and Water Sectors have been undergoing structural changes impacting on organisations operating in these sectors.
28. The Mauritius Cane Industry Authority (MCIA) has been set up to regroup six Service Providing Institutions (SPI) in the Sugar Sector. Four out of six SPIs fall under the purview of the Bureau, namely the Cane Planters and Millers Arbitration Control Board, Sugar Planters Mechanical Pool Corporation, Farmers Service Corporation and Mauritius Bulk Sugar Terminal Corporation.
29. In the Education Sector, following the enactment of the Mauritius Institute of Training and Development Act 2009, the Technical School Management Trust Fund Act was repealed and provision was made that at the commencement of the Act, the Institut Supérieur de Technologies (IST) and Swami Dayanand Institute of Management (SDIM) shall operate under the *aegis* of the University of Technology, Mauritius (UTM). The Act also makes provision for the possibility of supplementary regulations as may be necessary for any transition.

30. For the Water Sector, the proposed merger of the Central Water Authority, Irrigation Authority, Water Resources Unit and Wastewater Management Authority to make another entity, the Water Authority, is under study.
31. The finalisation of the proposed structures by the relevant authorities in these sectors is in process. Pending the setting up of the new organisation structures, the Bureau, in a spirit of fairness and equity and with the consent of the Government, is providing for revised personal salaries for the existing grades in the respective defunct organisations.

Professional in Scarcity Areas

32. The Survey on Recruitment and Retention in the Public Sector has revealed that certain organisations are still facing difficulties in the filling of vacancies in the fields of Architecture, Quantity Surveying and to a lesser extent in Engineering. In order to ensure that organisations are manned with the right expertise and competencies, the Bureau is making provision for a higher point of entry for professionals in the above-mentioned fields wherever such is the case.

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

33. **We are also maintaining the provision for the Executive Assistants, formerly employed by the DWC, who have reached their top salary to be allowed to move in the salary scale of Rs 19500 x 750 – 28500 x 900 – 32100 wherever they have been posted/transferred. Management should ensure that such officers are entrusted with responsibilities commensurate with their position.**

Workmen's Group – Tradesman Cadre

34. Presently, there exists distinct schemes of service for different trades in the grade of Tradesman. Given that the same level of skills and competencies are needed to carry out the duties of the trades and in line with the general policy of reduction of number of schemes of service, we consider that there can be one single scheme of service for the grade of Tradesman specifying the duties and responsibilities of incumbent in each trade.

Recommendation 5

35. **We recommend that organisations should consolidate the different schemes of service for the grade of Tradesman into one single scheme of service, specifying the duties and responsibilities of incumbent in each trade so as to allow greater flexibility and deployment.**
36. **We further recommend that organisations should also consolidate the schemes of service for the grades of Tradesman's Assistant in the various trades into one single scheme of service as well as that of Chief Tradesman so as to allow greater flexibility and deployment.**

General Terms and Conditions of Service

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



01.01 MAURITIUS BROADCASTING CORPORATION

- 01.01.01 Operating under the *aegis* of the Prime Minister's Office, the Mauritius Broadcasting Corporation (MBC) is established as a body corporate under Act No. 7 of 1964. It is the national public broadcasting service (Radio and TV) of the Republic of Mauritius, that is, including Rodrigues and Agalega.
- 01.01.02 According to the provisions of the Act, the main objects thereof are, amongst others, to provide independent and impartial broadcasting services of information, education, culture and entertainment in the different languages taught or spoken in the country and ensure that the broadcasting services cater for the aspirations, needs and tastes of the population in the matters of information, education, culture and entertainment.
- 01.01.03 TV broadcasting is technology driven and it started in Mauritius in 1964 using the analogue transmission system. Technological progress, more specifically in the fields of electronics and broadcast via satellite is reshaping all types of global telecommunications. The upgrading from analogue to digital transmission has enabled the increase in the number of channels which are essential to cater for customer demand and meet expectations of viewers from all the components of our society. Besides, a more efficient transmission technology has enabled the provision of improved picture and sound quality. At present, the MBC broadcasts its wide array of programmes on 17 TV channels and on six Radio channels. The MBC has moved its headquarters to Reduit in a more spacious building equipped with all modern infrastructural and technological facilities to better serve its clients.
- 01.01.04 The increase in the number of digital channels implies greater use of the satellite antennas for transmission. In fact, 11 out of the 17 TV channels are satellite fed. These satellite antennas enable the MBC to link with the outer islands. The functions of the MBC are organised under various departments, the core ones are: the News Department, Radio Department, Engineering Department, Production Department and Programmes Department.
- 01.01.05 The MBC has a staff strength of about 425 employees employed in a substantive capacity and some 190 persons employed on a temporary, casual, contractual, free-lance and sessional basis. The Director General is the Head of the MBC. He is assisted by the Deputy Director General. Both posts are filled by officers on a contractual basis. The MBC is also served by an array of technical and supporting staff.
- 01.01.06 Against the backdrop of rapid technological advancements coupled with the pressing need to adapt to changes so as to keep pace with other broadcasters in providing quality service, the organisation structure of the MBC is being reviewed.

- 01.01.07 By the merging of grades with significant overlapping of duties it is understood that the MBC will move further towards multitasking. We are, therefore, providing the MBC with enough flexibility concerning posting of staff and even facilitating mobility within the organisation, thus resulting in better utilisation of resources, as a Human Resource Management strategic measure. In view of the dynamic environment in which the MBC operates, the organisational flexibility is also expected to reduce the response time to changes, thus enabling it to better embrace change. Where employees perceive their career prospects not to be bright enough, these mergers would also act as a measure of retention. The issues of multitasking as well as the hours of work have been taken into consideration in arriving at salary scales recommended for the merger grades. A few grades which are vacant and the need for which is not felt are being abolished and other grades are being created to perform new functions.
- 01.01.08 In determining the salary package of the staff of the MBC, we have taken into consideration its specificity, its endeavour to attract and retain staff with artistic values and the competitive environment in which the Broadcasting station is operating.

NEWS DEPARTMENT

- 01.01.09 News broadcast in the different languages is an essential function of the MBC. It covers live news items as well as collects, edits, prepares recorded programmes and edits same for both Radio and TV broadcast. In this Report, we are streamlining the grades involved in the production of news items. We are, therefore, restyling the grade of Chief News Editor/Desk Coordinator and merging the grades of News Editor (Roster), Senior News Editor (Roster) and Journaliste Reporteur d'Images.

Journaliste Reporteur d'Images (Roster)

- 01.01.10 With the improvement of the work processes, it is now possible for an officer to collect, prepare and edit materials for news bulletins as well as to cover, shoot and edit news items. Given that the News Editors (Roster) and Senior News Editors (Roster) are performing more or less similar duties and the grade of Journaliste Reporteur d'Images (Roster) is vacant, we are merging these grades and restyling to Journaliste Reporteur d'Images (Roster) to reflect the nature of duties and responsibilities devolving upon incumbents.

Recommendation 1

- 01.01.11 We recommend that the grades of News Editor (Roster), Senior News Editor (Roster) and Journaliste Reporteur d'Images (Roster) be merged and restyled Journaliste Reporteur d'Images (Roster).**

01.01.12 We also recommend that, appointment to the grade of Journaliste Reporteur d'Images (Roster) should be made by selection from among Trainee Journaliste Reporteur d'Images who possess a Degree in Communication Studies or Broadcasting or an equivalent qualification and have successfully completed their training period.

Desk Coordinator

01.01.13 Presently, the responsibility of organising and monitoring of work among the staff of the various desks in the News Department rests with the Chief News Editor/Desk Coordinator. The latter will be responsible for managing the various desks within the News Department. Therefore, the appellation of Chief News Editor/Desk Coordinator would not be appropriate. Furthermore, as there are various desks in the News Department which the incumbent would have to oversee, the appellation of the grade should reflect the nature of duties and level of responsibilities. We are, therefore, restyling the grade.

Recommendation 2

01.01.14 We recommend that:

- (i) the grade of Chief News Editor/Desk Coordinator be restyled Desk Coordinator;**
- (ii) appointment to the grade of Desk Coordinator *formerly Chief News Editor/Desk Coordinator* should be made by selection from among Journaliste Reporteur d'Images (Roster) who reckon at least five years' experience in a substantive capacity in the grade or an aggregate of five years' experience in the grades of Journaliste Reporteur d'Images (Roster) and Senior News Editor (Roster).**

PRODUCTION DEPARTMENT

01.01.15 The planning, production and execution of programmes rest on the Production Department. Presently, the Department is manned by officers in the Cameraman, News Producer, Technical Producer, and Producer (TV) cadres whose duties overlap. We are rationalising these cadres to make optimal utilisation of production resources. In this context, we are merging the grades and restyling them to more appropriate appellations.

Recommendation 3

01.01.16 We recommend that:

- (i) the grades of Cameraman/Senior Cameraman (Roster) and Principal Cameraman (Roster) be merged and restyled Camera Technician (Roster);**
- (ii) appointment thereto should be made by selection from among Trainee Camera Technicians who possess:**

- (a) a Cambridge Higher School Certificate or passes in at least two subjects, including a science subject obtained on one certificate at the General Certificate of Education "Advanced Level";
 - (b) a Certificate in Photography/Film making;
- and have successfully completed their training period.

Recommendation 4

01.01.17 We recommend that:

- (i) the grades of News Producer (Roster), Senior News Producer (Roster), Technical Producer (Roster) and Senior Technical Producer (Roster) be merged and restyled Technical Production Executive (Roster).
- (ii) in future, appointment to the grade of Technical Production Executive (Roster) should be made by selection from among Production Assistant/Senior Production Assistants (Roster) reckoning at least five years' experience in a substantive capacity in the grade.
- (iii) the grades of Producer (Roster), Senior Producer (Roster) and Chief Technical Producer be merged and restyled Senior Technical Production Executive (Roster).
- (iv) appointment to the grade of Senior Technical Production Executive (Roster) should be made by selection from among:
 - (a) Logistic and Facilities Coordinator *formerly Logistic Facilities and Events Coordinator*; and
 - (b) Technical Production Executives (Roster) possessing either a Degree in Broadcasting together with five years' experience or a Diploma in Broadcasting together with eight years' experience.

ENGINEERING DEPARTMENT

01.01.18 The Engineering Department comprises the Engineering, Broadcast Technology, News Production/Editing, Satellite Services and Graphics sections. All these sections are involved in the provision of technical facilities required for the production of audiovisual programmes. The functions of the different sections are carried out by Engineer/Senior Engineers, System Analyst/Administrators, officers of the Animation Graphic Artist cadre and other technical staff. In view of the growing importance of these sections, particularly, in the context of digitalisation, we have revisited the structure to enable the MBC to meet the aspirations of the general public and other stakeholders.

Satellite Officer (New Grade)**Coordinator, Satellite Services (New Grade)**

01.01.19 In view of the extensive links with foreign broadcasting stations and satellites, there are increasing activities in the satellite services section. So as to enhance the effectiveness and efficiency of the section, we are creating the grades of Satellite Officer and Coordinator, Satellite Services.

Recommendation 5

01.01.20 We recommend that a grade of Satellite Officer be created. Appointment thereto should be made by selection from among candidates possessing a Degree in Electronics or Electrical Engineering or an equivalent qualification.

01.01.21 Incumbent would be required, among others, to install, maintain and repair satellite services and other transmission equipment; assist the Coordinator, Satellite Services to ensure a high quality analogue, digital television signal transports and satellite transmission; carry out regular tests to ensure the exact time recording and smooth reception from satellite feeds and to organise schedule of feeds under satellite reception/transmission/programmes.

01.01.22 We also recommend that a grade of Coordinator, Satellite Services be created and be filled by selection from among serving Engineer/Senior Engineers reckoning at least five years' experience in a substantive capacity in the grade. In the absence of qualified candidates appointment should be made by selection from among candidates possessing a Degree in Electronics or Electrical Engineering and reckoning at least five years' experience.

01.01.23 The Coordinator, Satellite Services would be required, amongst others, to: manage the installation, commission and maintenance of an effective satellite system; ensure a high quality analogue, digital television signal transports and satellite transmissions; coordinate with satellite and content providers regarding new satellite feeds; and assist the Chief Engineer in the preparation and implementation of projects.

Broadcast Technology Assistant (Roster)**Senior Broadcast Technology Assistant (Shift)****Broadcast Technologist (Shift)**

01.01.24 In view of the fact that there are a multiplicity of grades performing almost similar duties with minimal supervision, we are rationalising the structure so as to enhance its effectiveness and efficiency of service delivery and to facilitate redeployment of staff.

Recommendation 6

- 01.01.25** We recommend that the grades of Audio Visual Technician (Roster), Broadcast Operator (Shift) and General Technician (Rodrigues) (Roster) be merged and restyled Broadcast Technology Assistant (Roster). Appointment thereto 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 the General Certificate of Education "Advanced Level" and a City and Guilds Technician Certificate or an equivalent qualification and who have successfully completed the training period.
- 01.01.26** We further recommend that the grades of Broadcast Officer (Shift) and Senior Broadcast Operator (Shift) be merged and restyled Senior Broadcast Technology Assistant (Shift). In future, the grade should be filled by promotion, on the basis of experience and merit, of Broadcast Technology Assistants (Roster) reckoning at least five years' service in a substantive capacity in the grade or an aggregate of five years' service in a substantive capacity in the grades of Broadcast Technology Assistant (Shift) and Audio Visual Technician (Roster) or Broadcast Operator (Shift) or General Technician (Rodrigues) (Roster).
- 01.01.27** We also recommend that the grades of Chief Broadcast Operator (Shift), Senior Broadcast Officer (Roster), Technician/Producer (Radio) (Shift) and Video Editor/Senior Video Editor (Roster) be merged and restyled Broadcast Technologist (Shift). Appointment thereto should be made by selection from among Senior Broadcast Technology Assistant (Shift) possessing the City and Guilds Telecommunications Technician Certificate Part III and reckoning at least three years' service in a substantive capacity in the grade or an aggregate of three years' service in a substantive capacity in the grades of Senior Broadcast Technology Assistant (Shift) and Broadcast Officer (Shift) or Senior Broadcast Operator (Shift).

Senior Broadcast Technologist (Roster)

- 01.01.28** The duties and responsibilities devolving on the grades of Chief Broadcast Officer and Transmission Coordinator overlap. On the other hand, a few of the duties have become redundant as a result of changes in technology. In the context of enhancing the efficiency of the broadcast process, we are reviewing the scheme of service, merging the grades and restyling them.

Recommendation 7

- 01.01.29** We recommend that the grades of Chief Broadcast Officer and Transmission Coordinator (Roster) be merged and restyled Senior Broadcast Technologist (Roster). Appointment thereto should be made by selection from among Broadcast Technologists (Roster) possessing

the City and Guilds Full Technician Certificate and reckoning at least five years' experience in a substantive capacity in the grade or an aggregate of five years' experience in a substantive capacity in the grades of Broadcast Technologist and Chief Broadcast Operator (Shift) or Senior Broadcast Officer (Roster) or Technician/Producer (Radio) (Shift) or Video Editor/Senior Video Editor (Roster).

Coordinator, Broadcast Technology (New Grade)

01.01.30 The Broadcast Technology Department comprises different units, and each unit is responsible for a specific function. As there is need for a dedicated position to co-ordinate the various functions in this department, we are, therefore, making appropriate recommendation.

Recommendation 8

01.01.31 We recommend the creation of a grade of Coordinator, Broadcast Technology. Appointment thereto should be by selection from among serving Engineer/Senior Engineers performing broadcast technology duties. In the absence of qualified candidates, appointment to the grade should be made by selection from among candidates possessing a Degree in Electronic/Electrical Engineering or an equivalent qualification together with at least five years' experience.

01.01.32 The Coordinator, Broadcast Technology would be required, among others, to assist the Chief Engineer to lead and manage the different units of the Engineering and Technology Department; oversee equipment maintenance, upgrades and repairs and the upkeep of broadcast related equipment; and to ensure effective coordination with all Departments/Sections/Units so as to provide quality service to the public in the most cost-effective manner.

Animation and Graphics Section

01.01.33 The Animation and Graphics Section is presently manned by the Head Animation Graphics Artist, Animation Graphics Artist and Assistant Animation Graphics Artist. The importance of animation and graphics in the broadcast sector has kept on increasing as virtual sets have replaced the traditional décor. These are used in the production of clips and other programmes, including live programmes like News, Sports, Debates of the National Assembly and the Elections. Functional requirements, particularly in line with the objective of zero error transmission, dictate that staff need to continually adapt to and implement emerging technologies in the performance of their duties.

01.01.34 In the light of the above, both management and the staff side have represented that operational exigencies warrant a reorganisation of the cadre.

- 01.01.35 A scrutiny of job descriptions has shown that duties performed by Assistant Animation Graphics Artist and the Animation Graphics Artist are more or less similar. On this account, we consider that only one grade at this level would suffice, the more so that it is in line with our delayering policy. However, in an attempt to professionalise the cadre in view of the forthcoming challenges presented by the advent of new technologies, we are creating a grade of Animation Graphics Technician.
- 01.01.36 In line with the other appellations with similar level of responsibilities at the MBC, we are also restyling the grade of Head, Animation Graphics Artist.

Recommendation 9

01.01.37 We recommend that:

- (i) the grades of Assistant Animation Graphics Artist (Roster) and Animation Graphics Artist (Roster) be merged and restyled Assistant Animation Graphics Artist/Animation Graphics Artist (Roster). Incumbents should possess the Diploma in the field of Graphic Design to proceed beyond the Qualification Bar (QB) inserted in the salary scale; and**
- (ii) appointment to the grade of Assistant Animation Graphics Artist/Animation Graphics Artist (Roster) should be made by selection from among candidates possessing a Diploma in Graphics Design or an equivalent qualification. Candidates possessing such qualifications should join the scale at salary point Rs 16500.**

01.01.38 We also recommend the creation of a grade of Animation Graphics Technician. Appointment thereto should be made by selection from among Assistant Animation Graphics Artist/Animation Graphics Artists (Roster) possessing a Degree in Graphics Design. In the absence of qualified candidates, appointment should be made by selection from among candidates possessing the prescribed qualifications and who have successfully completed their training period.

01.01.39 The Animation Graphics Technician would be required, amongst others, to conceive, design and execute still and animated graphics for TV programmes; create, edit and mount generics for live news programmes and news bulletins; and to ensure that graphic works are designed according to requirements with emphasis on quality.

01.01.40 We additionally recommend that the grade of Head Animation Graphics Artist be restyled Coordinator, Animation Graphics, and the grade be filled by promotion, on the basis of experience and merit, of officers in the grade of Animation Graphics Technician reckoning at least three years' service in a substantive capacity in the grade.

PUBLIC RELATIONS AND CUSTOMER CARE DEPARTMENT

01.01.41 The Public Relations and Customer Care Department receives feedback from its stakeholders on its service to enable improvement in the Radio and TV programmes.

Public Relations and Customer Care Officer

01.01.42 Presently, public relations and customer care duties are performed by Customer Care Officers (shift) and Senior Customer Care Officers. As there is considerable overlapping of duties and very little supervision, we are merging these two grades and restyling it to a more appropriate appellation. Since a higher qualification is required for the post at senior level, we are introducing a QB in the salary scale.

Recommendation 10

01.01.43 We recommend that:

- (i) the grades of Customer Care Officer (Shift) and Senior Customer Care Officer be merged and restyled Public Relations and Customer Care Officer (Shift);**
- (ii) appointment thereto should be made by selection from among candidates possessing the Diploma in Communication Studies, Public Relations or an equivalent qualification and who have successfully completed their training period;**
- (iii) incumbents should possess the Diploma in Communication Studies, Public Relations or an equivalent qualification to cross the QB inserted in the salary scale; and**
- (iv) the grade of Manager Customer Care be restyled Public Relations and Customer Care Manager.**

MARKETING AND SALES DEPARTMENT

01.01.44 The Marketing and Sales Department is responsible for the implementation of the strategic marketing policies of the MBC. The structure of the Department comprises the grades of Marketing and Sales Manager, Chief Traffic Officer, Senior Traffic Officer, Traffic Officer and Assistant Traffic Officer. We are reviewing the structure to reflect the new role of the Department and responsibilities devolving upon incumbents.

Recommendation 11

01.01.45 We recommend that:

- (i) the grades of Traffic Officer and Senior Traffic Officer be merged and restyled Marketing and Events Officer. Appointment thereto should be made by selection from among Trainee Marketing and Events Officer possessing a Diploma in Marketing Studies or an**

equivalent qualification and who have successfully completed their training period; and

- (ii) The grade of Marketing and Sales Manager be restyled Marketing and Events Manager.

Recruitment in Scarcity Areas

01.01.46 The skills required for performing certain duties pertaining to the core functions of the MBC may be in short supply on the labour market. To induce candidates to join the MBC, we are making appropriate provision in this Report.

Recommendation 12

01.01.47 We recommend that in case of difficulty of recruitment and retention of professionals in certain specific grades, incumbents may be granted a remuneration package comprising a negotiable salary from the salary range along with a negotiable allowance in consideration of the following:

- (i) skills and competencies;**
- (ii) international experience/exposure in the relevant field;**
- (iii) proven track record (locally and internationally); and**
- (iv) the remuneration package immediately prior to joining service at the MBC.**

Allowances and Other Recommendations

Outdoor Coverage Allowance

01.01.48 Employees of an operation team performing outdoor duties during cyclone warning Class III and Class IV are paid a daily allowance of Rs 780 for a coverage of up to eight hours though spread over two days. We are revising this allowance.

Recommendation 13

01.01.49 We recommend that the daily Outdoor Coverage Allowance be revised to Rs 860.

Allowance to Camera Technician

01.01.50 The monthly allowance of Rs 865 payable to officers of the Cameraman cadre for outdoor coverage for the greater part of the month, is being revised.

Recommendation 14

01.01.51 We recommend that the monthly allowance payable to Camera Technicians formerly Cameraman/Senior Cameraman and Principal Cameraman for outdoor coverage for the greater part of the month, be revised to Rs 950.

Allowance for Tradesman formerly Carpenter

01.01.52 Tradesmen formerly Carpenters are paid a monthly allowance of Rs 720 for performing decors and set design related duties. As these duties are of a rather regular nature, we are maintaining the payment of the allowance and revising the quantum.

Recommendation 15

01.01.53 We recommend that the monthly allowance payable to Tradesmen formerly Carpenters for performing decors and set design duties be revised to Rs 790.

Clothing Allowance

01.01.54 Presenters of News and programmes on the permanent and pensionable establishment are paid a monthly allowance of Rs 300 to partly meet the expenses related to clothing. On the other hand, employees of a specific programme who are sponsored in their apparel for presentation are not eligible for clothing allowance. We are maintaining the provision on Clothing Allowance while increasing the quantum.

Recommendation 16

01.01.55 We recommend that the monthly Clothing Allowance should continue to be paid under the same prevailing conditions and the amount be revised to Rs 330.

Allowance for driving Outside Broadcast Vehicles

01.01.56 Driver/Handy Workers who drive the Outside Broadcast Vehicles and lorries for live coverage are paid a daily allowance of Rs 360 for each day they effectively drive the vehicle. We are maintaining the provision and revising the quantum.

Recommendation 17

01.01.57 We recommend that the daily allowance payable to Driver/Handy Workers for driving lorries and Outside Broadcast Vehicles be revised to Rs 395.

Incentive Scheme

01.01.58 Both Management and the staff side have expressed their satisfaction in relation to the Incentive Scheme. **We are maintaining it.**

Attendance Bonus

01.01.59 A monthly amount of Rs 1440 is paid as Attendance Bonus to employees of the MBC. We are revising the quantum of the allowance paid.

Recommendation 18

01.01.60 We recommend that the monthly Attendance Bonus payable to employees of the MBC should be revised to Rs 1585.

Inducement Allowance

01.01.61 Employees working on Shift and Roster are paid a monthly Inducement Allowance of Rs 960 and Rs 720 respectively. We are revising the allowance payable to these employees.

Recommendation 19

01.01.62 We recommend that the monthly Inducement Allowance payable to employees on Shift and Roster be revised to Rs 1055 and Rs 790 respectively.

Excess Hours of Work

01.01.63 Employees who put in extra hours may either opt for normal overtime payment or resort to the Incentive Scheme. In relation to the latter option, these employees are classified in four Categories, namely A, B, C, and D.

01.01.64 Employees in categories A, B, and C have to put in at least 10 additional hours while those in category D need to put in 15 additional hours to be eligible for allowance. The maximum number of hours to be put in by employees in all categories is 30 hours. The allowance payable to them is a maximum of Rs 3600 for Categories A and B and Rs 2300 for Categories C and D.

01.01.65 An officer proceeding on vacation leave is paid the allowance in full for the first two weeks provided that the latter has put in the required number of hours during the days he has been attending work in the month.

Recommendation 20

01.01.66 We recommend that:

- (a) employees in Categories A, B and C should put in at least 10 hours and those in Category D need to put in 15 hours to qualify for the allowance payable for excess hours. The maximum number of hours should be 30 for all Categories;**
- (b) the ceiling in respect of allowance for excess hours be revised to Rs 3960 for Categories A and B, and Rs 2530 for Categories C and D;**

- (c) any excess hours of work beyond the ceiling should be paid as follows:

Number of excess hours worked	% of Salary
(i) above 30 and up to 50	5
(ii) above 50 and up to 75	7.5
(iii) above 75	10

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

Trainee Grades

01.01.67 The shift from the analogue to the digital broadcast system has led to a redesign of work processes at the MBC. The consequential introduction of certain duties have warranted that schemes of service be revisited, resulting in the merging of some grades while others were abolished.

01.01.68 In view of the fact that the MBC operates on a zero error transmission target, it requires trained and competent staff at all times to be able to deliver on its mandate. It should also be noted that due to the specificity and highly technical nature of the job at the MBC, it is quite difficult to recruit people with the right competencies and relevant experience from the market in certain fields. Thus, in an attempt to build organisational capacity, the MBC has proposed to provide the necessary training to existing and future staff. It has also proposed to recruit staff in trainee positions, where the need is felt, and provide the necessary training before appointing them.

01.01.69 The Bureau, after careful consideration, supports the view of the MBC Management. We are, therefore, providing salary to be paid to trainee grades with different entry academic requirements. It is incumbent upon the MBC to identify in which grades a trainee position would be warranted and to make appropriate arrangement accordingly.

Recommendation 21

01.01.70 We recommend the creation of Trainee grades and the salary to be attached to these trainee positions should be as hereunder:

- (a) Trainee grade requiring Cambridge School Certificate with credit in five subjects: Rs 10250

(b) Trainee grade requiring a Cambridge Higher School Certificate or passes in at least two subjects at the General Certificate of Education 'Advanced Level' or an equivalent qualification: Rs 11250

(c) Trainee grade requiring a Diploma: Rs 11750

(d) Trainee grade requiring a Degree: Rs 21750

For training periods of more than one year, incumbents should be eligible to the next incremental point to be read from the master salary scale after the first year of traineeship.

Abolition of grades

01.01.71 In view of the dynamic nature of broadcast technology, there is need to revisit the organisation structure of the MBC so as to render it more responsive to the present exigencies. In this context, a few grades which are vacant and for which the need is no longer felt, are being abolished.

Recommendation 22

01.01.72 We recommend, upon request of Management, that the grades of Chief Mechanic, Chief Producer, Chief Traffic Officer, Corporate Affairs Manager, Corporate Secretary, Director of Engineering and Technology, Director of Finance, Director of Production, Director of Programmes, Director of Radio, Head Cameraman (Personal), Higher Executive Officer, Human Resource Assistant/Senior Human Resource Assistant, Information Technology Manager, News Production Assistant (Roster) (Personal), Officer in Charge Promotion Unit (Personal), Research Executive (Personal), Trainee Broadcast Officer, Trainee Engineer and Trainee News Editor which are vacant, be abolished.

01.01.73 We are not providing salaries for the above grades which are considered to have been abolished by the MBC.

01.01 MAURITIUS BROADCASTING CORPORATION

SALARY SCHEDULE

MBC 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800
General Worker (Roster) (Personal)

MBC 2 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 15700
Radio and TV Attendant (Roster) (Personal)
Radio and TV Attendant/Handy Worker (Roster)

MBC 3 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17400
Handy Worker (Roster) (Personal)

01.01 MAURITIUS BROADCASTING CORPORATION (Cont'd)

- MBC 4 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Handy Worker
- MBC 5 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Tradesman
formerly Carpenter
Electrician
Mechanic
- MBC 6 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior Radio and TV Attendant/Head Radio and TV Attendant (Roster)
- MBC 7 : Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900**
Driver/Handy Worker (Roster)
- MBC 8 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250**
Electrician (Shift)
- MBC 9 : Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750**
Telephone Operator/Receptionist (Shift) (Personal)
- MBC 10 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750**
Assistant Stores Officer (Personal)
- MBC 11 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
- MBC 12 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Make-Up Officer (Roster)
- MBC 13 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator

01.01 MAURITIUS BROADCASTING CORPORATION (Cont'd)

- MBC 14 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Chief Tradesman
formerly Chief Carpenter
Chief Electrician
Transport Foreman
- MBC 15 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Documentation, Archives and Research Clerk (Roster)
- MBC 16 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Marketing and Sales Officer
- MBC 17 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer (Personal)
Assistant Procurement and Supply Officer
Assistant Traffic Officer
Confidential Assistant (Personal)
Executive Officer (Personal)
Purchasing and Supply Officer (Personal)
- MBC 18 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Lighting Technician/Senior Lighting Technician (Roster)
Sound Technician/Senior Sound Technician (Roster)
- MBC 19 : Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Broadcast Technology Assistant (Shift)
formerly Audio Visual Technician (Roster)
Broadcast Operator (Shift)
General Technician (Rodrigues) (Roster)
- MBC 20 : Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Office Supervisor
- MBC 21 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Music Programmer
Production Assistant/Senior Production Assistant (Roster)
Programme Officer/Senior Programme Officer
Quality Control Officer/Senior Quality Control Officer

01.01 MAURITIUS BROADCASTING CORPORATION (Cont'd)

- MBC 22 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- MBC 23 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer
Procurement and Supply Officer
Senior Confidential Assistant (Personal)
- MBC 24 : Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 35400**
Documentation, Archives and Research Officer/Senior Documentation,
Archives and Research Officer (Roster)
- MBC 25 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Administrative Assistant
Administrative Assistant Radio/TV (Roster)
Safety and Health Officer/Senior Safety and Health Officer
- MBC 26 : Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Internal Audit Officer
- MBC 27 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 33000 x 1200 – 36600**
Public Relations and Customer Care Officer (Shift)
formerly Customer Care Officer (Shift)
Senior Customer Care Officer
- MBC 28 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 QB 29400 x 900 – 33000 x 1200 – 36600**
Assistant Animation Graphics Artist/Animation Graphics Artist (Roster)
formerly Assistant Animation Graphics Artist (Roster)
Animation Graphics Artist (Roster)
- MBC 29 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
IT Support Officer (Roster)
- MBC 30 : Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Marketing and Events Officer
formerly Senior Traffic Officer
Traffic Officer

01.01 MAURITIUS BROADCASTING CORPORATION (Cont'd)

- MBC 31 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
Senior Procurement and Supply Officer
- MBC 32 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Senior Broadcast Technology Assistant (Shift)
formerly Broadcast Officer (Shift)
Senior Broadcast Operator (Shift)
- MBC 33 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Assistant Manager, Financial Operations
Assistant Manager (Procurement and Supply)
Principal Documentation, Archives and Research Officer
- MBC 34 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 45600**
Camera Technician (Roster)
formerly Cameraman/Senior Cameraman (Roster)
Principal Cameraman (Roster)
- MBC 35 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 45600**
Principal Lighting Technician (Roster)
Principal Sound Technician (Roster)
- MBC 36 : Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 47100**
Technical Production Executive (Roster)
formerly News Producer (Roster)
Senior News Producer (Roster)
Senior Technical Producer (Roster)
Technical Producer (Roster)
- MBC 37 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 QB 36600 x 1500 – 48600**
Marketing and Sales Executive
- MBC 38 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
Animation Graphics Technician (New Grade)
Logistic and Facilities Coordinator
formerly Logistic Facilities and Events Coordinator
Satellite Officer (New Grade)

01.01 MAURITIUS BROADCASTING CORPORATION (Cont'd)

- MBC 39 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Plant and Maintenance Officer
- MBC 40 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Broadcast Technologist (Shift)
formerly Chief Broadcast Operator (Shift)
Senior Broadcast Officer (Roster)
Technician/Producer (Radio) (shift)
Video Editor/Senior Video Editor (Roster)
- MBC 41 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Senior Technical Production Executive (Roster)
formerly Chief Technical Producer
Senior Producer (Roster)
Producer (Roster)
- MBC 42 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Accountant/Senior Accountant
- MBC 43 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Engineer/Senior Engineer
Journaliste Reporteur d'Images (Roster)
formerly Senior News Editor (Roster)
News Editor (Roster)
Human Resource Management Officer
Systems Analyst/Administrator (Roster)
- MBC 44 : Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Senior Broadcast Technologist (Roster)
formerly Chief Broadcast Officer
Transmission Coordinator (Roster)
- MBC 45 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Internal Auditor
- MBC 46 : Rs 36600 x 1500 – 54600**
Chief Producer/Chief Technical Producer (Personal)
Deputy Manager, Administrative Services (Personal)
Head of Documentation, Archives and Research
Manager, Financial Operations
Manager (Procurement and Supply)

01.01 MAURITIUS BROADCASTING CORPORATION (Cont'd)**MBC 47 : Rs 35400 x 1200 – 36600 x 1500 – 57600**

Coordinator, Animation Graphics
formerly Head Animation Graphics Artist
Coordinator, Broadcast Technology (New Grade)
Coordinator, Satellite Services (New Grade)
Programme Coordinator
Radio Channel Coordinator
TV Channel Coordinator

MBC 48 : Rs 44100 x 1500 – 57600 x 1800 – 61200

Administrative Manager
Chief Engineer
Desk Coordinator
formerly Chief News Editor/Desk Coordinator
Executive Production Coordinator
Finance Manager
Human Resource Manager
Marketing and Events Manager
formerly Marketing and Sales Manager
Programme Manager
Public Relations and Customer Care Manager
formerly Manager Customer Care
Radio Production Manager (Oriental/General)

MBC 49 : Rs 59400 x 1800 – 68400 x 2400 – 78000 x 3000 – 87000

Director of News



01.02 MAURITIUS OCEANOGRAPHY INSTITUTE

- 01.02.01 The Mauritius Oceanography Institute (MOI) set up by Mauritius Oceanography Institute Act No. 24 of 1999, operates under the umbrella of the Prime Minister's Office. Its vision is to contribute towards the advancement of oceanography at the national, regional and international level for the welfare of the people of the Republic of Mauritius. Its mission is to develop and strengthen oceanographic research, using an integrated scientific approach, to enhance understanding of ocean and coastal processes for the rational development of marine resources, within the maritime zone of the Republic of Mauritius.
- 01.02.02 The objects of the MOI are to foster interest in research and development in relation to oceanography; advise Government on the formulation and implementation of policies and programmes in respect of oceanography and related aspects; coordinate, collaborate and cooperate with other institutions, agencies and persons on national, regional and global issues within its field of interest. The MOI also assists any organisation, body or person involved in sustainable research and development programmes in areas of interest and activity related to oceanography; and demonstrates and communicates to the scientific community and the public at large the results of research and the importance of oceanography in the conservation, maintenance, management, utilisation and development of resources based on marine and coastal ecosystems.
- 01.02.03 The main functions of the MOI are, *inter alia*, to initiate, encourage, launch, facilitate, support, undertake, participate in, rationalise and coordinate research and development in relation to oceanography having regard to national, regional and international interest of Mauritius; arrange for carrying out such research and development; provide any other institution, body or person with facilities for carrying out such research and development. The MOI is also responsible to prepare, fund, implement and periodically update and monitor programmes relating to the sustainable development of marine resources; collect, coordinate, store and disseminate information relating to oceanography and to publish reports and other materials relating to oceanography; and to make available to other institutions, bodies or persons, on such items and conditions as it thinks fit, knowledge and expertise, equipment or facilities of the Institute.
- 01.02.04 The MOI is initiating a number of new projects, including a study of the hydrocarbon potential of the Mauritian Exclusive Economic Zone. Most of these projects aim at bringing direct or indirect economic benefits to the country. The Institute's strategic plan is on purpose, project-based and focused. The objective is to keep the organisation 'flat' in terms of its management and avoid 'compartmentalisation' of its organisational structure in order to encourage multi-disciplinary team work as per the very nature of

the projects and the discipline itself. These projects also very often call for inter-institutional collaboration in order to avoid duplication of effort and resources.

01.02.05 At present, the MOI is headed by a Director and assisted by a Deputy Director in the overall management and day-to-day administration of the Institute. At the operational level, officers in the grades of Associate Research Scientist, Research Scientist and Principal Research Scientist perform the research functions whereas various other grades operate at the Technical/supportive levels to provide for the necessary back-ups.

01.02.06 In the present review exercise, we are maintaining the existing structure which is appropriate.

Sea Going Allowance

01.02.07 At present, 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 800 per officer per day.

Recommendation 1

01.02.08 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 880 per officer per day.

Diving Allowance

01.02.09 Scientific and technical staff of the MOI who are required to perform diving duties for carrying out observation and data collection underwater are paid a Diving Allowance of Rs 540 per dive, subject to a maximum of Rs 8100 a month.

Recommendation 2

01.02.10 We recommend that the Diving Allowance paid to scientific and technical staff of the MOI be revised to Rs 595 per dive, subject to a maximum of Rs 8925 a month. This maximum may be reviewed by the Board based on operational requirements.

Consultancy Services

01.02.11 At present, the MOI staff are allowed to provide consultancy services and the net income therefrom is shared between officers involved in the provision of research and consultancy services and the MOI in the ratio of 2:1.

Recommendation 3

01.02.12 We recommend that the present arrangement between the MOI staff involved in providing consultancy services and the MOI be maintained.

Enhanced Pension Benefits to PhD holders of the MOI.

01.02.13 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 4

01.02.14 We recommend that the present provision for the grant of enhanced pension benefits to PhD holders of the MOI be maintained.

01.02 MAURITIUS OCEANOGRAPHY INSTITUTE**SALARY SCHEDULE**

MOI 1	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
MOI 2	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
MOI 3	:	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Receptionist/Word Processing Operator
MOI 4	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer
MOI 5	:	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Public Relations Officer
MOI 6	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Accounts Clerk Executive Officer
MOI 7	:	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Technical Assistant/Senior Technical Assistant
MOI 8	:	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary

01.02 MAURITIUS OCEANOGRAPHY INSTITUTE (Cont'd)

- MOI 9** : **Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Assistant Administrative Officer
- MOI 10** : **Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Assistant Secretary
- MOI 11** : **Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Associate Research Scientist
IT Officer
- MOI 12** : **Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
- MOI 13** : **Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Project Officer
- MOI 14** : **Rs 35400 x 1200 – 36600 x 1500 – 54600**
Research Scientist
Systems Administrator
- MOI 15** : **Rs 44100 x 1500 – 57600 x 1800 – 61200**
Principal Research Scientist
- MOI 16** : **Rs 81000**
Deputy Director
- MOI 17** : **Rs 102000**
Director (Future Holder)
- MOI 18** : **Rs 111000**
Director (Personal to holder in post as at 30.06.2008)



01.03 NATIONAL ADOPTION COUNCIL

- 01.03.01 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 mission is to apply the spirit of the United Nations Convention on the Rights of the Child (1989) to children in inter-country adoption and also to put an end to the traffic and sale of children and to other abuses relating thereto.
- 01.03.02 The NAC inquires into all demands for the adoption of citizens by non-citizens before any application is made to the Judge in Chambers. It advises on all matters relating to those demands and works in collaboration with overseas official agencies engaged in the adoption and welfare of children.
- 01.03.03 The present staffing structure of the National Adoption Council which comprises employees in the grades of Secretary, Clerk/Word Processing Operator and Office Attendant enables the Council to deliver on its mandate and, is therefore, maintained.

01.03 NATIONAL ADOPTION COUNCIL**SALARY SCHEDULE**

- NAC 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant
- NAC 2 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- NAC 3 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Secretary



02.01 CENTRAL WATER AUTHORITY

- 02.01.01 The Central Water Authority (CWA), established by the CWA Act No. 20 of 1971, operates under the *aegis* of the Ministry of Energy and Public Utilities. It is the sole undertaker responsible for the treatment and distribution of potable water for domestic, commercial and industrial usage. Its main objectives are, *inter alia*, to treat and distribute water, guarantee the quality of drinking water, excel in service delivery so as to meet the increasing demand for water with a good round the clock service, reduce and maintain non-revenue water to an economically acceptable level by improving its network's efficiency and operate its services in a cost-effective manner.
- 02.01.02 The CWA is managed by a Board and headed by a General Manager who is responsible for the execution of the policy of the Board and the control and management of its day-to-day business. He is supported by two Deputy General Managers, responsible for the Administration Division and Technical Division respectively. Both divisions are manned by a full complement of professional, technical and supporting staff.
- 02.01.03 In the Government Programme 2010-2015, it has been stated that *"in order to address the challenges facing the water sector, Government will develop a Master Plan for a more judicious use of water resources to cater for projected needs up to 2050"*.
- 02.01.04 In fact to promote greater efficiency, coherence and optimal use of resources, Government has decided on a major institutional reform in the water sector. All the four agencies currently involved in the management of water namely, Central Water Authority, Irrigation Authority, Water Resources Unit and the Wastewater Management Authority would be integrated into a single institution. This would benefit both present and future generations.
- 02.01.05 Pending the outcome of the merger exercise, the current organisation structure is being maintained. The salaries are, however, being reviewed.

02.01 CENTRAL WATER AUTHORITY

SALARY SCHEDULE

- CWA 1 : Rs 10250 x 250 – 10750**
Trainee Meter Reader
- CWA 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250**
General Worker

02.01 CENTRAL WATER AUTHORITY (Cont'd)

- CWA 3 : Rs 11250 x 250 – 11750**
Trainee Draughtsman
- CWA 4 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees in post as at 30.06.08)
- CWA 5 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700**
Handy Worker
- CWA 6 : Rs 8500 x 250 – 12500 x 300 – 14300**
Assistant Tradesman (Personal)
Stores Attendant
- CWA 7 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Watchman
- CWA 8 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Assistant Treatment Plant Operator (Shift) (Personal)
Office Attendant
Pneumatic Hammer Operator (Personal)
- CWA 9 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Gauge Reader (Personal)
Pump Operator (Personal)
- CWA 10 : Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950**
Gauge Reader (Personal to employees appointed prior to 1.7.87)
Pump Operator (Personal to employees appointed prior to 1.7.87)
- CWA 11 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Survey Field Worker/Senior Survey Field Worker
- CWA 12 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver
- CWA 13 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Gangman (Personal)
- CWA 14 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Tradesman (Blacksmith, Mechanic, Mason, Plumber and Pipe Fitter,
Carpenter, Electrician, Painter, Water Meter Repairer)

02.01 CENTRAL WATER AUTHORITY (Cont'd)

- CWA 15 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- CWA 16 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900**
Treatment Plant Operator (Shift) (Personal)
- CWA 17 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- CWA 18 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Heavy Vehicle Driver
- CWA 19 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Laboratory Attendant
- CWA 20 : Rs 14650 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Operative
- CWA 21 : Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Head Survey Field Worker
- CWA 22 : Rs 21000 x 750 – 22500**
Trainee Engineer
- CWA 23 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
- CWA 24 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Call Centre Operator
Clerical Officer/Higher Clerical Officer
- CWA 25 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Chief Tradesman (Personal)
Foreman (Personal)
Senior Operative

02.01 CENTRAL WATER AUTHORITY (Cont'd)

- CWA 26 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Meter Reader
- CWA 27 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Technical Assistant (Electrical) (Shift)
Technical Assistant (Electronic) (Shift)
Technical Assistant (Mechanical) (Shift)
- CWA 28 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Cashier
- CWA 29 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Surveying Assistant
- CWA 30 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Assistant Inspector
Data Processing Controller
- CWA 31 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Assistant Documentation Officer
- CWA 32 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Fraud Detection Officer
Assistant Procurement and Supply Officer
Call Centre Assistant Supervisor
Executive Officer
Purchasing and Supply Officer (Personal)
- CWA 33 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Data Control Supervisor
- CWA 34 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Office Supervisor
- CWA 35 : Rs 18300 x 600 – 19500 x 750 – 28500**
Senior Meter Reader

02.01 CENTRAL WATER AUTHORITY (Cont'd)

- CWA 36 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Draughtsman
- CWA 37 : Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300**
Documentation Officer
Inspector
- CWA 38 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- CWA 39 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Call Centre Supervisor
Fraud Detection Officer
Higher Executive Officer
Human Resource Officer
Internal Control Officer
Procurement and Supply Officer
Senior Cashier
- CWA 40 : Rs 21000 x 750 – 28500 x 900 – 32100**
Meter Reading Supervisor
- CWA 41 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Computer Programmer
Safety and Health Officer/Senior Safety and Health Officer
Technical Officer
Technical Officer (Laboratory)
Transport Superintendent
- CWA 42 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Senior Inspector
- CWA 43 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Accounts Officer
Senior Human Resource Officer
Senior Internal Control Officer
Superintendent, Anti Fraud Unit
- CWA 44 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Senior Draughtsman (Cartography Survey)

02.01 CENTRAL WATER AUTHORITY (Cont'd)

- CWA 45 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Treatment Plant Superintendent
- CWA 46 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Chief Works Officer
Emergency Cell Coordinator
Senior Technical Officer
- CWA 47 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600**
Senior Draughtsman (Cartography Survey) (Personal)
- CWA 48 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Superintendent, Purchasing and Supply
- CWA 49 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Communication/Public Relations Officer
Surveyor
- CWA 50 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
IT Analyst
- CWA 51 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Human Resource Management Officer
- CWA 52 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Executive Engineer
Executive Engineer (Electrical)
Mechanical Engineer
Scientific Officer (Biochemistry)
- CWA 53 : Rs 33000 x 1200 – 36600 x 1500 – 48600**
Chief Draughtsman
- CWA 54 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Planning Co-ordinator
- CWA 55 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Secretary

02.01 CENTRAL WATER AUTHORITY (Cont'd)**CWA 56 : Rs 35400 x 1200 – 36600 x 1500 – 54600**

Chief Internal Auditor
Deputy Manager Commercial Services
Senior IT Analyst
Senior Scientific Officer (Biochemistry)
Senior Surveyor
Senior Engineer

CWA 57 : Rs 36600 x 1500 – 54600

HR Manager
Manager (Procurement and Supply)

CWA 58 : Rs 44100 x 1500 – 57600 x 1800 – 61200

IT Manager
Manager, Commercial Services
Principal Engineer
Principal Engineer (Mechanical and Electrical)

CWA 59 : Rs 59400 x 1800 – 68400 x 2400 – 73200

Chief Financial Officer

CWA 60 : Rs 63000 x 1800 – 68400 x 2400 – 75600

Chief Engineer

CWA 61 : Rs 87000

Deputy General Manager (Administration)
Deputy General Manager (Technical)

CWA 62 : Rs 102000

General Manager



02.02 WASTEWATER MANAGEMENT AUTHORITY

- 02.02.01 The Wastewater Management Authority (WMA) has been established as a body corporate under the Wastewater Management Authority Act No. 39 of 2000 in a bid to equip the country with state-of-the-art sewerage system so as to preserve public health and ensure a sustainable and clean environment. It operates as an autonomous organisation under the *aegis* of the Ministry of Energy and Public Utilities.
- 02.02.02 The WMA is managed by a Board and the General Manager is responsible for the implementation of policy and its day-to-day management. He is supported by two Deputy General Managers, one responsible for the Administration and Finance Department and the other for the Technical Department.
- 02.02.03 The National Environmental Action Plan (NEAP) clearly identified inadequate disposal of urban wastewater as a growing threat to the quality of ground water, the principal source of domestic water supply of the country, as well as to the coastal zone and marine ecosystems. As the WMA is entrusted with the overall responsibility for the collection, treatment, disposal of wastewater throughout Mauritius, it plays a vital role in the protection of the environment and in ensuring sustainable development through provision of appropriate water pollution standards and wastewater control system.
- 02.02.04 In the Government Programme 2012-2015, it is enunciated that a major reform programme of the water sector is under way with the proposed merger of the Central Water Authority, the Water Resources Unit, the Irrigation Authority and the Wastewater Management Authority.
- 02.02.05 Pending the implementation of the merger exercise, we are in this Report, maintaining the existing organisation structure whilst reviewing the allowances and making only minimum necessary changes to meet the current operational requirements.

Driver/Office Attendant *formerly Driver*

- 02.02.06 According to the scheme of service, Drivers, over and above their driving duties, should carry out messengerial duties such as running errands, despatch of correspondence, distribution of files, etc., whenever required.
- 02.02.07 We are, therefore, restyling the grade to a more appropriate appellation to better reflect the nature of duties performed by incumbents.

Recommendation 1

- 02.02.08 We recommend that the grade of Driver be restyled Driver/Office Attendant.**

Retention Allowance

02.02.09 At present, a Retention Allowance equivalent to two increments at the salary point reached in the respective salary scales is being paid to a number of employees of the Authority due to the specific environment in which they are required to operate.

02.02.10 We are maintaining the payment of this allowance and extending it to a few more grades.

Recommendation 2

02.02.11 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 (Civil)**
- **Engineer (Electrical)**
- **Engineer (Mechanical)**
- **Process Engineer (Wastewater Treatment)**
- **Scientific Officer**
- **Senior Scientific Officer**
- **Land Surveyor**
- **Senior Land Surveyor**
- **Principal Draughtsman**
- **Senior Technical Officer**
- **Chief Works Inspector**
- **Senior Works Inspector**
- **Senior Draughtsman**
- **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**
- **Draughtsman**
- **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**
- **Gangman**
- **Driver/Office Attendant *formerly Driver***
- **Pipe Cleaner**
- **Plant and Equipment Operator**
- **Tradesman's Assistant (Personal)**
- **Survey Field Worker/Senior Survey Field Worker**
- **Treatment Plant Worker (Shift)**
- **General Worker**
- **General Worker (Personal)**
- **Divisional Manager**
- **Works Manager (Civil)**
- **Works Manager (Mechanical and Electrical)**
- **Laboratory Manager**
- **Senior Engineer (Civil)**
- **Senior Engineer (Mechanical and Electrical)**
- **Engineer (Mechatronics)**
- **Senior Technical Officer (Mechanical and Electrical)**

02.02.12 We further recommend that those 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. Beneficiary 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

02.02.13 Over and above the Retention Allowance, a Risk and Hazard Allowance equivalent to two increments at the salary point reached in the respective salary scale is also being paid to certain employees who are regularly exposed to insalubrious and risky conditions which may adversely affect their health. We are maintaining the payment of this allowance.

Recommendation 3

02.02.14 We recommend that employees in grades as listed hereunder, who are regularly exposed to insalubrious and risky conditions which may adversely affect their health, 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)**
- **Gangman**
- **Plant and Equipment Operator**
- **Pipe Cleaner**
- **Treatment Plant Worker (Shift)**
- **General Worker**
- **General Worker (Personal)**

Special Professional Retention Allowance

02.02.15 The Special Professional Retention Allowance (SPRA) was introduced in the last overall review in order to motivate and retain certain professionals in scarcity areas based on the Survey on Recruitment and Retention Problems in the Public Sector conducted in 2007. In the context of this Report, a similar survey has been carried out in order to gauge the effectiveness of the SPRA. The results have revealed that there has been no outward movement of these professionals, meaning that the SPRA has served its purpose of retaining professionals of high calibre.

02.02.16 So as to minimise the overall employee turnover and in view of the major developmental projects underway in this sector, we are, therefore, maintaining the SPRA up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector for retaining professionals at these levels of operations.

Recommendation 4

02.02.17 We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the payment of a monthly Special Professional Retention Allowance to officers of the Authority in the Engineering cadre drawing salary as specified in the table below:

Salary	SPRA % of Monthly Salary
Rs 26250 up to Rs 54600 and reckoning at least 10 years' service in their respective grade	7
Above Rs 54600 and up to Rs 61200	7
Above Rs 61200 and up to Rs 75600	10
Above Rs 75600 and up to Rs 87000	12.5

02.02.18 We further recommend that those officers:

- (i) 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 Special Professional Retention Allowance paid to them; and
- (ii) who 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.

However, provision made at paragraph 02.02.18 (i) and (ii), should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

02.02 WASTEWATER MANAGEMENT AUTHORITY**SALARY SCHEDULE**

WMA 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
WMA 2	:	Rs 11250 x 250 – 11750 Trainee Draughtsman
WMA 3	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
WMA 4	:	Rs 7825 x 225 – 8500 x 250 – 12500 x 300 – 13400 Treatment Plant Worker (Shift)
WMA 5	:	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant Tradesman's Assistant (Personal to incumbent in post as at 30.06.08)
WMA 6	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
WMA 7	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Plant and Equipment Operator

02.02 WASTEWATER MANAGEMENT AUTHORITY (Cont'd)

- WMA 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950**
Pipe Cleaner
- WMA 9 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Survey Field Worker/Senior Survey Field Worker
- WMA 10 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Driver
- WMA 11 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Gangman
- WMA 12 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- WMA 13 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- WMA 14 : Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Operative
- WMA 15 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Driver (Wastewater Jetting Unit/Tanker)
- WMA 16 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Laboratory Attendant
- WMA 17 : Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Head Survey and Field Worker
- WMA 18 : Rs 21000 x 750 – 22500**
Trainee Engineer
- WMA 19 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator

02.02 WASTEWATER MANAGEMENT AUTHORITY (Cont'd)

- WMA 20 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- WMA 21 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk (Revenue Collection) (Personal to officers in post as at 30.06.08)
- WMA 22 : Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Technical Assistant (Electrical) (Shift)
Technical Assistant (Electronic/Instrumentation) (Shift)
Technical Assistant (Mechanical) (Shift)
- WMA 23 : Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Head Operative
- WMA 24: Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Land Survey Technician
- WMA 25 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Assistant Works Inspector
Laboratory Assistant
- WMA 26 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Senior Word Processing Operator
- WMA 27 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer
Assistant Procurement and Supply Officer
Executive Officer
- WMA 28 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Draughtsman
Laboratory Technician

02.02 WASTEWATER MANAGEMENT AUTHORITY (Cont'd)

- WMA 29 : Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300**
Works Inspector
- WMA 30 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Internal Control Officer
- WMA 31 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- WMA 32 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Customer Care Officer
- WMA 33 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer
Higher Executive Officer
Procurement and Supply Officer
- WMA 34 : Rs 22500 x 750 – 28500 x 900 – 33000**
Senior Laboratory Technician
- WMA 35 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Human Resource Officer
Information Technology Technician
Safety and Health Officer/Senior Safety and Health Officer
Technical Officer (Civil Engineering)
Technical Officer (Mechanical and Electrical)
- WMA 36 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Senior Draughtsman
Senior Works Inspector
- WMA 37 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
Senior Procurement and Supply Officer
- WMA 38 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Office Superintendent
- WMA 39 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Planning and Transport Coordinator

02.02 WASTEWATER MANAGEMENT AUTHORITY (Cont'd)

- WMA 40 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Chief Works Inspector
Senior Technical Officer
Senior Technical Officer (Mechanical and Electrical)
- WMA 41 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600**
Superintendent, Procurement and Supply
- WMA 42 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600**
Principal Draughtsman
- WMA 43 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
formerly Administrative Assistant
Public Relations Coordinator
Public Relations and Customer Care Officer
- WMA 44 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Information Technology Officer
Land Surveyor
Scientific Officer
- WMA 45 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Internal Auditor
- WMA 46 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Engineer (Civil)
Engineer (Electrical)
Engineer (Mechanical)
Engineer (Mechatronics)
Process Engineer (Wastewater Treatment)
- WMA 47 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Mechanical Engineer/Senior Mechanical Engineer (Personal to officers
in post as at 30.06.08)
- WMA 48 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Information Technology Manager
Secretary to the Board
Senior Engineer (Civil)
Senior Engineer (Mechanical/Electrical)
Senior Land Surveyor
Senior Scientific Officer

02.02 WASTEWATER MANAGEMENT AUTHORITY (Cont'd)

WMA 49 : Rs 44100 x 1500 – 57600 x 1800 – 61200
Administrative and Human Resource Manager
Financial Manager
Laboratory Manager
Works Manager (Civil)
Works Manager (Mechanical and Electrical)

WMA 50 : Rs 59400 x 1800 – 68400 x 2400 – 75600
Divisional Manager

WMA 51 : Rs 87000
Deputy General Manager (Administration)
Deputy General Manager (Technical)

WMA 52 : Rs 102000
General Manager



03.01 CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

- 03.01.01 The Civil Service Family Protection Scheme Board (CSFPSB) is a body corporate established under the Widows' and Children's Pension Scheme (Amendment) Act No. 28 of 1993 and operates under the *aegis* of the Ministry of Finance and Economic Development. The Act made it mandatory for female officers to contribute to the scheme. It provides protection by way of monthly financial assistance to dependants of deceased Government Employees. The CSFPSB is also responsible, under the Act, to administer and control the Widows' and Orphan's Pension Fund. Some 55000 Civil Servants, both male and female, contribute to the scheme and there are around 16000 current beneficiaries.
- 03.01.02 The Scheme is administered and controlled by a Board known as the Civil Service Family Protection Scheme Board which consists of a Chairman, a Vice-Chairman and seven members of whom, two are Trade Union representatives. The General Manager is the administrative head of the CSFPSB and he is assisted by the Assistant General Manager as well as officers of IT and Finance cadres and General Services grade.
- 03.01.03 The core business of the CSFPSB is payment of pension and refund of contribution. Moreover, the main activities of the CSFPSB are, *inter alia*, to receive contributors' returns from Ministries/Departments and Parastatal Bodies, reconcile contributors' returns with Treasury Figures; update contributors' records; receive applications for payment of pensions and/or refund of contributions; process Pension/Accrued Pensions and refund of contribution; and effect payment of pension and refund of contribution.
- 03.01.04 Currently, the activities of the CSFPSB are organised in three sections namely: Control, Contribution and Disbursement. The present structure meets the needs of the organisation and is maintained. However, we are reviewing the schemes of service for the grades of Senior Financial Operations Officer and Principal Financial Operations Officer.
- 03.01.05 The core financial activities of all the three sections of the CSFPSB are carried out by officers in the grades of Financial Operations Officer, Senior Financial Operations Officer and Principal Financial Operations Officer.
- 03.01.06 The present structure is appropriate to enable the organisation to meet its objectives. We are, therefore, maintaining it except for the amendment to the scheme of service for the Senior Financial Operations Officer and Principal Financial Operations Officer.

**Senior Financial Operations Officer
Principal Financial Operations Officer**

- 03.01.07 Presently recruitment to the grade of Senior Financial Operations Officer is made by promotion, on the basis of experience and merit, of employees in the grade of Financial Operations Officer possessing a Diploma in Public Sector Financial Management or an equivalent qualification acceptable to the Board.
- 03.01.08 Similarly, recruitment to the grade of Principal Financial Operations Officer is made by promotion, on the basis of experience and merit, of employees in the grade of Senior Financial Operations Officer who possess good communication and interpersonal skills.
- 03.01.09 Management has submitted that Financial Operations Officers and Senior Financial Operations Officers need to possess sufficient experience to be able to deliver efficiently and effectively in the grades of Senior Financial Operations Officers and Principal Financial Operations Officers respectively. We have examined the issue in-depth and we are reviewing the schemes of service accordingly.

Recommendation 1

- 03.01.10 We recommend that the scheme of service for the grade of Senior Financial Operations Officer should be amended so that, in future, recruitment to the grade be made by promotion, on the basis of experience and merit, of employees in the grade of Financial Operations Officer who reckon at least four years' service in a substantive capacity in the grade and possess a Diploma in Public Sector Financial Management or an equivalent qualification acceptable to the Board.**
- 03.01.11 We also recommend that the scheme of service for the grade of Principal Financial Operations Officer should be amended so that, in future, recruitment to the grade be made by promotion, on the basis of experience and merit, of employees in the grade of Senior Financial Operations Officer reckoning at least four years' service in a substantive capacity in the grade and having good communication and interpersonal skills.**

Systems Administrator (CFP)**Recommendation 2**

- 03.01.12 We further recommend that incumbent in the grade of Systems Administrator (CFP) possessing a Degree in IT 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:**
- (i) drawn the top salary for a year; and**

- (ii) 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.

03.01 CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

SALARY SCHEDULE

CFP 1	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
CFP 2	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior/Head Office Attendant
CFP 3	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
CFP 4	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer Clerk (Rodrigues)
CFP 5	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer
CFP 6	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Accounts Clerk/Senior Accounts Clerk Accounts Clerk/Senior Accounts Clerk (Rodrigues)
CFP 7	:	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Systems Supervisor (CFP)
CFP 8	:	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary
CFP 9	:	Rs 19500 x 750 – 28500 x 900 – 32100 Financial Operations Officer
CFP 10	:	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Systems Administrator (CFP)

03.01 CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD (Cont'd)

- CFP 11 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
- CFP 12 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Principal Financial Operations Officer
- CFP 13 : Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200**
Assistant General Manager
- CFP 14 : Rs 93000**
General Manager



03.02 EMPLOYEES' WELFARE FUND

- 03.02.01 The Employees' Welfare Fund (EWF) is a body corporate established under Act No. 13 of 1995 to provide for the establishment and management of a welfare fund for the benefit of employees and their families and operates under the *aegis* of the Ministry of Finance and Economic Development.
- 03.02.02 The EWF is administered and managed by a Board and the General Manager is the Chief Executive Officer who is responsible for the effective day-to-day management of the business and activities of the organisation. He is supported by officers in the finance and administrative cadres as well as General Services.
- 03.02.03 The objects of the EWF are, among others, to manage the financial and other resources of the Fund; set up and operate schemes and projects for the welfare of employees and their families; give loans or financial assistance to employees or their families for such purposes as may be determined by the Board; and do all such things as appear to be necessary and conducive to the promotion of the welfare of employees and their families in general.
- 03.02.04 The activities of the EWF are carried out by the three Units namely:- Loans and Investments Management, Administration and Human Resource Management, and Project Management. The current structure enables the EWF to deliver its services with optimal efficiency and is maintained.

03.02 EMPLOYEES' WELFARE FUND

SALARY SCHEDULE

EWF 1	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
EWF 2	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
EWF 3	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer
EWF 4	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Accounts Clerk Executive Officer

03.02 EMPLOYEES' WELFARE FUND (Cont'd)

- EWF 5 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- EWF 6 : Rs 19500 x 750 – 28500 x 900 – 32100**
Higher Executive Officer
- EWF 7 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Technical Officer (Legal)
- EWF 8 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Administrative Assistant
- EWF 9 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician
- EWF 10 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Senior Accounting Technician
- EWF 11 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Secretary
- EWF 12 : Rs 44100 x 1500 – 57600 x 1800 – 61200**
Finance Manager
- EWF 13 : Rs 102000**
General Manager



03.03 FINANCIAL INTELLIGENCE UNIT

- 03.03.01 Following a Cabinet decision taken in February 2012, the Financial Intelligence Unit (FIU) now falls under the purview of the Pay Research Bureau and is being reported upon in this review exercise.
- 03.03.02 Operating under the *aegis* of the Ministry of Finance and Economic Development, the FIU is established under sections 9 and 10 of the Financial Intelligence and Anti-Money Laundering Act 2002 as the central agency responsible for receiving, requesting, analysing and disseminating to the investigatory and supervisory authorities, disclosures of financial information concerning suspected proceeds of crime and alleged money laundering offences as well as the financing of activities or transactions related to terrorism.
- 03.03.03 The mission of the Financial Intelligence Unit is to be the leader in financial intelligence works in Mauritius and the region, and to be recognised worldwide as a modern Financial Intelligence Unit that meets international standards.
- 03.03.04 Its strategic goals are to have a modern information system for effective data collection, storage, retrieval, management and financial investigative analysis and a strong culture with reporting of money laundering and terrorist financing in Mauritius; be at the vanguard of research, training and dissemination of Anti-Money Laundering and Combating Financing of Terrorism (AML/CFT) information in Mauritius; promote productivity, efficiency and effectiveness of staff; and enhance credibility of Mauritius as a jurisdiction adhering to AML/CFT norms.
- 03.03.05 The FIU is administered by a Board which consists of a Chairperson and two members appointed by the President of the Republic on the recommendation of the Prime Minister made in consultation with the Leader of the Opposition. The Director is the Chief Executive Officer responsible for the overall management and administration of the Unit.
- 03.03.06 The organisation structure of the FIU, which comprises five units namely: Legal, Training and Research; Systems Administration and Security; Information Analysis and Interpretation; Data Intelligence; and Corporate Affairs, is maintained.

03.03 FINANCIAL INTELLIGENCE UNIT

SALARY SCHEDULE

- FIU 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500**
General Assistant
- FIU 2 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/General Assistant
- FIU 3 : Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Assistant Office Secretary (Personal to officers in post as at 31.12.12)
formerly Receptionist
Data Processing Assistant (Personal to officers in post as at 31.12.12)
- FIU 4 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Office Secretary (Personal to officers in post as at 31.12.12)
- FIU 5 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician (Personal to officers in post as at 31.12.12)
formerly Accounts Officer
Data Intelligence Assistant (Personal to officers in post as at 31.12.12)
- FIU 6 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600**
Intelligence Officer (Personal to officers in post as at 31.12.12)
- FIU 7 : Rs 34200 x 1200 – 36600 x 1500 – 48600**
Senior Intelligence Officer (Personal to officers in post as at 31.12.12)
- FIU 8 : Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Information Security Officer
Research Officer
Systems and Database Officer
- FIU 9 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 64800**
Corporate Affairs Manager
Data Intelligence Manager
Legal Manager
- FIU 10 : Rs 47100 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600**
Financial Intelligence Analyst

03.03 FINANCIAL INTELLIGENCE UNIT (Cont'd)

FIU 11 : Rs 66600 x 1800 – 68400 x 2400 – 78000 x 3000 – 93000

Senior Financial Intelligence Analyst (Personal to officers in post as at 31.12.12)



03.04 FINANCIAL REPORTING COUNCIL

- 03.04.01 The Financial Reporting Council (FRC) is a body corporate established under section 3 of the Financial Reporting Act No. 45 of 2004 responsible to monitor and enforce the reporting of financial matters, as well as to issue accounting and auditing standards and codes. It operates under the *aegis* of the Ministry of Finance and Economic Development. Following a Cabinet decision, the FRC now falls under the purview of the Pay Research Bureau and is being reported upon in this review exercise.
- 03.04.02 The mission of the FRC is to bring corporate confidence in auditing, financial and non-financial reporting among users of annual reports.
- 03.04.03 Its main objectives are to promote the provision of high quality reporting of financial and non-financial information by Public Interest Entities and the highest standards among licensed auditors; enhance the credibility of financial reporting; and improve the quality of accountancy and audit services.
- 03.04.04 Currently, the overall activities of the FRC are organised in three units namely: Audit Practice Review; Financial Reporting Monitoring; and Research/Training. The Chief Executive Officer is the Accounting/Responsible Officer. He is assisted in the proper administration and management of the FRC by officers of the Technical and Professional cadres as well as officers of the General Services grades.
- 03.04.05 We are maintaining the existing organisational structure. However, we are restyling some grades to better reflect the functions and duties devolving upon incumbents.

General Services Officer (FRC) formerly Special Clerical Officer

- 03.04.06 Presently, there is a grade of Special Clerical Officer on the establishment of the FRC and the nature of duties and responsibilities devolving upon incumbent are very much comparable to that of the grade of General Services Officer in the Civil Service. We are, therefore, restyling the grade of Special Clerical Officer to General Services Officer (FRC).

Recommendation 1

- 03.04.07 We recommend that the grade of Special Clerical Officer be restyled General Services Officer (FRC).**

Recommendation 2

03.04.08 We recommend that, in future, appointment to the grade of General Services Officer (FRC) be made by selection from among candidates possessing:

- (a) the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or an equivalent qualification;**
- (b) the Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education 'Advanced' Level or an equivalent qualification; and**
- (c) Internet and Computing Core Certificate (IC3) as a minimum or an equivalent IT related Certification.**

Candidates should also possess good communication skills, be customer oriented and have ability to work in teams.

03.04.09 Incumbent would, *inter alia*, be required to perform both clerical and word processing duties including the preparation, scrutiny and processing of documents and records; work related to registry, finance, including pay and cashier duties, drafting of replies to correspondence, data entry and updating of information in computer systems, operation of modern office equipment such as telefax machine, electronic photocopying machine and using Information and Communication Technologies (ICT) in the performance of the duties; perform computer/data processing work; operate e-mail services; replace Confidential Secretaries as and when required; perform duties related to human resource, procurement and supply and customer care; carry out simple research; collect and process information and submit reports thereon.

Technical Officer

Senior Financial Executive

Assistant Technical Executive

03.04.10 We are making 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.

Recommendation 3

03.04.11 We recommend that:

- (i) incumbent in the grade of Technical Officer possessing a Degree in Finance or Accounting or 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, and**

- (b) 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.
- (ii) incumbent in the grade of Senior Financial Executive, on obtention of the degree qualification or equivalent qualification, be allowed to move incrementally beyond the top salary of the grade up to salary point Rs 47100 in the master salary scale provided they have:
- (a) drawn the top salary for a year, and
- (b) 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.
- (iii) incumbent in the grade of Assistant Technical Executive on reaching the top salary point Rs 48600 be allowed to move incrementally in the master salary scale up to salary point Rs 54600 provided they have:
- (a) drawn the top salary for a year, and
- (b) 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.

03.04 FINANCIAL REPORTING COUNCIL

SALARY SCHEDULE

FRC 1	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
FRC 2	:	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500 Senior Office Attendant
FRC 3	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Driver/Messenger</i>
FRC 4	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephonist <i>formerly Receptionist</i>

03.04 FINANCIAL REPORTING COUNCIL (Cont'd)

- FRC 5 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- FRC 6 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
General Services Officer (FRC)
formerly Special Clerical Officer
- FRC 7 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Executive Officer
- FRC 8 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- FRC 9 : Rs 19500 x 750 – 28500 x 900 – 32100**
Technical Officer
- FRC 10 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Senior Financial Executive
- FRC 11 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Assistant Technical Executive
- FRC 12 : Rs 48600 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600**
Technical Executive
- FRC 13 : Rs 81000**
Manager
- FRC 14 : Rs 93000**
Chief Executive Officer



03.05 MAURITIUS EX-SERVICES TRUST FUND

- 03.05.01 The Mauritius Ex-Services Trust Fund (MESTF) established under Act No. 6 of 2000 operates under the *aegis* of the Ministry of Finance and Economic Development. The MESTF acquires, holds and manages immovable property for the benefit and use of Ex-Servicemen and their associations.
- 03.05.02 The organisation provides financial assistance to Ex-Servicemen and to Ex-Servicemen Associations. All registered Ex-Servicemen receive a monthly pension and other grants such as medical, surgical, funeral, etc. Widows of war time Ex-Servicemen also benefit from a yearly financial assistance.
- 03.05.03 To fulfil its mission more effectively, the MESTF has introduced new schemes and welfare activities including domiciliary medical visits, monthly financial assistance to Ex-Servicemen from Royal Commonwealth Ex-Services League, walking frames, holiday camping, Christmas gift, an end-of-year lottery, poppy day appeal, remembrance day and recreational day in Rodrigues for Rodriguan Ex-Servicemen.
- 03.05.04 At present, as per the provisions of the Act, the MESTF is managed by a Secretary who is responsible to implement the policies and decisions of the Board. He is supported in his duties by officers in the Finance Section and Administrative Section.
- 03.05.05 Currently, an Officer-in-Charge (Finance) is in charge of the Finance Section and is responsible for its day-to-day administration. Management has submitted that over the years with the decrease in the number of Ex-Servicemen and widows, the duties and responsibilities devolving upon the Officer-in-Charge (Finance) have considerably decreased and, therefore, the same duties and responsibilities can safely be assigned to the Secretary.
- 03.05.06 We are, therefore, in this Report, reviewing the scheme of service for the grade of Secretary such that the duties and responsibilities of the grade be enlarged to incorporate responsibilities of Accounting and Finance now befalling on the Officer-in-Charge (Finance).

Secretary

Recommendation

- 03.05.07 We recommend that the scheme of service of the grade of Secretary on the establishment of the Mauritius Ex-Services Trust Fund be enlarged to include the duties and responsibilities devolving upon the Officer-in-Charge (Finance). In future, appointment thereto, should be made by selection from among serving officers of the Mauritius Ex-Services Trust Fund possessing a pass at the final examination required for admission to membership of one of the following accounting 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;

or an equivalent qualification acceptable to the Mauritius Ex-Services Trust Fund and reckoning five years' working experience at senior management level. In the absence of suitably qualified serving officers, appointment will be made by selection from among outside candidates possessing the above prescribed qualifications.

03.05.08 We further recommend that the grade of Officer-in-Charge (Finance) be made evanescent.

03.05 MAURITIUS EX-SERVICES TRUST FUND

SALARY SCHEDULE

MESTF 1	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Caretaker
MESTF 2	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
MESTF 3	:	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
MESTF 4	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer
MESTF 5	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Accounts Clerk
MESTF 6	:	Rs 19500 x 750 – 28500 x 900 – 32100 Higher Executive Officer

03.05 MAURITIUS EX-SERVICES TRUST FUND (Cont'd)

MESTF 7 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600

Officer-in-Charge (Finance) (Personal)

MESTF 8 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100

Principal Executive Officer (Personal)

MESTF 9 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Secretary



03.06 SUGAR INSURANCE FUND BOARD

- 03.06.01 The Sugar Insurance Fund Board (SIFB), set up under the SIFB Act No. 4 of 1974, operates under the *aegis* of the Ministry of Finance and Economic Development.
- 03.06.02 The SIFB is funded entirely by insurees of the Sugar Industry which include planters, metayers, millers and refiners; and provides covers to them for loss in sugar production arising from inclement weather such as cyclones, drought and excessive rainfall. It also operates a fire insurance.
- 03.06.03 Its mission is to provide financial support for a long term, viable and sustainable Sugar Industry.
- 03.06.04 The Chief Executive of the SIFB is the General Manager who is responsible for the control and management of its day-to-day business. He is supported by both technical and other staff of different levels.
- 03.06.05 We have been informed that the SIFB has recently adopted an Actuarial Report regarding restructurisation of its organisation and is in the process of appointing a Human Resource Consultant to review its functioning and staff requirement, among others. Pending the completion of this exercise, we are maintaining the present set up, and revising the salaries and allowances.

Allowance to Senior/Head Office Attendants and Office Attendants

- 03.06.06 Senior/Head Office Attendants and Office Attendants who are presently performing additional duties such as cleaning toilets, gardening, lawn mowing and related work over and above their normal schedule of duties are paid a monthly allowance of Rs 330. We are maintaining the present arrangement and revising the quantum.

Recommendation 1

- 03.06.07 We recommend that the allowance paid to Senior/Head Office Attendants and Office Attendants who perform additional duties on a daily basis such as cleaning toilets, gardening, lawn mowing and related work over and above their normal schedule of duties be revised to Rs 365 monthly.**

Bad Road Allowance

- 03.06.08 At present, a Bad Road Allowance of Rs 290 is paid to eligible field staff using motorcycle while Rs 685 is paid to those using motor cars. We are revising the quantum of the allowances.

Recommendation 2

03.06.09 We recommend that the Bad Road Allowance be revised as hereunder:

Bad Road Allowance for:	Rs
(a) Eligible Field Staff using Motorcycles	310
(b) Eligible Field Staff using Motorcars	730

03.06 SUGAR INSURANCE FUND BOARD**SALARY SCHEDULE**

- SIFB 1 : Rs 14300**
Safety and Health Officer (Part-time)
- SIFB 2 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant
- SIFB 3 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 15700**
Office Attendant (Personal)
- SIFB 4 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Handy Worker
- SIFB 5 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Driver/Handy Worker (Personal)
- SIFB 6 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- SIFB 7 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Telephonist/Receptionist
- SIFB 8 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Telephonist/Receptionist (Personal)
- SIFB 9 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator

03.06 SUGAR INSURANCE FUND BOARD (Cont'd)

- SIFB 10 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer
- SIFB 11 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Field Officer
- SIFB 12 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Confidential Secretary (Personal)
Executive Officer
- SIFB 13 : Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Senior Field Officer
- SIFB 14 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300**
Draughtsman (Personal)
- SIFB 15 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200**
Support Officer/Senior Support Officer
- SIFB 16 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Support Officer/Senior Support Officer (Personal to officers who were Assistant Data Processing Superintendents prior to 01.07.98)
- SIFB 17 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- SIFB 18 : Rs 19500 x 750 – 28500 x 900 – 32100**
Assistant Inspector
Higher Executive Officer
- SIFB 19 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Administrative Assistant
- SIFB 20 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Senior Draughtsman

03.06 SUGAR INSURANCE FUND BOARD (Cont'd)

- SIFB 21 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Field/Operations Supervisor
Maintenance Supervisor
Registrar
Senior Draughtsman (Personal)
Senior Executive Officer
- SIFB 22 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician
- SIFB 23 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Claims Officer
- SIFB 24 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600**
Administrative Assistant (Personal)
- SIFB 25 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600**
Principal Draughtsman
- SIFB 26 : Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 42600**
Claims Officer (Personal to officer in post as at 30.06.03)
Officer-in-Charge (Public Relations Unit)
- SIFB 27 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 QB 42600 x 1500 – 48600**
Programmer/Analyst
- SIFB 28 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Agronomist (Personal)
Head of Data Processing (Personal)
Information Analyst
- SIFB 29 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Land Surveyor
- SIFB 30 : Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 QB 42600 x 1500 – 48600**
Area Manager

03.06 SUGAR INSURANCE FUND BOARD (Cont'd)

SIFB 31 : Rs 35400 x 1200 – 36600 x 1500 – 54600

Administrative Secretary
Claims Manager
Internal Auditor
Manager (Finance)
Manager (Inspection)
Manager (Survey)
Senior Network Engineer
Senior Software Engineer

SIFB 32 : Rs 59400 x 1800 – 68400 x 2400 – 75600

Chief Manager (Finance)
Chief Manager (Information Systems Services)
Chief Manager (Operations)



04.01 BUS INDUSTRY EMPLOYEES WELFARE FUND

- 04.01.01 The Bus Industry Employees Welfare Fund (BIEWF) is a body corporate established by the Bus Industry Employees Welfare Fund Act No. 36 of 2002. It operates under the *aegis* of the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping (Land Transport Division) and is responsible for the promotion of the social and economic welfare of the employees of the bus industry and their families.
- 04.01.02 It envisions to be one of the most prominent welfare service provider, serving every employee of the bus industry in Mauritius.
- 04.01.03 To attain its objectives, the BIEWF does all such things as appear requisite and advantageous for the advancement and promotion of the welfare of the employees of the bus industry and their families and in particular: manages and optimises the financial and other resources of the BIEWF to further their social and economic welfare; and develops schemes, including loan schemes and other forms of financial assistance, and projects for the promotion of the welfare of the employees of the bus industry and their families in general.
- 04.01.04 So far the BIEWF has implemented a number of schemes like soft loan schemes with soft interest rates, scholarship schemes, death grant, BIEWF Social Assistance and Retirement Grant Schemes.
- 04.01.05 The BIEWF is managed by a Board of Directors and headed by an Administrative Manager who is responsible for the execution of the policies of the Board and for the day-to-day administration and management of the BIEWF.
- 04.01.06 At present, the staffing complement of the BIEWF comprises, the Administrative Manager, Programme Welfare Officer, Accounting Technician and other supporting staff.
- 04.01.07 In this review exercise, we are maintaining the current organisation structure.

04.01 BUS INDUSTRY EMPLOYEES WELFARE FUND

SALARY SCHEDULE

BIEWF 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
Office Attendant

BIEWF 2 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250
Receptionist/Word Processing Operator

04.01 BUS INDUSTRY EMPLOYEES WELFARE FUND (Cont'd)

BIEWF 3 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000

Clerk/Word Processing Operator

BIEWF 4 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000

Accounts Clerk

BIEWF 5 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100

Accounting Technician

BIEWF 6 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Programme Welfare Officer

BIEWF 7 : Rs 35400 x 1200 – 36600 x 1500 – 54600

Administrative Manager



04.02 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

- 04.02.01 The Construction Industry Development Board (CIDB), a body corporate, was set up under the CIDB Act 1997 which has been repealed and replaced by the CIDB Act 2008. It became operational in 2004 under the *aegis* of the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping (Public Infrastructure Division).
- 04.02.02 Its objective is mainly to promote and stimulate the development, improvement and expansion of the construction industry. It also encourages the advancement of skills and expertise of persons connected with the booming construction industry.
- 04.02.03 The CIDB mainly implements government policy relating to the construction industry; provides advisory services to the construction industry and to the public in general; encourages the standardisation and improvement of construction materials and techniques; and advises relevant authorities on human resources development of the construction industry.
- 04.02.04 In this Report, we are making appropriate provision to enable the CIDB to fulfil its mandate efficiently and effectively by combining the functions of the grades at the managerial level.

Technical Manager Manager, Corporate Services

- 04.02.05 In view of the growing importance of the construction industry in the economic development of the country, there is need to reinforce the existing structure with professionals in the fields of engineering, architecture and administration. The Management of the CIDB has represented that professionals with extensive experience in the field of construction are required. There is, therefore, the need for a dedicated grade at the managerial level to perform both technical and administrative duties. To address this issue, we are combining the duties of the grades of Technical Manager and Manager, Corporate Services such that, in future, the Manager will perform the enlarged duties.

Recommendation 1

- 04.02.06 **We recommend that the grades of Technical Manager and Manager, Corporate Services be merged and restyled Manager.**
- 04.02.07 **Appointment to the grade of Manager should be made by selection from among candidates 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 (Quantity Surveying) or registered as Professional**

Accountant with the Mauritius Institute of Professional Accountants under the Financial Reporting Act or is a Member of the Institute of Chartered Secretaries and Administrators and possess a Master's Degree in Management or Business Administration from a recognised institution, and reckoning at least five years' post registration experience in the construction industry.

04.02.08 The Manager would be required to, *inter alia*, formulate and ensure proper implementation of strategies and policies in accordance with the objects and functions of the CIDB; assist in the preparation of legislation and the handling of matters having legal implications; assist in the preparation of budget of the Board and the management of the general fund; and be responsible for the administrative or technical functions of the CIDB.

04.02 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

SALARY SCHEDULE

CIDB 1	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Handy Worker <i>formerly Handy Worker/Driver</i>
CIDB 2	:	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator/Receptionist
CIDB 3	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer
CIDB 4	:	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Technical Assistant
CIDB 5	:	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Administrative Assistant Technical Coordinator
CIDB 6	:	Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Accounting Technician

04.02 CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (Cont'd)

CIDB 7 : Rs 57600 x 1800 – 68400 x 2400 – 73200

Manager

formerly Technical Manager

Manager, Corporate Services

CIDB 8 : Rs 93000

Executive Director



04.03 NATIONAL TRANSPORT CORPORATION

- 04.03.01 The National Transport Corporation (NTC), established as a body corporate in 1979, is the only public sector bus operator in the country that provides public transport and other ancillary services in almost all parts of the country. It falls under the *aegis* of the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping (Land Transport Division).
- 04.03.02 The mission of the NTC is to provide quality transport service focused on safety, comfort, economy, reliability and is customer-oriented. It aims to transport people to a maximum number of destinations.
- 04.03.03 It has a fleet of around 525 buses operating from six depots and carries some 180,000 passengers daily. Though operating on commercial basis, the NTC has as a matter of national policy, to provide services on several non-economical routes. The percentage of such routes covered by the NTC stands at around 60%.
- 04.03.04 At present, the organisation structure comprises the following departments: Traffic; Engineering; Human Resource; and Finance. The General Manager who is the executive head of the NTC is supported by a staffing complement of specialised and General Services employees. Employees of the Corporate Division and the Administration, as well as staff operating in Finance, Stores and Engineering fall under the purview of the PRB Report. However, the salaries and conditions of employees at the level of bus driver, conductor and staff servicing the workshops, are governed by the National Remuneration Board.
- 04.03.05 As the present organisational structure meets the needs of the NTC, we are maintaining the existing arrangements.

Car Loan to Traffic Controller and Senior Traffic Controller

- 04.03.06 Presently, the grades of Traffic Controller and Senior Traffic Controller are eligible to car loan under the provision of the recommendation in respect of "car loan to officers not entitled to Duty Remission". **This arrangement should be maintained.**

04.03 NATIONAL TRANSPORT CORPORATION

SALARY SCHEDULE

NTC 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
Office Attendant

04.03 NATIONAL TRANSPORT CORPORATION (Cont'd)

- NTC 2 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Telephone Operator
- NTC 3 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
General Manager's Personal Driver (Personal)
- NTC 4 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Assistant Stores Officer (Personal)
- NTC 5 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
- NTC 6 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- NTC 7 : Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Computer Operator
- NTC 8 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer (Personal)
Assistant Procurement and Supply Officer (Personal)
Executive Officer
Purchasing and Supply Officer (Personal)
- NTC 9 : Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Traffic Controller (Personal to incumbent in post as at 30.06.08)
- NTC 10 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Data Entry Supervisor (Personal)
Senior Computer Operator
- NTC 11 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- NTC 12 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Data Entry Supervisor (Personal to Officer in post as at 30.06.03)

04.03 NATIONAL TRANSPORT CORPORATION (Cont'd)

- NTC 13 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer
Procurement and Supply Officer
- NTC 14 : Rs 20250 x 750 – 28500 x 900 – 32100**
Senior Traffic Controller
- NTC 15 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Safety and Health Officer/Senior Safety and Health Officer
Technical Officer (Electrical and Electronics)
- NTC 16 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Senior Human Resource Officer
- NTC 17 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
- NTC 18 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Industrial Relations Officer
- NTC 19 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Technical and Mechanical Officer/Senior Technical and Mechanical Officer
- NTC 20 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Depot Manager
Traffic Planner
- NTC 21 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Systems Analyst
- NTC 22 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Internal Auditor
- NTC 23 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Retread Plant Superintendent

04.03 NATIONAL TRANSPORT CORPORATION (Cont'd)

- NTC 24 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
IT Administrator/Analyst
Mechanical Engineer/Senior Mechanical Engineer (Personal)
- NTC 25 : Rs 36600 x 1500 – 54600**
Assistant Stores Manager (Inventory Management and Administration)
(Personal)
- NTC 26 : Rs 44100 x 1500 – 57600 x 1800 – 66600**
Financial Controller
HR Manager
Secretary/Administrative Manager
- NTC 27 : Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200**
Chief Engineer
Traffic Manager
- NTC 28 : Rs 81000**
Deputy General Manager (Personal)
- NTC 29 : Rs 102000**
General Manager



04.04 ROAD DEVELOPMENT AUTHORITY

- 04.04.01 Established by Act No. 6 of 1998, the Road Development Authority (RDA), a body corporate, operates under the *aegis* of the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping (Public Infrastructure Division). The RDA became fully operational as from October 2001.
- 04.04.02 The RDA is responsible for the provision of 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 provides a reliable road network to support the main economic activities of the country through effective movement of people and goods; maintains the classified road network in a safe and rideable quality; ensures that bridges on classified roads are safe to standard; gives clearances for access on classified roads; controls advertisements and undertaker's works on classified roads; provides advice on road development policies; and services on materials testing.
- 04.04.03 The RDA 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 materials required for road construction.
- 04.04.04 As a technical organisation, the RDA is basically manned by Professional Engineers and supported by administrative personnel. At present, the RDA has two executive arms namely, Administration and Technical. The Administration arm comprises the Secretariat, Finance and Audit while the Technical arm comprises the Planning Division, Implementation Division and the Maintenance Division. Each division is headed by a Divisional Manager. The Secretariat is under the administrative control of an Administrative Manager who is also responsible for the Stores Section. The Financial Controller is the head of the Finance Section whilst the Internal Auditor for the Audit Section.
- 04.04.05 The RDA is administered by a Board. The General Manager who is the Chief Executive of the organisation is 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 supported by a Deputy General Manager.
- 04.04.06 In the context of this exercise, we are maintaining the structure except that we are providing for a Trainee grade.

Special Professional Retention Allowance

04.04.07 The Special Professional Retention Allowance (SPRA) was introduced in the last overall review in order to motivate and retain certain professionals in scarcity areas based on the Survey on Recruitment and Retention Problems in the Public Sector conducted in 2007. In the context of this Report, a similar survey has been carried out in order to gauge the effectiveness of the SPRA. The results have revealed that there has been no outward movement of these professionals, meaning that the SPRA has served its purpose of retaining professionals of high calibre.

04.04.08 So as to minimise the overall employee turnover and in view of the major developmental projects underway in this sector, we are, therefore, maintaining the SPRA up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector for retaining professionals at these levels of operations.

Recommendation 1

04.04.09 We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the payment of a monthly Special Professional Retention Allowance to officers of the RDA in the Engineering cadre drawing salary as specified in the table below:

Salary	SPRA (% of Monthly Salary)
Rs 26250 up to Rs 54600 and reckoning at least 10 years' service in their respective grade	7
Above Rs 54600 and up to Rs 61200	7
Above Rs 61200 and up to Rs 75600	10
Above Rs 75600 and up to Rs 87000	12.5

04.04.10 We further recommend that those officers:

- (i) 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 Special Professional Retention Allowance paid to them; and
- (ii) who 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.

However, provision made at paragraph 04.04.10 (i) and (ii), should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

Trainee Surveyor (New Grade)

04.04.11 The Management of the RDA has submitted that the post of Surveyor has long remained vacant despite several attempts to fill the post through public advertisements. The Management has now proposed to recruit Trainee Surveyors with a view to sponsor them to follow the appropriate courses and upon successful completion of same, be called upon to serve the RDA for a specific bonded period. We are recommending accordingly.

Recommendation 2

04.04.12 We recommend the creation of a grade of Trainee Surveyor on the establishment of the Road Development Authority. Appointment thereto, should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, Mathematics and Physics; the Cambridge Higher School Certificate with passes at principal level in at least two subjects including Mathematics and Physics.

04.04.13 Trainee Surveyors would be required to:

- (a) follow a course leading to the obtention of a Diploma in Land Surveying at the University of Mauritius; and
- (b) undergo full-time training under the direct supervision of a Land Surveyor for a period of not less than two years and not exceeding four years after obtaining the Diploma in Land Surveying.

Trainee Surveyors who, on enlistment already possess a Diploma in Land Surveying, would be required to undergo full-time training under the direct supervision of a Land Surveyor for a period of not less than two years and not exceeding four years.

On successful completion of training and on obtention of the Land Surveyor's Commission under Section 4 of the Land Surveyors Act, Trainee Surveyors will be eligible for appointment to the grade of Surveyor and would invariably be required to serve for a bonded period at the RDA.

04.04.14 The incumbent would be required, *inter alia*, to perform engineering survey on sites of works consisting of confirmation of bench marks, coordinates and taking of spot levels; carry out searches at the Registrar General's Department or the archives concerning land ownership; prepare draft description of land to be acquired; assist in the plotting and finishing of plans; perform duties of a clerical nature in the Survey Unit of the Road Development Authority; keep and maintain records concerned with surveys including field completion on plans and revision surveys of existing plans; and inspect and report any case of encroachment and squatting on land acquired.

04.04 ROAD DEVELOPMENT AUTHORITY

SALARY SCHEDULE

RDA 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
RDA 2	:	Rs 11250 x 250 – 11750 Trainee Assistant Inspector of Works
RDA 3	:	Rs 11250 x 250 – 12000 Trainee Surveyor (New Grade)
RDA 4	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
RDA 5	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
RDA 6	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
RDA 7	:	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant Tradesman's Assistant
RDA 8	:	Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 14650 Handy Worker (Special Class)
RDA 9	:	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman

04.04 ROAD DEVELOPMENT AUTHORITY (Cont'd)

- RDA 10 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Herbicide Sprayerman
Office Attendant
- RDA 11 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Plant and Equipment Operator
- RDA 12 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Survey Field Worker/Senior Survey Field Worker
- RDA 13 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver
- RDA 14 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Gangman
Leading Hand
- RDA 15 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Tradesman
formerly Blacksmith
Carpenter
Mason
Painter
Welder
- RDA 16 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- RDA 17 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- RDA 18 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Driver (Heavy Vehicles above 5 tons)
Driver (Mechanical Unit)
- RDA 19 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Laboratory Attendant

04.04 ROAD DEVELOPMENT AUTHORITY (Cont'd)

- RDA 20 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Senior Gangman
Senior Leading Hand
- RDA 21 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750**
Plan Printing Operator
- RDA 22 : Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Head Survey Field Worker
- RDA 23 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
- RDA 24 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Assistant Foreman/Foreman (Personal)
- RDA 25 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- RDA 26 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Chief Tradesman
formerly Chief Blacksmith
Chief Carpenter
Chief Mason
Chief Painter
Chief Welder
Foreman
- RDA 27 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Senior Laboratory Attendant
- RDA 28 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Assistant Inspector of Works
Survey Technician

04.04 ROAD DEVELOPMENT AUTHORITY (Cont'd)

- RDA 29 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Senior Word Processing Operator
- RDA 30 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer
- RDA 31 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Office Supervisor
- RDA 32 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Draughtsman
- RDA 33 : Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300**
Inspector of Works
- RDA 34 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- RDA 35 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Assistant Personnel Officer
Higher Executive Officer
Procurement and Supply Officer
- RDA 36 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
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 37 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Senior Draughtsman
Senior Inspector of Works
- RDA 38 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Senior Human Resource Officer

04.04 ROAD DEVELOPMENT AUTHORITY (Cont'd)

- RDA 39 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Accounts Officer
Senior Procurement and Supply Officer
- RDA 40 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Office Superintendent
- RDA 41 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Chief Inspector of Works
Senior Technical Officer (Civil Engineering)
Senior Technical Officer (Materials Testing Laboratory)
- RDA 42 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600**
Principal Draughtsman
- RDA 43 : Rs 30300 x 900 x 33000 x 1200 – 36600 x 1500 – 44100**
Principal Procurement and Supply Officer
- RDA 44 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
- RDA 45 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Surveyor
Systems Administrator
- RDA 46 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Human Resource Management Officer
Internal Auditor
- RDA 47 : Rs 33000 x 1200 – 36600 x 1500 – 48600**
Materials Testing Officer
Principal Technical Officer (Civil Engineering)
Superintendent of Works
- RDA 48 : Rs 33000 x 1200 – 36600 x 1500 – 51600**
Chief Draughtsman

04.04 ROAD DEVELOPMENT AUTHORITY (Cont'd)

- RDA 49 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Manager/Senior Manager (Civil Engineering)
formerly Manager (Civil Engineering)
Senior Manager (Civil Engineering)
Senior Surveyor
- RDA 50 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 57600**
Administrative Manager
- RDA 51 : Rs 44100 x 1500 – 57600 x 1800 – 61200**
Assistant Divisional Manager (Civil Engineering)
Head Surveyor
- RDA 52 : Rs 44100 x 1500 – 57600 x 1800 – 66600**
Financial Manager
- RDA 53 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Divisional Manager (Civil Engineering)
- RDA 54 : Rs 87000**
Deputy General Manager
- RDA 55 : Rs 102000**
General Manager



04.05 SEAFARER'S WELFARE FUND

- 04.05.01 The Seafarer's Welfare Fund (SeWF) established under the Seafarer's Welfare Fund Act No. 19 of 2008, operates under the *aegis* of the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping. The SeWF, *inter alia*, promotes the social and economic welfare of seafarers in Mauritius, irrespective of the nationality of the seafarer and of the state in which the ship on which he is employed is registered; develops schemes and projects for the welfare of seafarers and their families; and takes over and manages the assets and discharges the liabilities of the Seafarer's Welfare Fund established under the Merchant Shipping (Seafarer's Welfare Fund) Regulations 2002.
- 04.05.02 The SeWF also periodically assesses and reviews the adequacy of existing welfare facilities for seafarers and their relatives, and ensures that adequate and regular financial support is provided to seafarers' welfare facilities and services, among others.
- 04.05.03 The SeWF is administered and managed by a Board. The Secretary is the Chief Executive.
- 04.05.04 We are, in this Report, maintaining the present structure of the organisation.

Welfare Liaison Officer

Recommendation 1

- 04.05.05 We recommend that incumbent in the grade of Welfare Liaison Officer possessing a Diploma in Social Work be allowed to proceed beyond the Qualification Bar in the salary scale.**

04.05 SEAFARER'S WELFARE FUND

SALARY SCHEDULE

- SeWF 1 : Rs10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Care Attendant
formerly Office Care Attendant/Driver
- SeWF 2 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Word Processing Operator
- SeWF 3 : Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100**
Welfare Liaison Officer

04.05 SEAFARER'S WELFARE FUND (Cont'd)

**SeWF 4 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900
– 33000 x 1200 – 36600 x 1500 – 38100**

Accounting Technician

SeWF 5 : Rs 35400 x 1200 – 36600 x 1500 – 54600

Secretary



06.01 TOWN AND COUNTRY PLANNING BOARD

- 06.01.01 The Town and Country Planning Board (TCPB) is a statutory body established under the Town and Country Planning Act No. 6 of 1954. It operates under the *aegis* of the Ministry of Housing and Lands.
- 06.01.02 The TCPB formulates and revises, as appropriate, the outline schemes for the Local Authorities for managing and controlling development in their respective areas. It envisions to promote the orderly development of land both in urban and rural areas of the country.
- 06.01.03 It has been submitted that a new legislation is underway and is most likely to be presented in the National Assembly. Pending the changes to be brought in the Act, the existing structure is being maintained, except for the restyling of the grade of Administrative Secretary.

Administrative Manager *formerly Administrative Secretary*

- 06.01.04 In view of the forthcoming legislation of the Town and Country Planning Board, both Management and Staff Associations have submitted that on account of the role and nature of duties of the Administrative Secretary and the fact that incumbent is the responsible officer for the overall affairs of the organisation, the grade is restyled to a more appropriate job appellation.

Recommendation

- 06.01.05 We recommend that the grade of Administrative Secretary be restyled Administrative Manager and that the incumbent continues to service the Board.**

06.01 TOWN AND COUNTRY PLANNING BOARD

SALARY SCHEDULE

TCP 1	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
		Office Attendant
TCP 2	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850
		Driver
TCP 3	:	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250
		Word Processing Operator

06.01 TOWN AND COUNTRY PLANNING BOARD (Cont'd)

- TCP 4 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk
- TCP 5 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Executive Officer
- TCP 6 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- TCP 7 : Rs 19500 x 750 – 28500 x 900 – 32100**
Higher Executive Officer
- TCP 8 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300**
QB 31200 x 900 – 33000 x 1200 – 35400
Planning Inspector
- TCP 9 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Senior Planning Inspector
- TCP 10 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Planning Officer
- TCP 11 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Chief Planning Inspector
- TCP 12 : Rs 36600 x 1500 – 57600 x 1800 – 63000**
Administrative Manager
formerly Administrative Secretary



07.01 CHAGOSSIAN WELFARE FUND

- 07.01.01 The Chagossian Welfare Fund (CWF) *formerly Ilois Welfare Fund*, is a corporate body established under the Chagossian Welfare Fund Act No. 21 of 1999, in replacement of the Ilois Trust Fund Act of 1982, and operates under the purview of the Ministry of Social Security, National Solidarity and Reform Institutions. The CWF provides, *inter alia*, for the enhancement of the social and economic welfare of the members of the Chagossian Community in the Republic of Mauritius.
- 07.01.02 Its main objectives are to: advance and promote the welfare of the members of the Chagossian Community and their descendants in Mauritius; develop programmes and projects for the total integration of the members of the Chagossian Community and their descendants in the island of Mauritius; take over and manage the assets and discharge the liabilities of the Chagossian Trust Fund, and manage and apply the immovable property and funds vested in it to further the social and economic welfare of members of the Chagossian Community and their descendants in Mauritius; and maintain and manage the Chagossian Community Centres of Pointes aux Sables and Tombeau Bay and other community facilities vested in it for the benefit of the members of the Chagossian Community and their descendants.
- 07.01.03 The CWF is administered by a Board which also manages the affairs and assets of the Welfare Fund. The Act also makes provision for the appointment of a full-time Secretary. However, in view of the scope of work, the Ministry has not considered it appropriate to enlist the services of a Secretary on a full-time basis.
- 07.01.04 At present, the Secretary who is an officer from the parent Ministry is 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 the duties of Secretary

- 07.01.05 The officer designated to perform the duties of Secretary to the Board and assigned the administrative responsibilities of the CWF is paid an all-inclusive monthly allowance of Rs 1800. We are revising the allowance.

Recommendation

- 07.01.06 We recommend that, in the absence of a full-time Secretary, the officer assigned with administrative responsibilities of the Chagossian Welfare Fund should be paid an all-inclusive monthly allowance of Rs 1980.**

07.01 CHAGOSSIAN WELFARE FUND

SALARY SCHEDULE

CWF 1 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000
Watchman

CWF 2 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
Caretaker/Gardener

**CWF 3 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x
600 – 19500 x 750 – 26250**
General Services Officer (CWF)
formerly Officer



07.02 NATIONAL SOLIDARITY FUND

- 07.02.01 The National Solidarity Fund (NSF) is a body corporate established under the NSF Act No. 7 of 1991. It operates under the *aegis* of the Ministry of Social Security, National Solidarity and Reform Institutions. Following a government decision, it now falls under the purview of the Pay Research Bureau.
- 07.02.02 The organisation envisions to promote a society based on national solidarity and its mission is to give financial assistance to alleviate immediate hardship.
- 07.02.03 The NSF is responsible to, *inter alia*, provide financial assistance to resident citizens of Mauritius, who may require surgical operations which can only be performed abroad or in medical institutions in Mauritius, approved by the Ministry of Health and Quality of Life; provide financial assistance to redundant workers; and provide with the approval of the Minister, financial assistance directly to individuals who have undergone some personal hardship.
- 07.02.04 At present, the NSF is managed by a Board and headed by an Administrative Secretary who is responsible for the execution of the policy of the Board and the day-to-day administration of the NSF. Support services are provided by Clerical Officers employed on contract and by employees of the Financial Operations cadre from the Ministry of Social Security, National Solidarity and Reform Institutions who are seconded for duty on part-time basis to the NSF.
- 07.02.05 We are, in this Report, upon request of the Management and Parent Ministry, providing the NSF with an organisational set up that will enable it to fulfill its mandate more efficiently and effectively. To this end, we are making provision for the creation of the grades of Financial Operations Officer, Clerk/Word Processing Operator and Office Care Attendant on its establishment.

Administrative Secretary

- 07.02.06 At present, appointment to the grade of Administrative Secretary is made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects; a Cambridge Higher School Certificate; and a Diploma in Public Administration. The post has been graded by the Board of the NSF.
- 07.02.07 It has been submitted that over the years, the activities of the NSF have considerably increased both in volume and complexity. Consequently, request has been made to bring the entry qualification requirements for the grade of Administrative Secretary to a degree level.

07.02.08 Given the lean structure of the organisation, the Bureau considers that the review of qualification requirements at this stage of operation is not warranted. However, we are providing for additional compensation to degree holders in the grade.

Recommendation 1

07.02.09 We recommend that the Administrative Secretary possessing a degree, on reaching the top of the salary scale, be allowed to move incrementally in the master salary scale up to Rs 34200 provided that the officer has been efficient and effective in his performance as evidenced by his Performance Appraisal Report and has not been adversely reported upon on ground of conduct.

Financial Operations Officer (New Grade)

Recommendation 2

07.02.10 We recommend the creation of the grade of Financial Operations Officer on the establishment of the National Solidarity Fund. Appointment thereto, should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects; a Cambridge Higher School Certificate with a pass in Mathematics or Accounting; and possessing one of the following qualifications:

- (a) the Diploma in Public Financial Management and Accounting from a recognised institution;**
- (b) a Diploma in Accountancy from a recognised institution;**
- (c) a pass at Foundation Part I Stage (complete) of the ACCA Examinations;**
- (d) a pass at Stages I and II (complete) of the CIMA Examinations;**
- (e) a credit pass at Final level of the Association of Accounting Technicians (AAT) Examinations;**
- (f) the Certificate of the London Chamber of Commerce and Industry in Accounting (Level 3) formerly Higher Stage;**
- (g) the Certificate of the Pitman Examinations Institute of Accounting (Level 3).**

Candidates should also reckon at least three years' experience in financial duties.

07.02.11 Incumbent would, *inter alia*, be required to: compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts; maintain accounting records such as, cash flow budgets, ledger, journal entries and financial forecasts; review reconciliation and

ensure smooth follow-up of outstanding items; ensure proper and timely submission of accurate returns; provide assistance in the processing of audit queries related to financial issues; prepare payroll and examine vouchers before payment; and verify all accounting statements.

Clerk/Word Processing Operator (New Grade)

07.02.12 As the NSF is at the initial stage of its operation, we are providing for the services of an officer to carry out both word processing and clerical functions as well as other related duties.

Recommendation 3

07.02.13 We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment thereto, should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" or equivalent qualification together with a Certificate in Typewriting at a speed of at least 25 words per minute and a Certificate in Word/Data Processing from a recognised institution.

07.02.14 The Clerk/Word Processing Operator would be required, *inter alia*, to prepare and scrutinise documents and records; perform registry and general clerical duties; perform word processing and computer/data processing work; and operate telefax and e-mail services.

Office Care Attendant (New Grade)

Recommendation 4

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

07.02.16 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 dispatch of correspondence, forms and materials, and the distribution of files, documents and faxes; 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.

07.02 NATIONAL SOLIDARITY FUND

SALARY SCHEDULE

- NSF 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Care Attendant (New Grade)
- NSF 2 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator (New Grade)
- NSF 3 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer (New Grade)
- NSF 4 : Rs 20250 x 750 – 28500 x 900 – 32100**
Administrative Secretary



07.03 SUGAR INDUSTRY LABOUR WELFARE FUND

- 07.03.01 The Sugar Industry Labour Welfare Fund (SILWF), set up under the SILWF Act No. 21 of 1974, operates under the *aegis* of the Ministry of Social Security, National Solidarity and Reform Institutions. Its main objective is to look after the advancement and promotion of the welfare of workers of the Sugar Industry and their families.
- 07.03.02 The SILWF offers a wide range of welfare programmes aimed at improving the quality of life of sugar industry and retired dock workers as well as that of their families. To this end, it implements a number of schemes and projects, namely a Housing Scheme, Scholarship Schemes, Community Development Services, Social Welfare/Community Centres and Cyclone Refugee Centres. All these schemes and projects are geared towards improving the recreational, educational, cultural and social life of Sugar Industry workers and the population in general.
- 07.03.03 The General Manager is the Chief Executive of the SILWF and is supported by both technical and administrative staff at various levels.
- 07.03.04 We are, in this Report, reinforcing the organisation structure with the creation of the grade of Deputy Commissioner, Community Development; and restyling a few other grades to more appropriate job appellations, reflecting their relevant roles and responsibilities.

Deputy Commissioner, Community Development (New Grade)

- 07.03.05 The Community Development Division comprises the grades of Commissioner, Community Development; Principal Community Development Officer; Senior Community Development Officer; Community Development Officer and Community Support Officer. With the growing number of community centres which has presently reached 132, Management has submitted that there is need for an additional level in the Community Development Division mainly to assist the Commissioner in the day-to-day management. As proposed by both the staff side and Management, we are providing for a new grade of Deputy Commissioner, Community Development.

Recommendation 1

- 07.03.06 We recommend the creation of a grade of Deputy Commissioner, Community Development on the establishment of the SILWF. Appointment thereto, should be made by selection from among Principal Community Development Officers reckoning at least two years' service in a substantive capacity in the grade.**

07.03.07 The Deputy Commissioner, Community Development would, *inter alia*, deputise for the Commissioner, Community Development in the discharge of his duties; be responsible for the implementation of programmes relating to development of staff of the Division as well as Social and Community Development Agents; develop strategies for the proper implementation and monitoring of Community Development Programmes/Community Projects of Community Centres; organise and supervise the work of field staff of the Division; and monitor the implementation and execution of Government policies relating to Community Centres for all stakeholders.

Commissioner, Community Development

07.03.08 With the creation of the grade of Deputy Commissioner, Community Development; there is need to review the mode of appointment to the grade of Commissioner, Community Development.

Recommendation 2

07.03.09 We recommend that, in future, recruitment to the grade of Commissioner, Community Development should be made by promotion, on the basis of experience and merit, of officers holding a substantive appointment in the grade of Deputy Commissioner, Community Development.

Community Development Officer

07.03.10 At present, appointment to the grade of Community Development Officer is made from officers in the grade of Community Support Officer possessing a Diploma in Social Work. **Incumbent possessing the Diploma in Social Work would be allowed to proceed beyond the QB in the salary scale recommended for the grade.**

Dressmaking Cadre

07.03.11 Representations have been made to change the appellations of a few grades of the Dressmaking cadre to better reflect the nature of duties and responsibilities. We have examined the issue and are agreeable to the proposed change.

Recommendation 3

07.03.12 We recommend that the corresponding grades on the establishment of the SILWF be restyled as hereunder:

Grade	Restyled to:
Supervisor, Dressmaking and Crafts	Supervisor, Dressmaking and Related Crafts
Senior Dressmaking Teacher	Senior Dressmaking and Related Craft Teacher
Dressmaking Teacher	Dressmaking and Related Craft Teacher

Refund for official travelling

07.03.13 Community Development Officers and Senior Community Development Officers are refunded car mileage at the rate of Rs 8.60 per km for official travelling, that is, for travelling from office to sites of work and back and at the rate of Rs 5.00 per km for distance covered while travelling from home to office and back.

07.03.14 In line with general recommendation, the rate of Rs 8.60 per km is payable for the first 400 km of official travelling only. Any distance of official travelling covered in excess of the 400 km is refunded at the rate of Rs 5.00 per km.

07.03.15 We are revising the above rates as follows:

- (i) for travelling from office to site of work and back **Rs 9.15/km**
- (ii) for distance covered from home to office and back **Rs 5.40/km**

07.03 SUGAR INDUSTRY LABOUR WELFARE FUND

SALARY SCHEDULE

SWF 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
SWF 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
SWF 3	:	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
SWF 4	:	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
SWF 5	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Caretaker/Gardener Office Attendant
SWF 6	:	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500 Craft Motivator Motivator
SWF 7	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

07.03 SUGAR INDUSTRY LABOUR WELFARE FUND (Cont'd)

- SWF 8 : Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- SWF 9 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x**
600 – 19500
Receptionist/Telephone Operator
- SWF 10 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x**
600 – 19500 x 750 – 20250
Receptionist/Telephone Operator (Personal)
- SWF 11 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x**
600 – 19500 x 750 – 21000
Dressmaking and Related Craft Teacher
formerly Dressmaking Teacher
- SWF 12 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x**
600 – 19500 x 750 – 23250
Community Support Officer
Word Processing Operator
- SWF 13 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x**
600 – 19500 x 750 – 24000
Clerical Officer/Higher Clerical Officer
- SWF 14 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Senior Dressmaking and Related Craft Teacher
formerly Senior Dressmaking Teacher
- SWF 15 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x**
600 – 19500 x 750 – 27000
Executive Assistant
- SWF 16 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Executive Officer
- SWF 17 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x**
900 – 30300
Inspector
- SWF 18 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x**
900 – 32100
Internal Control Officer

07.03 SUGAR INDUSTRY LABOUR WELFARE FUND (Cont'd)

- SWF 19 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 32100**
Community Development Officer
- SWF 20 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- SWF 21 : Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Supervisor, Dressmaking and Related Crafts
formerly Supervisor, Dressmaking and Craft
- SWF 22 : Rs 19500 x 750 – 28500 x 900 – 32100**
Higher Executive Officer
Public Relations/Welfare Officer
Senior Social Welfare Officer
- SWF 23 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Safety and Health Officer/Senior Safety and Health Officer
- SWF 24 : Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Senior Inspector
- SWF 25 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Personnel Officer
- SWF 26 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Executive Officer
Senior Internal Control Officer
- SWF 27 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Principal Social Welfare Officer
- SWF 28 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Office Superintendent
- SWF 29 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Senior Community Development Officer

07.03 SUGAR INDUSTRY LABOUR WELFARE FUND (Cont'd)

- SWF 30 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Assistant Finance Administrator
Supervisor, Women's Association (Personal)
- SWF 31 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Secretary
- SWF 32 : Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Principal Community Development Officer
- SWF 33 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Deputy Commissioner, Community Development (New Grade)
Finance Administrator
- SWF 34 : Rs 44100 x 1500 – 57600 x 1800 – 61200**
Commissioner, Community Development
- SWF 35 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Deputy General Manager
- SWF 36 : Rs 102000**
General Manager

SOCIAL WELFARE CENTRES

SALARY SCHEDULE

- SWF (SWC) 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250**
General Worker
- SWF (SWC) 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees in post as at 30.06.08)
- SWF (SWC) 3 : 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400**
General Worker (Personal)
- SWF (SWC) 4 : Rs 8500 x 250 – 12500 x 300 – 14300**
Warden/Community Activities Assistant
- SWF (SWC) 5 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Watchman

SOCIAL WELFARE CENTRES (Cont'd)

SWF (SWC) 6 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350

Caretaker/Gardener

**SWF (SWC) 7 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300 x 600 – 19500 x 750 – 23250**

Library Assistant

PART-TIME EMPLOYEES

SALARY SCHEDULE

SWF (SWC) 8 : Rs 4855

Assistant General Worker

SWF (SWC) 9 : Rs 6400

General Worker

SWF (SWC) 10: Rs 6600

Warden

SWF (SWC) 11: Rs 7400

Caretaker
TV Operator

SWF (SWC) 12: Rs 7825

Extra Assistant Community Welfare
Seamstress



07.04 TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD

- 07.04.01 The Training and Employment of Disabled Persons Board (TEDPB) was statutorily established under Act No. 9 of 1996. It operates under the *aegis* of the Ministry of Social Security, National Solidarity and Reform Institutions to provide vocational training to persons with disabilities with a view to promoting their socio-economic integration and full participation in nation building.
- 07.04.02 Its main objectives are to prevent discrimination against persons with disabilities; encourage the establishment of appropriate vocational centres and other institutions for their training; operate and foster schemes and projects for their employment; and improve their social conditions and economic status.
- 07.04.03 The General Manager, who is responsible for the day-to-day administration of the organisation and implementation of the Board's decision, is supported by a staffing complement comprising technical and administrative grades including a number of staff with disabilities.
- 07.04.04 We are, in this Report, maintaining the existing structure except for the creation of a grade of Workshop Assistant and restyling the grade of Driver.

Workshop Assistant (New Grade)

- 07.04.05 At present, the TEDPB is employing people on a contractual basis to be in charge of its workshops and to carry out daily workshop activities such as distributing work to trainees and supervising them. These people have been servicing the TEDPB for the last ten years and reckon experience in the maintenance, repairs and manufacture in the fields of Jewellery, Embroidery, Sewing, Wheelchair, Basketry and Agriculture. Management has submitted that there is need for a specific grade on its establishment to regularise the situation of these people who are helping the TEDPB to deliver on its mandate. We have examined the submission and are agreeable to the creation of an additional level to this effect.

Recommendation 1

- 07.04.06 We recommend the creation of a grade of Workshop Assistant. Appointment thereto, should be made by selection from among candidates showing proof of having read up to secondary level and reckoning at least two years' experience in the maintenance, repairs and manufacture in the fields of Jewellery, Embroidery, Sewing, Wheelchair repairs, Basketry and Agriculture.**

07.04.07 The Workshop Assistant would be required to, *inter alia*, be in charge of the workshop; carry out daily workshop activities and supervise trainees; distribute work to all trainees falling under his/her responsibility; carry out and supervise the reconditioning of worn out and broken spare parts; ensure that tools are kept safely; prepare all estimates of works; deal with all simple stores and finance procedures; and keep a progress report on work done.

Driver

07.04.08 Drivers are required to perform certain duties of the grade of Office Attendant such as, running errands, dispatch of correspondence, distribution of files and documents, as and when required. We are, therefore, restyling the grade and amending the scheme of service to reflect these duties.

Recommendation 2

07.04.09 We recommend that the grade of Driver be restyled Driver/Office Attendant and the scheme of service of the grade be amended to include duties of the grade of Office Attendant such as, running errands, dispatch of correspondence, distribution of files and documents. This element has been taken into consideration in arriving at the salary recommended for the grade.

07.04 TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD

SALARY SCHEDULE

TEDPB 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
TEDPB 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
TEDPB 3	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office/Transport Attendant
TEDPB 4	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500 Workshop Assistant (New Grade)
TEDPB 5	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Driver</i>

07.04 TRAINING AND EMPLOYMENT OF DISABLED PERSONS BOARD (Cont'd)

- TEDPB 6 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- TEDPB 7 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Assistant Stores Officer (Personal)
- TEDPB 8 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Assistant Instructor/Instructor
- TEDPB 9 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- TEDPB 10 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Customer Service Clerk
- TEDPB 11 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Disability Employment Officer
- TEDPB 12 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- TEDPB 13 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Higher Executive Officer
- TEDPB 14 : Rs 73200**
General Manager



08.01 EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY

- 08.01.01 The Early Childhood Care and Education Authority (ECCEA), established by the Early Childhood Care and Education Authority Act No. 29 of 2007 to replace the Pre-School Trust Fund, operates under the *aegis* of the Ministry of Education and Human Resources.
- 08.01.02 Its main objective are to, *inter alia*, harmonise and promote integrated early childhood care and education policies, strategies and programmes in line with recommendations of national and international institutions; ensure that all programmes and policies for the education, care and development of the young child are compliant to the Convention on the Rights of the Child; and help towards a smooth transition of the young child from pre-school environment to the lower primary school.
- 08.01.03 The mission of the ECCEA is to provide equal access for all children to quality pre-schooling, including those at risk of delayed development and disabilities, through a child-centered and play-based approach, with the involvement of the parents. The organisation envisions to cater for the needs of children of pre-school, aged three to five years old, to give them all means required for a sustainable education.
- 08.01.04 The ECCEA runs 183 Pre-Primary schools and manages around 799 private Pre-Primary schools and 61 pre-schools of local authorities. It is headed by a Director who is assisted by a complement of technical and supporting staff.
- 08.01.05 In our last Report, taking into consideration the passing of the ECCEA Bill by the National Assembly in replacement of the Pre-School Trust Fund Act, the Bureau reinforced the organisational structure with new grades provided for by the Act with a view to enabling the ECCEA to better fulfill its objectives. Today, the ECCEA has re-positioned the pre-primary sector and has a strong foundation for the young child to attain sustainable education.
- 08.01.06 We are, in this Report, further reinforcing the structure with the provision of a new grade of Administrative Secretary; restyling some grades to more appropriate appellations to reflect the nature of duties performed and due to the evolution in the Pre-Primary Sector; while abolishing those grades which are no longer required by the organisation.

Administrative Secretary (New Grade)

- 08.01.07 The grade of Secretary/Treasurer was created at the inception of the organisation and incumbent was assigned the responsibilities of Secretary to the Board and the overall financial management of the organisation. With the creation of the grade of Accountant, in the last Report, on the establishment of the ECCEA, the functions related to finance have now been taken over by the latter. Further, the ECCEA which is expanding its control, is now in need

of a full time position to carry out the administrative functions, and also to act as Secretary to the Board. We are, therefore, making provision for a new grade and abolishing the grade of Secretary/Treasurer which is vacant.

Recommendation 1

08.01.08 We recommend the creation of a grade of Administrative Secretary on the establishment of the ECCEA, against abolition of the grade of Secretary/Treasurer. Appointment thereto, should be made by selection from among candidates possessing a Degree in Management or Administration or Human Resource Management and a Masters' Degree in Management or Administration or Human Resource Management and reckoning at least five years' experience in Administration/Management.

08.01.09 Incumbent would, among others, be responsible for the proper administration of the Authority; assist the Director in secretarial and legal issues; follow up decisions taken by the Board; assist in safeguarding the intellectual property rights and products of the Authority; be responsible for security matters; and act as Secretary to the Board.

Principal Teacher Educator/Supervisor

Senior Teacher Educator/Supervisor

Teacher Educator/Supervisor

08.01.10 It has been submitted that, in line with the Education and Human Resource Strategic Plan 2008-2020 of the Ministry of Education and Human Resources, the overall nature of work of the Senior Teacher Educator/Supervisor has changed from supervisory and administration to program coordination in the fields of curriculum implementation, parental education program, pedagogy, curriculum development and evaluation. In this context, both Management and staff side have proposed that the grades of Senior Teacher Educator/Supervisor and Principal Teacher Educator/Supervisor be merged and restyled. We are agreeable to this proposal as it is in line with our general policy of delayering.

08.01.11 Consequent to the merger and restyling of the grades of Principal Teacher Educator/Supervisor and Senior Teacher Educator/Supervisor, there is need to restyle the grade of Teacher Educator/Supervisor

Recommendation 2

08.01.12 We recommend that the grade of Teacher Educator/Supervisor be restyled Assistant Coordinator (ECCEA).

08.01.13 We further recommend that the grades of Principal Teacher Educator/Supervisor and Senior Teacher Educator/Supervisor be merged and styled Coordinator (ECCEA).

08.01.14 Appointment to the grade of Coordinator (ECCEA) should, in future, be made by promotion, on the basis of experience and merit, of Assistant Coordinators (ECCEA) formerly Teacher Educator/Supervisors reckoning three years' service in the grade. Incumbent possessing the Diploma in Pre-School Educational Management and Inspection would be allowed to progress beyond the Qualification Bar (QB) in the salary scale of the grade.

Teacher

Teacher-in-Charge

08.01.15 At present, recruitment to the grade of Teacher is made by selection from among candidates possessing the Cambridge School Certificate with credit in English Language, French and Mathematics and a Certificate in Pre School education together with three years' teaching experience in a Pre School institution. In line with the government policy of ensuring that all Pre-Primary Teachers are fully trained and qualified, we are reviewing the qualifications' requirement for the grade. We are also enlarging the duties for the grade of Teacher-in-Charge.

Recommendation 3

08.01.16 We recommend that appointment to the grade of Teacher should, henceforth, be made by selection from among candidates possessing the Cambridge School Certificate, the Cambridge Higher School Certificate and a Certificate in Pre-School education; and reckoning at least three years' teaching experience in a Pre-School institution. These elements have been taken into consideration in arriving at the salary recommended for the grade. Incumbent possessing the Certificate in Pre-School education would be allowed to progress beyond the QB in the salary scale of the grade.

08.01.17 We further recommend that the scheme of service for the grade of Teacher-in-Charge be amended to include pedagogical and administrative duties such as, planning and organising extra curricular activities and preparing reports. This element has been taken into consideration in arriving at the salary recommended for the grade.

Library and Documentation Officer

Library Attendant

08.01.18 According to the general policy of government for the pre-primary sector, the ECCEA has been divided into zones and each zone has a Resource Centre. The role and functions of the Resource Centre are different from those of a Library. We are, consequently, restyling the appellations of Library and Documentation Officer and Library Attendant to reflect the role and responsibilities of incumbents in the latter grades.

Recommendation 4

08.01.19 We recommend that the grades of Library and Documentation Officer and Library Attendant be restyled Resource Centre/Documentation Officer and Resource Centre/Documentation Attendant respectively.

Allowance for Working with Visually Impaired Children

08.01.20 Representations have been received from Teachers, who are seconded for duty at the Lois Lagesse Trust Fund to work with visually impaired children, for the payment of an allowance as they have to give specialised care and attention while teaching such children. Their work is more demanding and complex. We are, therefore, providing for an appropriate allowance.

Recommendation 5

08.01.21 We recommend that Teachers seconded to the Lois Lagesse Trust Fund to work with visually impaired children be paid an allowance of Rs 750 monthly.

08.01 EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY**SALARY SCHEDULE**

ECCEA 1	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Attendant
ECCEA 2	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
ECCEA 3	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 14000 Caretaker
ECCEA 4	:	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
ECCEA 5	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Resource Centre/Documentation Attendant <i>formerly Library Attendant</i>
ECCEA 6	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 15700 Caretaker (Personal to employees in post as at 30.06.93)

08.01 EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY (Cont'd)

- ECCEA 7 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Office Attendant/Driver
- ECCEA 8 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- ECCEA 9 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 QB 21750 x 750 – 24000**
Teacher
- ECCEA 10 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- ECCEA 11 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Teacher-in-Charge
- ECCEA 12 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer
Purchasing and Supply Officer (Personal)
- ECCEA 13 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Assistant Coordinator (ECCEA)
formerly Teacher Educator/Supervisor
- ECCEA 14 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- ECCEA 15 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
IT Support Officer
Resource Centre/Documentation Officer
formerly Library and Documentation Officer
Safety and Health Officer/Senior Safety and Health Officer
Technical Officer

08.01 EARLY CHILDHOOD CARE AND EDUCATION AUTHORITY (Cont'd)

ECCEA 16 : Rs 22500 x 750 – 28500 x 900 – 33000 QB 34200 x 1200 – 36600 x 1500 – 42600

Coordinator (ECCEA)
*formerly Senior Teacher Educator/Supervisor
Principal Teacher Educator/Supervisor*

ECCEA 17 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Human Resource Management Officer

ECCEA 18 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Accountant
Internal Auditor

ECCEA 19 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600

Administrative Secretary (New Grade)

ECCEA 20 : Rs 87000

Director



08.02 HUMAN RESOURCE DEVELOPMENT COUNCIL

- 08.02.01 The Human Resource Development Council (HRDC), set up under the provision of the HRD Act of 2003, is a corporate body which operates under the *aegis* of the Ministry of Education and Human Resources.
- 08.02.02 Its mission is to develop institutional synergies for an integrated Human Resource Development Strategy so as to generate a creative and competent human resource base. Its main objectives are to:
- (i) promote human resource development in line with national economic and social objectives;
 - (ii) stimulate a culture of training and lifelong learning at the individual, organisational and national levels for employability and increasing productivity; and
 - (iii) provide the necessary human resource thrust for successful transformation of the economy of the country into a Knowledge Economy.
- 08.02.03 Its functions are, *inter alia*, to advise the Minister on the formulation of HRD Policies and Strategies; establish linkages between the education and training systems and the workplace; provide a forum for constant dialogue and consensus building among stakeholders on all matters related to HRD; take appropriate measures to reduce the mismatch between demand and supply of human resource; commission research in the field of HRD; encourage employers to invest in the training of their employees for upgrading and acquisition of new skills; initiate and monitor studies on the relevance and impact of training activities in relation to the socio-economic development of the country; develop schemes for retraining and multi-skilling; and manage the National Training Fund.
- 08.02.04 The HRDC is also responsible for manpower planning and making projections of manpower requirement for the country as a whole. It is currently engaged on several important projects namely: National Human Resource Development Plan/Implementation of projects emanating from Sectoral Committees; National Core Skills Training Programme; Study on Human Resource Development (HRD) issues for SME Sector; Facilitation of HRD for Fisheries and the Agro-Industry Sector/Women Empowerment; Mentoring for SMEs; Training in Call Centre Operations/BPO; and Development on National Database on Education and Training, among others.
- 08.02.05 The Director is the Chief Executive of the Council and the business operations of the HRDC are organised under three divisions namely: Corporate; Research; and Finance, headed by a Manager, Corporate; Manager, Research and Consultancy; and Manager, Finance respectively.

08.02.06 The present structure is adequate and we are, therefore, not bringing major structural change except for the restyling of certain grades and the creation of a minor grade.

**Administrative/Human Resource Management Officer
formerly Administrative Assistant**

08.02.07 Presently, the personnel and human resource management functions are being performed by the Administrative Assistant. The incumbent is also required to, among others, be responsible for the development of policies relating to human resource functions and for giving appropriate advice on human resource matters; service committees; prepare Board papers for meetings; liaise with stakeholders from public and private sectors; prepare Annual Reports; draft memorandum of understandings; and monitor HRDC projects. We are restyling the grade to Administrative/Human Resource Management Officer to better reflect the duties and responsibilities devolving on the incumbent.

Recommendation 1

08.02.08 We recommend that the grade of Administrative Assistant be restyled Administrative/Human Resource Management Officer.

Handy Worker (Skilled) (New Grade)

Recommendation 2

08.02.09 We recommend the creation of a grade of Handy Worker (Skilled). Appointment thereto, should be made by selection from among candidates possessing a Certificate of Primary Education together with the NTC 3/NC 3 from the MITD or equivalent in any one of the following trades: plumbing, painting, electrical work, carpentry, masonry, pipe fitting and other related work; and reckoning at least two years' relevant experience in any two of the trades mentioned above.

08.02.10 Incumbent would be required, *inter alia*, to perform duties related to more than one trade such as painting, plumbing, simple maintenance and repairs of equipment; and masonry.

08.02 HUMAN RESOURCE DEVELOPMENT COUNCIL

SALARY SCHEDULE

HRDC 1	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Messenger
HRDC 2	:	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Handy Worker (Skilled) (New Grade)

08.02 HUMAN RESOURCE DEVELOPMENT COUNCIL (Cont'd)

- HRDC 3 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900**
General Assistant/Senior General Assistant
- HRDC 4 : Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900**
General Assistant/Senior General Assistant (Personal to employees in post as at 30.06.2008)
- HRDC 5 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- HRDC 6 : Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Driver/Messenger (Personal to employees in post as at 30.06.2008)
- HRDC 7 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Clerk/Word Processing Operator/Senior Clerk/Word Processing Operator (Personal to holder in post as at 30.06.2008)
- HRDC 8 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
General Services Officer (HRDC)
formerly Officer
- HRDC 9 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
- HRDC 10 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
Executive Assistant/Senior Executive Assistant
- HRDC 11 : Rs 19500 x 750 – 28500 x 900 – 32100**
Procurement and Supply Officer
- HRDC 12 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Accounting Technician/Senior Accounting Technician

08.02 HUMAN RESOURCE DEVELOPMENT COUNCIL (Cont'd)

- HRDC 13 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 QB 36600 x 1500 – 44100**
Accounting Technician/Senior Accounting Technician (Personal to holder in post as at 30.06.2008)
- HRDC 14 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
IT Officer
- HRDC 15 : Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Public Relations and Communication Officer
- HRDC 16 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative/Human Resource Management Officer
formerly Administrative Assistant
- HRDC 17 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Accountant/Senior Accountant
- HRDC 18 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Research and Development Officer
Systems Administrator
- HRDC 19 : Rs 48600 x 1500 – 57600 x 1800 – 61200**
Research and Development Coordinator
- HRDC 20 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Manager-Corporate
Manager-Finance
Manager-Research and Consultancy
- HRDC 21 : Rs 59400 x 1800 – 68400 x 2400 – 78000 x 3000 – 84000**
Manager, Corporate (Personal to holder in post as at 30.06.08)
Manager, Finance ((Personal to holder in post as at 30.06.08)
Manager, Research and Consultancy (Personal to holder in post as at 30.06.08)

08.02 HUMAN RESOURCE DEVELOPMENT COUNCIL (Cont'd)

HRDC 22 : Rs 93000
Deputy Director

HRDC 23 : Rs 102000
Director



08.03 MAHATMA GANDHI INSTITUTE

- 08.03.01 In accordance with the Mahatma Gandhi Institute Act No. 64 of 1970 (subsequently amended in 2002), the Mahatma Gandhi Institute (MGI) has as objects, to establish, as a tribute to Mahatma Gandhi, a centre of studies of Indian Culture and traditions and to promote education and culture generally.
- 08.03.02 Its mission is, *inter alia*, to: continue providing a sound academic and cultural base for the preservation and promotion of Indian cultural traditions and heritage; continue strengthening the administrative and academic capacity to enhance teaching, learning and research at tertiary level in the fields of Indian studies, Mauritian and Area studies, Chinese studies, Performing Arts and Fine Arts; and ensure good governance and quality education at all levels.
- 08.03.03 In so doing, the MGI envisions to be a leading, multifaceted educational and cultural institution offering a full range of quality and holistic education both at secondary and tertiary levels with special emphasis on Indian Culture and Arts, and committed to becoming a full-fledged degree awarding body.
- 08.03.04 The MGI is headed by a Director General who is assisted by two Directors namely the Director (Mahatma Gandhi Institute) and Director (Schooling) (Mahatma Gandhi Institute/ Rabindranath Tagore Institute). Other grades on the establishment include those in teaching, professional, technical and other occupational categories.
- 08.03.05 In collaboration with the University of Mauritius, the Mahatma Gandhi Institute runs degree courses in oriental languages such as, Hindi, Tamil, Telugu, Marathi and Urdu as well as in Fine Arts, Performing Arts, Mauritian Studies, Philosophy and Sanskrit. It has a network of six secondary schools and the Gandhian Basic School for the provision of secondary and pre-vocational education, respectively.
- 08.03.06 In the context of the present Report, representations have been made for the creation of grades; restyling and upgrading of existing ones; alignment of certain salaries and provision of enhanced conditions of service and benefits. The Bureau has carefully examined each submission and is maintaining the structure except for the creation of the grades of Assistant Director (Schooling) and Senior Educator (Secondary).

Assistant Director (Schooling) (New Grade)

- 08.03.07 The MGI has six secondary schools and the Gandhian Basic School which operate under the *aegis* of the Secondary School Directorate. It has been submitted that for the sound management, development and improvement of these schools, there is need to consolidate the Management structure through the creation of a new level of responsibility to assist the Secondary School Directorate in its functions.

Recommendation 1

08.03.08 We recommend the creation of a grade of Assistant Director (Schooling). Appointment thereto, should be made by selection from among:

- (i) officers holding a substantive appointment in the grade of Rector and who reckon at least five years' service in a substantive capacity in the grade; and**
- (ii) candidates possessing the Cambridge Higher School Certificate, a Degree or joint Degree, and a Master's Degree in Education from a recognised institution or equivalent qualifications acceptable to the MGI Council. Candidates should also reckon at least eight years' experience in a senior position in a major division of a large institution/department in the field of Education and should be computer literate.**

08.03.09 Incumbent would, *inter alia*, be required to assist the Director (Schooling) (MGI/RTI) in the effective and efficient planning, organisation, supervision, co-ordination, implementation and evaluation of educational policies and objectives at Directorate level and of programmes falling under his responsibility.

Senior Educator (Secondary) (New Grade)

08.03.10 To be in line with what obtains in the Civil Service, we are creating the grade of Senior Educator (Secondary).

Recommendation 2

08.03.11 We recommend the creation of a grade of Senior Educator (Secondary). Appointment thereto, should be made by selection from among Educator (Secondary) possessing the qualification required to cross the Qualification Bar (QB) in the salary of the grade and reckoning at least 15 years' experience in the grade.

08.03.12 Incumbent in the grade of Senior Educator (Secondary) would be required, among others, to look at pedagogy and discipline in secondary schools, be responsible for the introduction of pedagogical programmes and advise Educators (Secondary) on the improvement of teaching methods for enhancement in teachers' performance and teach subjects of specialisation for a minimum of 400 minutes weekly.

Academic Achievement

08.03.13 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 3

08.03.14 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.

08.03.15 For the purpose of implementation of paragraph 08.03.14, the new salary point reached by virtue of the provision made at paragraph 10.46 of Volume 1 of this Report shall be deemed to be the new top salary.

Educator (Secondary)

08.03.16 In our last Report, we recommended that as from 01 July 2012, an Educator's Licence should be a requirement for the post of Educator (Secondary) and as from a date after 2010, a Postgraduate Certificate in Education (PGCE) or its equivalent would also be a requirement.

08.03.17 The Ministry has, however, submitted that there is a shortage of graduates holding these qualifications particularly in specific disciplines. On this basis, to facilitate recruitment to the post of Educator (Secondary), we are deferring the implementation date for Educator (Secondary) to possess an Educator's Licence and the PGCE. **The Ministry of Education and Human Resources should, however, decide on a future date for the implementation of the above qualifications requirement.**

Recommendation 4

08.03.18 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 22500;**
- (iii) **Educator (Secondary) possessing a post 'A' Level Diploma or post 'O' Level Degree would be allowed to proceed beyond the QB inserted in the salary scale upon obtention of the Degree or a Masters' Degree as appropriate;**
- (iv) **Educator (Secondary) drawing a monthly salary of less than Rs 22500 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 22500;**

- (v) Educator (Secondary) satisfying the requirement to cross the QB, would, on reaching the top salary point of Rs 48600, be allowed to move incrementally in the master salary scale up to salary point of Rs 53100 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 their Performance Appraisal Report, during the preceding two years and have not been adversely reported upon on ground of conduct; and
- (vi) the monthly allowance of Rs 1800 payable to Educator (Secondary) 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 2250. On obtention of the qualifications required to cross the QB, incumbent 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 22500 whichever is the higher.

Allowance to Head of School and Head of Department

08.03.19 At present, Academics who are assigned the duties of Head of School are paid a monthly allowance of Rs 1500. A monthly allowance of Rs 1200 is paid to Educators (Secondary) who are assigned the duties of Head of Department. We are maintaining this provision and revising the quantum.

Recommendation 5

08.03.20 We recommend that Academics who are assigned the duties of Head of School should be paid a revised monthly allowance of Rs 1650.

08.03.21 We further recommend that Educators (Secondary) who are assigned the duties of Head of Department should (a) be paid a revised allowance of Rs 1320 monthly, and (b) continue to teach their subject of specialisation for at least 25 periods weekly.

Head, Centre for Performing Arts

08.03.22 In the last two Reports, we recommended that the duties of Head, Centre for Performing Arts should be assigned to a member of academic staff of an appropriate level to be determined by the MGI Council, on a rotational basis. **This recommendation is being maintained.**

Assistant Editor

08.03.23 Presently, appointment to the grade of Assistant Editor is made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, the Cambridge Higher School Certificate, a Diploma in the relevant Indian Language from a recognised institution and at least three years' experience in editing and publishing.

08.03.24 Assistant Editors possessing the Diploma in the relevant Indian Language would be allowed to proceed beyond the QB in the salary scale recommended for the grade.

Discipline

08.03.25 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**

08.03.26 Presently, 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 recommend that the present provision be maintained.**

Vacation Leave

08.03.27 Provisions for vacation leave have been made at Chapter 18 of Volume 1 in this Report, we have made provision 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, we have made provisions for some more flexibility for teaching staff to avail of vacation leave in excess of 19 days during term time.

Recommendation 6

08.03.28 (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;
 - (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).

08.03.29 The term "immediate member of the family", for the purpose of sub paragraphs 08.03.28 (c) (i) and (c) (iv) is deemed to mean the officer's father, mother, spouse and children.

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

Duty Free Facilities for Assistant Lecturer/Lecturers

08.03.31 At present, Assistant Lecturer/Lecturers drawing salary of Rs 29000 a month are eligible for loan facilities and 70% duty remission for the purchase of a car on certain terms and conditions. We are maintaining this recommendation but revising the salary point for eligibility to Duty Free Facilities.

Recommendation 7

08.03.32 We recommend that Assistant Lecturer/Lecturers drawing a monthly salary of Rs 35400 should be eligible for loan facilities and 70% duty exemption for the purchase of a car on the terms and conditions as per relevant provisions at paragraphs 18.2.23 and 18.2.46 of Volume 1 of this Report notwithstanding the salary level required therein.

08.03.33 We also recommend that Senior Lecturers reckoning at least 14 years' service in the Cadre would be entitled to car benefits as per provision at paragraph 18.2.19 (No. 2) of Volume 1 though drawing salary in a scale the maximum of which is less than Rs 75600.

Political Activities

08.03.34 In the last two Reports, we recommended that full-time academic and non-academic staff of the MGI should not be allowed to participate in active politics as involvement therein would disrupt the proper functioning of the organisation. **We are maintaining this provision.**

08.03 MAHATMA GANDHI INSTITUTE

SALARY SCHEDULE

MGI 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250
		General Worker
MGI 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800
		General Worker (Personal to employees in post as at 30.06.08)
MGI 3	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700
		Handy Worker
MGI 4	:	Rs 8500 x 250 – 12500 x 300 – 14300
		Stores Attendant

08.03 MAHATMA GANDHI INSTITUTE (Cont'd)

- MGI 5 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
 Farm Attendant
 Gardener
 Guest House Attendant
 Museum Attendant
 Office Attendant
 Workshop Assistant
- MGI 6 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
 Driver
- MGI 7 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
 Tradesman
formerly Carpenter
Electrician
Mason
Painter
Plumber and Pipe Fitter
- MGI 8 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
 Senior/Head Office Attendant
 Senior/Head Workshop Assistant
 Supervising Attendant
- MGI 9 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300**
 Head Gardener
- MGI 10 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
 Receptionist/Telephone Operator
- MGI 11 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
 Clerk Assistant
- MGI 12 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 QB 18900 x 600 – 19500 x 750 – 21000**
 Assistant Technician (Printing)
- MGI 13 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
 Computer Laboratory Attendant
 Laboratory Attendant

08.03 MAHATMA GANDHI INSTITUTE (Cont'd)

- MGI 14 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Overseer
- MGI 15 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
Word Processing Operator (Oriental Language)
- MGI 16 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Archives Officer
Clerical Officer/Higher Clerical Officer
Library Clerk
- MGI 17 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Foreman
- MGI 18 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Senior Laboratory Attendant
- MGI 19 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Senior Word Processing Operator
- MGI 20 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
QB 24750 x 750 – 26250
Senior Assistant Technician (Printing)
- MGI 21 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Executive Officer
Stores Officer (Personal)
- MGI 22 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Microfilm Operator
Senior Library Clerk
- MGI 23 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Office Supervisor

08.03 MAHATMA GANDHI INSTITUTE (Cont'd)

- MGI 24 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Performing Artiste
- MGI 25 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Assistant Instructor (Personal)
- MGI 26 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Technician
- MGI 27 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 32100**
Assistant Editor
- MGI 28 : Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Usher/Senior Usher
- MGI 29 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- MGI 30 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Higher Executive Officer
Procurement and Supply Officer
- MGI 31 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Computer Technician
Graphic Artist
Library Officer
Maintenance Officer
Printing Officer
Safety and Health Officer/Senior Safety and Health Officer
- MGI 32 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Senior Human Resource Officer
- MGI 33 : Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Performing Artiste

08.03 MAHATMA GANDHI INSTITUTE (Cont'd)

- MGI 34 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Accounts Officer
Senior Assistant Editor (Future Holder)
Senior Executive Officer
Senior Procurement and Supply Officer
- MGI 35 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Office Superintendent
Senior Assistant Editor (Personal to holder of post as at 31.12.12)
- MGI 36 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Principal Procurement and Supply Officer
- MGI 37 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000
QB 34200 x 1200 – 36600 x 1500 – 48600**
Educator (Secondary)
- MGI 38 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x
1200 – 36600 x 1500 – 38100 QB 39600 x 1500 – 48600**
Educator (Secondary) (Personal to holders of post as at 30.06.2003)
- MGI 39 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
Curator (Folk Museum)
- MGI 40 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Librarian
Counsellor
- MGI 41 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Internal Auditor
- MGI 42 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
IT Administrator
- MGI 43 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Assistant Lecturer/Lecturer

08.03 MAHATMA GANDHI INSTITUTE (Cont'd)

- MGI 44 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Senior Educator (Secondary) (New Grade)
- MGI 45 : Rs 34200 x 1200 – 36600 x 1500 – 57600**
Deputy Rector
- MGI 46 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Assistant Registrar
Head, Gandhian Basic School
Head, Publishing and Printing Dept
- MGI 47 : Rs 44100 x 1500 – 57600 x 1800 – 66600**
Senior Lecturer
- MGI 48 : Rs 47100 x 1500 – 57600 x 1800 – 66600**
Head, Library and Archives
Rector
- MGI 49 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Assistant Director (Schooling) (New Grade)
Programme Co-ordinator
Registrar
- MGI 50 : Rs 59400 x 1800 – 68400 x 2400 – 78000**
Associate Professor
Bursar (Personal)
- MGI 51 : Rs 87000**
Secretary (MGI/RTI)
- MGI 52 : Rs 93000**
Director (Mahatma Gandhi Institute)
Director (Schooling) (MGI/RTI)
Professor
- MGI 53 : Rs 108000**
Director General (MGI/RTI)



08.04 MAURITIUS EXAMINATIONS SYNDICATE

- 08.04.01 The Mauritius Examinations Syndicate (MES), set up by the Mauritius Examinations Syndicate Act No. 4 of 1984, operates under the *aegis* of the Ministry of Education and Human Resources. Its objectives are to: organise and conduct examinations; award certificates and cooperate with other examination bodies engaged in relevant research and other related activities for the development of a sound system of examinations. It envisions to be the leading institution in the region in the field of examination, assessment and evaluation.
- 08.04.02 In order to deliver on its mandate, the MES has organized its activities under the following professional and technical sections: Invigilation; Records and Syllabus; Local Technical and Professional examinations; Research and Development and the Printing Section. The MES has also established links with internationally recognised examination bodies and institutions.
- 08.04.03 The MES has, among others, supported the Ministry of Education & Human Resources in its educational reforms, in fields such as, Summer School Enhancement Programmes, Diagnostic Assessment, Literacy and Numeracy, and Health and Physical Education.
- 08.04.04 The MES is headed by a Director who is the principal academic and administrative officer responsible for the day-to-day management. He is assisted in his tasks by two Deputy Directors, a Secretary and other officers of the technical sections and staff of the General Services.
- 08.04.05 A few changes are underway at the MES for the reorganisation of its Printing and IT Division. Pending these changes, the structure is being maintained.

Allowance to Confidential Secretary

- 08.04.06 The Confidential Secretary attached to the office of the Director, MES and who is called upon to work regularly over and above the normal working hours 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 at the Cabinet's Office. **We are maintaining the provision.**

08.04 MAURITIUS EXAMINATIONS SYNDICATE

SALARY SCHEDULE

MES 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250
General Worker

08.04 MAURITIUS EXAMINATIONS SYNDICATE (Cont'd)

- MES 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees in post as at 30.06.08)
- MES 3 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Watchman
- MES 4 : Rs 14300**
Safety and Health Officer (Part time)
- MES 5 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Gardener
- MES 6 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Examinations Attendant
- MES 7 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Senior Gardener
- MES 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver
- MES 9 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Binder
Handy Worker/Tradesman
- MES 10 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- MES 11 : Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Senior Examinations Attendant
- MES 12 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Assistant Stores Officer (Personal)
- MES 13 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Technical Assistant (Electrical Installation and Maintenance)
Technical Assistant (Practical Examinations)
Technical Assistant (Printing)

08.04 MAURITIUS EXAMINATIONS SYNDICATE (Cont'd)

- MES 14 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
Examinations Clerk
- MES 15 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Foreman
- MES 16 : Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Security Officer
- MES 17 : Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Assistant Head of Printing
- MES 18 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Data Processing Assistant
Examinations Assistant
Stores Officer (Personal)
- MES 19 : Rs 19500 x 750 – 28500 x 900 – 29400**
Senior Security Officer
- MES 20 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- MES 21 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer
Procurement and Supply Officer
Senior Data Processing Assistant
Senior Examinations Assistant
- MES 22 : Rs 22500 x 750 – 28500 x 900 – 32100**
Senior Confidential Secretary (Personal)
- MES 23 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Computer Technician
Documentation Officer
Maintenance Officer

08.04 MAURITIUS EXAMINATIONS SYNDICATE (Cont'd)

- MES 24 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Programmer
- MES 25 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
Senior Procurement and Supply Officer
- MES 26 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Examinations Superintendent
Head of Printing
- MES 27 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Research and Development Assistant
Senior Programmer
- MES 28 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Principal Financial Operations Officer
- MES 29 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
- MES 30 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Systems Administrator
- MES 31 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Human Resource Management Officer
- MES 32 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Officer (Personal to officers in post as at 30.06.08)
- MES 33 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Examinations Officer (Administration)
Examinations Officer (Data Processing)
- MES 34 : Rs 36600 x 1500 – 54600**
Manager (Procurement and Supply)
- MES 35 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 66600**
Research and Development Officer

08.04 MAURITIUS EXAMINATIONS SYNDICATE (Cont'd)

MES 36 : Rs 44100 x 1500 – 57600 x 1800 – 66600
Financial Manager
Senior Examinations Officer (Administration)
Senior Examinations Officer (Data Processing)

MES 37 : Rs 59400 x 1800 – 68400 x 2400 – 75600
Principal Examinations Officer

MES 38 : Rs 63000 x 1800 – 68400 x 2400 – 75600
Principal Research and Development Officer
Secretary

MES 39 : Rs 87000
Deputy Director

MES 40 : Rs 102000
Director



08.05 MAURITIUS INSTITUTE OF EDUCATION

- 08.05.01 Established by Act No. 42 of 1973, the Mauritius Institute of Education (MIE) envisions to excel as a renowned institution of higher learning, committed to the empowerment of educators and professionals in related fields through research, scholarship and pedagogical innovation. It operates under the *aegis* of the Ministry of Education and Human Resources.
- 08.05.02 The MIE aims at promoting advancement of knowledge and innovation in education through research; informing educational policy; improving access to initial and continuous professional development in education; providing quality service in education; and leading the process of curriculum development. The organisation offers various programmes of study ranging from certificate to postgraduate levels, as well as courses designed specifically for those in the teaching profession. To this end, it has established collaborative links with regional and international institutions.
- 08.05.03 In spite of being a tertiary education institution, the MIE is actively involved at the pre-primary, primary and secondary levels through the implementation of major reforms in the educational sector. Unlike the other tertiary education institutions, the organisation is called upon to play a strategic role on various fronts at the same time. Among others, it is responsible of the National Centre for Curriculum Research and Development and the Sankore Project, which involves the complete digitalisation of the entire primary and secondary curriculum and has spearheaded the introduction of Intercultural Education at Primary Education. The MIE is also the key technical consultant for the Ministry of Education and Human Resources and stakeholders in all matters related to teaching and learning.
- 08.05.04 The staffing structure of the MIE comprises academics and non-academics. It is headed by a Director, who is the principal academic and administrative officer. The activities of the MIE are organised under different Schools and Departments, each managed by a Head of School or Head of Department.
- 08.05.05 During consultations, both Management and Staff Associations informed that amendments to the MIE Act are underway. In this perspective, persistent proposals, among others, have been made to consolidate the structure at Directorate level and of other cadres. However, such changes can only be brought after amendment of the Act. We are, therefore, maintaining the existing structure except for the creation of a grade of Safety and Health Officer/Senior Safety and Health Officer on a full time basis.

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

08.05.06 At present, there is a grade of Safety and Health Officer (Part-Time) on the establishment of the MIE, which is vacant. Management has submitted that as the number of employees and students at the MIE has increased, there is need for a full time position to deal with recurring health and safety issues and that the services of a Safety and Health Officer on a part time basis would no longer be required. We are making appropriate recommendations to that effect.

Recommendation 1

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

08.05.08 We also recommend the creation of a grade of Safety and Health Officer/Senior Safety and Health Officer. Appointment thereto, should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics; a Cambridge Higher School Certificate and 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 or an equivalent qualification in accordance with Part 1 of the First Schedule to the Occupational Safety and Health Act. Candidates should equally be computer literate.

08.05.09 Incumbent would be required, *inter alia*, 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 health and safety.

Chief Technician

08.05.10 At present, there is only one Chief Technician on the establishment of the MIE. Incumbent is posted at the Centre for Open and Distance Learning and is responsible for the efficient operation and maintenance of all audio-visual equipment of the organisation and supervises the work of Technical Officers in the audio-visual field.

08.05.11 In the last Report, recommendation was made for Management to consider the advisability of creating additional posts of Chief Technician to man technical departments. To this end, the MIE has initiated action to review the scheme of service of the grade of Chief Technician so that, in future, appointment thereto, would be made by selection from among employees in the grade of Senior Technician reckoning at least eight years' service in a

substantive capacity in the grade. Incumbent would, among others, be responsible for the day-to-day administration of his respective department/section and supervise all technical operations. **The Bureau concurs with the proposal of Management.**

Allowance to Head of School and Head of Department

08.05.12 At present, monthly allowances of Rs 1500 and Rs 1250 are paid to academics who are designated as Head of School and Head of Department respectively to shoulder additional responsibilities. We are maintaining the payment of the allowances while revising the quantum.

Recommendation 2

08.05.13 We recommend that the Head of School and Head of Department be paid a monthly allowance of Rs 1650 and Rs 1375 respectively.

Academic Achievement

08.05.14 Academics below the level of Professor, who have improved their qualifications and achievement within their academic field, are granted an additional increment. This provision is being maintained.

Recommendation 3

08.05.15 We recommend that Assistant Lecturer/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.

08.05.16 We also recommend that for the implementation of paragraph 08.05.15, the new salary point reached by virtue of the provisions made at paragraph 10.46 of Volume 1 of this Report shall be deemed to be the new top salary.

Duty Remission and Loan Facilities

Recommendation 4

08.05.17 We recommend that:

- (i) Assistant Lecturer/Lecturers drawing salary of Rs 35400 a month should be eligible for loan facilities and 70% duty exemption for the purchase of a car on the same terms and conditions as per relevant provisions at paragraphs 18.2.46 and 18.2.23 of the 2013 PRB Report (Volume 1) notwithstanding the salary level required therein; and**

- (ii) **Senior Lecturers reckoning at least 14 years' service in the cadre would be entitled to car benefits as per provision at paragraph 18.2.19 (No. 2) of Volume 1 though drawing salary in a scale the maximum of which is less than Rs 75600.**

Sabbatical Leave

08.05.18 We are maintaining the provision that Management should consider the advisability of setting up a Sabbatical Leave Scheme for Academic Staff.

Political Activities

08.05.19 Staff working on a full time basis whether academic or non-academic should not be allowed to participate in active politics so as not to disrupt the proper functioning of the Institute. **We are maintaining this provision.**

08.05 MAURITIUS INSTITUTE OF EDUCATION

SALARY SCHEDULE

MIE 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250
		General Worker
MIE 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800
		General Worker (Personal to employees in post as at 30.06.08)
MIE 3	:	Rs 8500 x 250 – 12500 x 300 – 14300
		Stores Attendant
MIE 4	:	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000
		Watchman
MIE 5	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
		Gardener Library Attendant Office Attendant
MIE 6	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050
		Senior Gardener
MIE 7	:	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500
		Senior Library Attendant

08.05 MAURITIUS INSTITUTE OF EDUCATION (Cont'd)

- MIE 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
 Driver/Messenger
 Printing Assistant (Personal)
 Technical Attendant
- MIE 9 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
 Binder
 Handy Worker (Multi Skilled)
 Tradesman
formerly Cabinet Maker/Carpenter
Electrician
Painter
- MIE 10 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
 Senior/Head Office Attendant
- MIE 11 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
 Receptionist/Telephone Operator
- MIE 12 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
 Technical Attendant (Personal)
formerly Laboratory Attendant
Resources Centre Attendant
Workshop Attendant
(in post as at 30.06.93)
- MIE 13 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
QB 18900 x 600 – 19500 x 750 – 21000
 Assistant Technician (Printing)
- MIE 14 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
 Word Processing Operator
- MIE 15 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
 Clerical Officer/Higher Clerical Officer
 Clerk/Word Processing Operator
- MIE 16 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
 Senior Binder

08.05 MAURITIUS INSTITUTE OF EDUCATION (Cont'd)

- MIE 17 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Library Clerk/Senior Library Clerk
- MIE 18 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer
Assistant Procurement and Supply Officer
Executive Officer
- MIE 19 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Educational Data Assistant
- MIE 20 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- MIE 21 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Technician
- MIE 22 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer
Higher Executive Officer
Procurement and Supply Officer
- MIE 23 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Computer Technician
Graphic Designer
Library Officer
Maintenance Officer
Safety and Health Officer/Senior Safety and Health Officer (New Grade)
- MIE 24 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
Senior Procurement and Supply Officer
- MIE 25 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Principal Executive Officer
formerly Principal Executive Assistant
- MIE 26 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Assistant Librarian/Cataloguer

08.05 MAURITIUS INSTITUTE OF EDUCATION (Cont'd)

- MIE 27 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Senior Technician
- MIE 28 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Principal Financial Operations Officer
Principal Procurement and Supply Officer
- MIE 29 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
Instructional Designer
Research Officer/Documentalist
- MIE 30 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Systems Administrator
- MIE 31 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Human Resource Management Officer
Internal Auditor
- MIE 32 : Rs 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Senior Instructor (Personal)
- MIE 33 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Chief Technician
- MIE 34 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Deputy Head Librarian
- MIE 35 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Assistant Lecturer/Lecturer
- MIE 36 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Assistant Registrar
- MIE 37 : Rs 44100 x 1500 – 57600 x 1800 – 66600**
Financial Controller
Head Librarian
Senior Lecturer
- MIE 38 : Rs 47100 x 1500 – 57600 x 1800 – 66600**
Deputy Registrar

08.05 MAURITIUS INSTITUTE OF EDUCATION (Cont'd)

MIE 39 : Rs 59400 x 1800 – 68400 x 2400 – 75600
Registrar

MIE 40 : Rs 59400 x 1800 – 68400 x 2400 – 78000
Associate Professor

MIE 41 : Rs 93000
Deputy Director
Professor

MIE 42 : Rs 102000
Director



08.06 MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

- 08.06.01 The Mauritius Institute of Training and Development (MITD) is a corporate body established under the MITD Act No. 12 of 2009 which has taken over the functions of the Industrial and Vocational Training Board and the Technical School Management Trust Fund.
- 08.06.02 Its main objectives are, among others, to develop and promote technical and vocational education and training; conduct programmes and courses in technical and vocational education and training; provide research and training facilities in technical and vocational education and training and to set up training centres.
- 08.06.03 It is also an Awarding Body for Technical and Vocational Qualifications and in this regard, some of its functions are to review and develop curricula in technical and vocational education and training based on national standards registered under the National Qualifications Framework; safeguard and market the intellectual property rights and products of the Institute; award certificates and diplomas, or any other technical and vocational qualifications; establish exchange programmes and courses with any other institution in technical and vocational education and training; and co-operate with other institutions having objects wholly or partly similar to those of the Institute.
- 08.06.04 The MITD is headed by a Director and is assisted by two Deputy Directors who are supported by Team Leaders in the following fields: Administration, Assessment and Certification, Facilities Management, Finance, Human Resource, Information and Communication Systems, Procurement and Logistics, Research, Project and Curriculum Development and Training Delivery, Corporate Affairs and Information Technology.
- 08.06.05 The structure of the organisation has recently been designed and we are not bringing any major change at this stage.

Human Resource Officer

Senior Human Resource Officer

- 08.06.06 A Qualification Bar (QB) has been inserted in the salary scale of the merged grade of Human Resource Officer/Senior Human Resource Officer *formerly Human Resource Officer, Senior Human Resource Officer*. **Incumbent in the grade of Human Resource Officer/Senior Human Resource Officer should possess a Diploma in Human Resource Management or an equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the merged grade of Human Resource Officer/Senior Human Resource Officer.**

08.06 MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT**SALARY SCHEDULE**

- MITD 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250**
General Worker
- MITD 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees in post as at 30.06.08)
- MITD 3 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700**
Support Assistant
- MITD 4 : Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 14650**
Senior Support Assistant
- MITD 5 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
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 6 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 15700**
Driver/Messenger
- MITD 7 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17400**
General Assistant (Personal to employees in post as at 30.06.08)
- MITD 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Messenger (*Personal to Driver/Messengers in post at ex-IVTB and Ex-TSMTF as at 30.06.2008*)
- MITD 9 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900**
Senior General Assistant (Personal to employees in post as at 30.06.08)
- MITD 10 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- MITD 11 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Printing Assistant
Technical Attendant (Maintenance)

08.06 MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Cont'd)

- MITD 12 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Laboratory Attendant (Personal to employees in post as at 30.06.08)
- MITD 13 : Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator/Receptionist
- MITD 14 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator
Data Entry Operator
Library Clerk (Personal to officers in post as at 30.06.08)
Security Officer
- MITD 15 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Technical Assistant (IT)
Technical Assistant (Maintenance)
- MITD 16 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Technical Assistant (Maintenance) (Personal to incumbents in the grade of Technical Assistant of ex-TSTMTF in post as at 30.06.08)
- MITD 17 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Teacher, Basic Secondary Schools
- MITD 18 : Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Instructor (Personal to officers in the grade of Instructor at Ex-TSMTF as at 30.06.08)
- MITD 19 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Executive Clerk
Assistant Financial Operations Officer
Assistant Procurement and Supply Officer
- MITD 20 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Instructor

08.06 MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Cont'd)

- MITD 21 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Usher (Personal to officers in post as at 30.06.08)
- MITD 22 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- MITD 23 : Rs 19500 x 750 – 28500 x 900 – 32100**
Executive Clerk
Higher Executive Officer
Procurement and Supply Officer
- MITD 24 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
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 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100
QB 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Human Resource Officer
Senior Human Resource Officer
- MITD 26 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Procurement and Supply Officer
- MITD 27 : Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900
– 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician
- MITD 28 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Senior Accounting Technician

08.06 MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Cont'd)

- MITD 29 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
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 30 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Systems Administrator
- MITD 31 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Secretary (Personal to officers in post as at 30.06.08)
Internal Auditor
- MITD 32 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Accountant/Senior Accountant
Communication and Events Officer
formerly Communication and Events Executive
Curriculum Officer
Examination Officer
Head Librarian
- MITD 33 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 57600**
Coordinator (Personal to officers in post as at 30.06.08)
- MITD 34 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
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)
- MITD 35 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 57600**
Assistant Manager
Assistant Manager (Human Resource)
Assistant Manager (Information and Communication Systems)
Assistant Manager (Procurement and Logistics)
Senior Examination Officer

08.06 MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Cont'd)

- MITD 36 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
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 37 : Rs 44100 x 1500 – 57600 x 1800 – 66600**
Training Center Manager
- MITD 38 : Rs 44100 x 1500 – 57600 x 1800 – 68400**
Training Centre Manager (Personal to incumbents of ex-IVTB)
Training Center Manager (Personal to incumbents in the grade of Manager at Ex-TSMTF)
- MITD 39 : Rs 59400 x 1800 – 68400 x 2400 – 73200**
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)
- MITD 40 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
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)

08.06 MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT (Cont'd)

MITD 41 : Rs 87000

Deputy Director (Training)

Deputy Director (Corporate)

Deputy Director (Assessment and Certification)

MITD 42 : Rs 105000

Director



08.07 MAURITIUS QUALIFICATIONS AUTHORITY

- 08.07.01 The Mauritius Qualifications Authority (MQA), established as a body corporate, by the Mauritius Qualifications Authority Act No. 42 of 2001, operates under the *aegis* of the Ministry of Education and Human Resources. 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.
- 08.07.02 Its main objective is to ensure compliance with provisions for registration and accreditation of training institutions; ensure that Training Providers comply with Quality Assurance Standards and that standards and registered qualifications are internationally comparable; recognise and evaluate qualifications for the purpose of establishing their equivalence; and recognise and validate competencies acquired outside the formal education and training systems.
- 08.07.03 The vision of the MQA is to promote valued qualifications for employability and lifelong learning and its mission is to continuously enhance good practice and relevant expertise to safeguard public interest in quality education and training.
- 08.07.04 The MQA, *inter alia*, formulates and publishes policies and criteria in respect of the technical and vocational training sector for: the registration of bodies responsible for establishing national standards and qualifications; the accreditation of bodies responsible for monitoring and auditing such standards and qualifications and the registration and accreditation of training institutions; generating and registering national standards for any occupation; and registering qualifications other than those obtained in the primary, secondary and post secondary educational sectors.
- 08.07.05 The functions of the MQA are also 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.
- 08.07.06 The activities of the MQA are organised under five Divisions namely: Corporate Services, Quality Assurance Services, Framework Services, Qualification Evaluation Services, and Learner Attainment and Information Services. The Corporate Services is manned by a Manager, Corporate Services and 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.

08.07.07 At present, the Corporate Services Division, the Quality Assurance Services Division and the Framework Services Division of the MQA are fully operational.

- The Corporate Services Division is responsible for Human Resources, Administration, Information Systems, Finance & Procurement, Complaints, Quality Management Systems and Legal Matters.
- The Quality Assurance Services Division is responsible for the registration and accreditation of Training Institutions; and the registration of Managers, Programme Officers and Trainers.
- The Framework Services Division is responsible for maintaining the National Qualifications Framework (NQF); promoting Recognition of Prior Learning acquired outside the formal education system; granting recognition and equivalence to qualifications on the NQF; and establishing and maintaining a learning account for Mauritius.
- The National Qualifications Framework, which aims at promoting valued qualifications for employability and lifelong learning, has been developed but not fully implemented yet.

08.07.08 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 the control and management of the day-to-day business of the MQA.

08.07.09 In this review exercise, we are maintaining the structure of the organisation.

08.07 MAURITIUS QUALIFICATIONS AUTHORITY

SALARY SCHEDULE

MQA 1	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850	Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
MQA 2	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000	Clerk/Word Processing Operator/Receptionist
MQA 3	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000	Accounts Clerk Executive Officer

08.07 MAURITIUS QUALIFICATIONS AUTHORITY (Cont'd)

- MQA 4 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- MQA 5 : Rs 19500 x 750 – 28500 x 900 – 32100**
Higher Executive Officer
- MQA 6 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
ICT Technician
Library Officer
Public Relations Officer
- MQA 7 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician
- MQA 8 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Internal Auditor
- MQA 9 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Systems Administrator
- MQA 10 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Accreditation Officer
Administrative Officer
- MQA 11 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Accountant
- MQA 12 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Manager
Manager, Corporate Services
- MQA 13 : Rs 87000**
Deputy Director and Registrar
- MQA 14 : Rs 102000**
Director



08.08 PRIVATE SECONDARY SCHOOLS AUTHORITY

- 08.08.01 Set up under the Private Secondary Schools Authority (PSSA) Act No. 20 of 1976, the Private Secondary Schools Authority operates under the *aegis* of the Ministry of Education and Human Resources. It is responsible, *inter alia*, for the payment of grants properly accruing to private secondary schools or pre-vocational schools, as well as payment of salaries to teaching and non-teaching staff of private secondary schools; registration of private secondary schools or pre-vocational schools including their respective Principals, Rectors, Managers and Teachers; promoting and encouraging education in private secondary schools or pre-vocational schools; and setting up and operating with the Minister's approval, schemes to provide aid to private secondary schools.
- 08.08.02 The PSSA's mission is to ensure that education is imparted in an environment conducive to effective learning. As at date, 113 private secondary schools are registered with the PSSA out of which, 90 are grant-aided and 23 are non grant-aided. Also, out of the 90 grant-aided private secondary schools, 75 provide pre-vocational classes.
- 08.08.03 The organisation structure of the PSSA comprises different sections, namely, Administration, Finance, Stores, Information Technology, Registration and Supervision. The PSSA is headed by a Director who is responsible for the execution of the policy of the organisation and for the control and management of its day-to-day business. He is supported in his tasks by staff comprising grades belonging to the professional, technical and workmen's cadres.
- 08.08.04 As the present structure is meeting the needs of the organisation in terms of its human resources, we are maintaining the existing arrangements.

08.08 PRIVATE SECONDARY SCHOOLS AUTHORITY

SALARY SCHEDULE

PSSA 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
PSSA 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
PSSA 3	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker

08.08 PRIVATE SECONDARY SCHOOLS AUTHORITY (Cont'd)

- PSSA 4 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Watchman
- PSSA 5 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Gardener
Office Attendant
- PSSA 6 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Senior Gardener
- PSSA 7 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Office Attendant/Driver
- PSSA 8 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Binder
- PSSA 9 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- PSSA 10 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- PSSA 11 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
- PSSA 12 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- PSSA 13 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Senior Word Processing Operator
- PSSA 14 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer
Assistant Procurement and Supply Officer
Executive Officer
Stores Officer (Personal)

08.08 PRIVATE SECONDARY SCHOOLS AUTHORITY (Cont'd)

- PSSA 15 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- PSSA 16 : Rs 19500 x 750 – 28500 x 900 – 32100**
Computer Officer
Financial Operations Officer
Higher Executive Officer
Procurement and Supply Officer
- PSSA 17 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000
x 1200 – 35400**
Safety and Health Officer/Senior Safety and Health Officer
- PSSA 18 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
- PSSA 19 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Assistant Manager, Financial Operations
- PSSA 20 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Administrative Assistant
- PSSA 21 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Systems Analyst
- PSSA 22 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Internal Auditor
- PSSA 23 : Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Supervisor/Senior Supervisor
- PSSA 24 : Rs 36600 x 1500 – 54600**
Manager, Financial Operations
- PSSA 25 : Rs 44100 x 1500 – 57600 x 1800 – 61200**
Finance Manager
Principal Supervisor

08.08 PRIVATE SECONDARY SCHOOLS AUTHORITY (Cont'd)

PSSA 26 : Rs 59400 x 1800 – 68400 x 2400 – 73200

Secretary

PSSA 27 : Rs 68400 x 2400 – 78000

Deputy Director

PSSA 28 : Rs 102000

Director



09.01 AGRICULTURAL MARKETING BOARD

- 09.01.01 The Agricultural Marketing Board (AMB), set up in 1963 under the Mauritius Agricultural Marketing Act 1963, operates under the *aegis* of the Ministry of Agro-Industry and Food Security.
- 09.01.02 The AMB, *inter alia*, provides or ensures the provision of efficient marketing facilities for all controlled products at fair and reasonable prices; maintains the register of all producers, buying agents, millers and dealers; acquires and disseminates market intelligence; operates or provides for the operation of such storage, handling, transport and processing facilities for controlled products; buys, sells, imports, exports or otherwise deals in controlled products; takes such measures as it considers necessary to stabilise, augment or reduce the production or prices of controlled products; and regulates the standards and quality of controlled products.
- 09.01.03 It envisions 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.
- 09.01.04 The AMB is managed by a Board and 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.
- 09.01.05 A strategic Review exercise of the Agricultural Marketing Board was undertaken by the DCDM Africa Holdings Ltd, and approved by Cabinet. We are given to understand that the implementation process is underway.
- 09.01.06 In line with the above, and with a view to bringing a certain level of equilibrium, the AMB has requested for the abolition, merging and restyling of some grades, job enlargement of certain posts, and re-defining some grades which would help management to improve efficiency and effectiveness and to achieve the organisation's objectives.
- 09.01.07 Pending the implementation of the reform process, we are maintaining the existing structure except for restyling of one grade and phasing out of some manual grades.

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

09.01.08 The AMB has submitted that the grades of Assistant Handy Worker (Skilled) and that of Handy Worker (Special Class) on its establishment be made evanescent. We are making appropriate provisions to this end.

Recommendation 1

09.01.09 We recommend that the grades of Assistant Handy Worker (Skilled) and Handy Worker (Special Class) on the establishment of the AMB be abolished on vacancy. We are providing personal salaries to the incumbents in post.

**Driver/Messenger
formerly Driver**

09.01.10 The AMB has reported that at present, there are five lorries that are engaged in the distribution channel for the delivery of products and has proposed to open new retail outlets around the island necessitating further investment in terms of logistics. The Drivers are called upon to perform additional duties such as dispatch and collection of letters/stationeries and store items from shops/warehouses.

09.01.11 For the sake of efficiency, we are, therefore, restyling the grade of Driver to a more appropriate job appellation. The additional duties have been taken into account in determining the salary scale.

Recommendation 2

09.01.12 We recommend that the grade of Driver be restyled Driver/Messenger. We further recommend that the scheme of service for the grade of Driver/Messenger be amended to include the additional duties.

09.01 AGRICULTURAL MARKETING BOARD

SALARY SCHEDULE

AMB 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
AMB 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
AMB 3	:	Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 14650 Assistant Handy Worker (Skilled) (Personal) Handy Worker (Special Class) (Personal)

09.01 AGRICULTURAL MARKETING BOARD (Cont'd)

- AMB 4 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office and Weighbridge Attendant
- AMB 5 : Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Gatekeeper
- AMB 6 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Messenger
formerly Driver
- AMB 7 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Handy Worker (Skilled)
- AMB 8 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office and Weighbridge Attendant
- AMB 9 : Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900**
Forklift Driver
- AMB 10 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- AMB 11 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Head, Lay Services
- AMB 12 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Weighbridge Operator
- AMB 13 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk (Accounts) (Personal to Accounts Clerk in post as at 30.6.87)
Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator
- AMB 14 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Technical Operator

09.01 AGRICULTURAL MARKETING BOARD (Cont'd)

- AMB 15 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Computer Support Officer
- AMB 16 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Cashier
Clerk (Personal to Clerk (stock) in post as at 30.6.87)
Head, Registry
- AMB 17 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Operations Officer
- AMB 18 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- AMB 19 : Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Head Technical Operator
- AMB 20 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Senior Operations Officer
- AMB 21 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Safety and Health Officer/Senior Safety and Health Officer
- AMB 22 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Senior Human Resource Officer
- AMB 23 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician
- AMB 24 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
IT Officer

09.01 AGRICULTURAL MARKETING BOARD (Cont'd)

- AMB 25 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Human Resource Management Officer
- AMB 26 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Internal Auditor (Qualified)
- AMB 27 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Secretary
Head Operations Officer
Seeds Officer
Trade and Marketing Officer
- AMB 28 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Engineer/Senior Engineer
formerly Engineer
- AMB 29 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Assistant General Manager
- AMB 30 : Rs 102000**
General Manager



09.02 FOOD AND AGRICULTURAL RESEARCH COUNCIL

- 09.02.01 The Food and Agricultural Research Council (FARC) was established by FARC Act No. 49 of 1985 as amended by Act No. 20 of 1997. It operates under the *aegis* of the Ministry of Agro-Industry and Food Security.
- 09.02.02 It envisions to be an institution that inspires and aids to steer research in the agri-food and related sectors, addressing the national interest and needs, and sectoral challenges. Its objectives are to ensure that resources are allocated to efforts that are scientifically relevant, excellent and innovative, directed towards priority problems.
- 09.02.03 The FARC provides research based policy advice and develops national strategies for research and development in the agri-food, forestry and fisheries sectors. It also underpins natural resource base, coordinates, supports, harmonises and conducts research and development enterprises thereon.
- 09.02.04 We are, in this Report, maintaining the organisational set up of FARC as it is appropriate.

AGRICULTURAL RESEARCH AND EXTENSION UNIT

- 09.02.05 The Agricultural Research and Extension Unit (AREU) is responsible to the FARC Board and operates under the *aegis* of the Ministry of Agro-Industry and Food Security. Its mission is to serve the non-sugar agricultural sector (crop and livestock) through excellence in cost-effective high-quality research and extension for better agricultural production, and to meet the policy requirements of the government in terms of agricultural diversification and food production generally.
- 09.02.06 The overall administration of AREU rests with the Director who is supported by the Deputy Director and three Assistant Directors. Each Assistant Director is in charge of one of the departments namely: Crops, Livestock, and Extension and Training respectively. Each department is manned by officers in the professional and technical cadres and supported by officers in the General Services grades and employees in the Workmen's Group.
- 09.02.07 In this Report, we are restyling the grade of Driver and revising the quantum of allowances.

Assistant Research Scientist (AREU/FARC)

- 09.02.08 At present, appointment to the grade of Assistant Research Scientist (AREU/FARC) is made by selection from among candidates possessing a Cambridge Higher School Certificate and a Diploma in Agriculture or a related field. Most of the Assistant Research Scientists are degree holders in the relevant field and their competencies are being judiciously used by the

organisation. The Bureau has been apprised that Assistant Research Scientist are often requested to share the duties and responsibilities of the Research Scientist/Senior Research Scientist. We therefore consider that some form of compensation should be provided for Assistant Research Scientists and we are making provision for these officers possessing a degree to move in the master salary scale.

Recommendation 1

09.02.09 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 47100, provided they have:

- (i) drawn the top salary for a year; and**
- (ii) 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.**

Driver/Office Attendant formerly Driver

09.02.10 So as to make efficient and effective use of its human resources, management has submitted that there is need to create a grade of Driver/Office Attendant on its establishment. The perusal of the scheme of service and job description questionnaire of the grade of Driver has revealed that messengerial duties is incorporated in his normal schedule of duties. On this account, we are restyling the grade of Driver to a better job appellation to reflect the duties performed by the incumbent.

Recommendation 2

09.02.11 We recommend that the grade of Driver on the establishment of AREU be restyled Driver/Office Attendant.

Extension Assistant

Senior Extension Assistant

09.02.12 Extension Assistants, who have drawn their top salary for a year, are allowed to proceed in the salary scale of the Senior Extension Assistant, provided they have been efficient and effective and have not been adversely reported upon. The grade of Senior Extension Assistant should continue to be a promotion for the Extension Assistants who have not yet reached the top salary of the latter grade. We are maintaining the present provision.

Recommendation 3

09.02.13 We recommend that Extension Assistants, who have drawn their top salary for a year, should continue to proceed in the salary scale of the Senior Extension Assistant, provided they have been efficient and effective in their performance, as evidenced by the Performance Appraisal Report and have not been adversely reported upon on ground of conduct. This recommendation should not preclude Extension Assistants from being promoted to the grade of Senior Extension Assistant before they have reached the top point of their salary scale.

Allowances**Lead Allowance**

09.02.14 Presently, Research Scientist/Senior Research Scientists who lead a programme consisting of an integrated set of projects in several disciplines with a common theme, is paid a monthly Lead Allowance of Rs 2500. We are maintaining the present arrangement and revising the quantum of this allowance.

Recommendation 4

09.02.15 We recommend that the Lead Allowance payable to Research Scientist/Senior Research Scientist, who leads a programme consisting of an integrated set of projects in several disciplines with a common theme be revised to Rs 2750 monthly.

Allowance for Performing Transport Organiser's Duties

09.02.16 At present, officers in the grade of Research Assistant are paid an allowance of Rs 90 per day, whenever they perform duties of the Transport Organiser. We are revising the quantum of the allowance paid to Research Assistants for performing Transport Organiser's duties.

Recommendation 5

09.02.17 We recommend that officers in the grade of Research Assistant should be paid an allowance of Rs 100 per day, whenever they perform duties of the Transport Organiser.

Allowance to Research Assistants and Senior Research Assistants

09.02.18 Research Assistants and Senior Research Assistants posted in the Livestock Section work on roster in outstations. They are paid a monthly allowance of Rs 390 and Rs 480 respectively for additional duties performed such as ensuring that the research activities including procedures related to milking, feeding of livestock and maintenance of hygienic conditions in the sheds are undertaken by the General Workers and the Stockmen. We are revising these quanta.

Recommendation 6

09.02.19 We recommend that the monthly allowance payable to officers in the grades of Research Assistant and Senior Research Assistant in the Livestock Section for performing additional duties and working on roster in outstations should be revised to Rs 430 and Rs 530 respectively.

Allowance to General Workers posted at the Mushroom Unit

09.02.20 At present, General Workers posted at the Mushroom Unit are paid an allowance equivalent to one and a half increments at the initial of the 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.

Recommendation 7

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

Handy Worker (Skilled)

09.02.22 Handy Workers (Skilled) are entitled to an allowance of Rs 470 monthly when their experience acquired in other trades are gainfully utilised by the organisation. We are revising the quantum of this allowance.

Recommendation 8

09.02.23 We recommend that the monthly allowance, payable to Handy Workers (Skilled) for experience acquired in other trades which are gainfully utilised by the organisation, should be revised to Rs 515.

09.02 FOOD AND AGRICULTURAL RESEARCH COUNCIL**SALARY SCHEDULE**

FARC 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250
General Worker (AREU/FARC)

FARC 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800
General Worker (AREU/FARC) (Personal to employees in post as at 30.06.08)

09.02 FOOD AND AGRICULTURAL RESEARCH COUNCIL (cont'd)

- FARC 3 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700**
Handy Worker (AREU)
- FARC 4 : Rs 8500 x 250 – 12500 x 300 – 14300**
Stores Attendant (AREU)
- FARC 5 : Rs 14300**
Safety and Health Officer (Part-Time) (AREU)
- FARC 6 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Gardener/Nurseryman (AREU/FARC)
Insecticide Sprayerman (AREU)
Office Attendant/Caretaker (AREU/FARC)
Research Facility Attendant (AREU)
Stockman (Roster) (AREU)
- FARC 7 : Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700**
Irrigation/Pump Operator (Roster) (AREU)
- FARC 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Senior Gardener/Nurseryman (AREU/FARC)
- FARC 9 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant (AREU)
formerly Driver (AREU)
Driver/Office Attendant (FARC)
formerly Office Attendant/Driver (FARC)
- FARC 10 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Gangman (AREU)
Senior Stockman (AREU)
- FARC 11 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Handy Worker (Skilled) (AREU)
- FARC 12 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant (AREU)
- FARC 13 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900**
Implement Operator (AREU)

09.02 FOOD AND AGRICULTURAL RESEARCH COUNCIL (cont'd)

- FARC 14 :** **Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Telephonist/Receptionist (AREU)
- FARC 15 :** **Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Driver (Heavy Vehicle > 5 tons) (AREU)
- FARC 16 :** **Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Laboratory Attendant (AREU/FARC)
- FARC 17 :** **Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Receptionist/Assistant Clerk (FARC)
- FARC 18 :** **Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Audiovisual Assistant (AREU)
- FARC 19 :** **Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator (AREU/FARC)
Library Clerk (AREU)
- FARC 20 :** **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk (AREU/FARC)
Assistant Procurement and Supply Officer (AREU/FARC)
Data Processing Assistant (AREU)
Executive Officer (AREU)
Senior Clerk (FARC)
Stores Officer (AREU/FARC) (Personal)
- FARC 21 :** **Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750**
Extension Assistant (AREU)
Research Assistant (AREU)
- FARC 22 :** **Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Laboratory Technician (FARC)
Transport Organiser (AREU)

09.02 FOOD AND AGRICULTURAL RESEARCH COUNCIL (cont'd)

- FARC 23 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Internal Control Officer (FARC)
- FARC 24 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Cartographer (AREU)
Visual Artist (Graphics) (AREU)
- FARC 25 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary (AREU/FARC)
- FARC 26 : Rs 19500 x 750 – 28500 x 900 – 32100**
Higher Executive Officer (AREU)
Human Resource Officer (AREU)
Procurement and Supply Officer (AREU)
Senior Extension Assistant (AREU)
Senior Research Assistant (AREU)
- FARC 27 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Accounting Technician (FARC) (Personal)
- FARC 28 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Principal Research Assistant (AREU)
- FARC 29 : Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Accounts Officer/Senior Accounts Officer (AREU)
- FARC 30 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Office Superintendent (AREU)
- FARC 31 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Assistant Research Scientist (AREU/FARC)
- FARC 32 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Technical Officer/Senior Technical Officer (Equipment Maintenance)
(AREU)
- FARC 33 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600**
Stores Superintendent (AREU)

09.02 FOOD AND AGRICULTURAL RESEARCH COUNCIL (cont'd)

- FARC 34 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Maintenance Officer (AREU)
- FARC 35 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Librarian (AREU)
- FARC 36 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant (FARC)
Human Resource Officer (AREU) (Personal)
Internal Auditor (AREU)
- FARC 37 : Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Extension Officer (AREU)
- FARC 38 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Manager (AREU/FARC)
HR Manager (AREU)
- FARC 39 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
IT Officer/Systems Administrator (AREU)
- FARC 40 : Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Agricultural Engineer/Senior Agricultural Engineer (AREU)
Assistant Programme Manager (FARC)
Biometrician/Senior Biometrician (AREU)
Economist/Senior Economist (AREU)
Research Scientist/Senior Research Scientist (AREU/FARC)
Station/Laboratory Manager (AREU)
- FARC 41 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Manager, Accounts Section (AREU)
Senior Extension Officer (AREU)
- FARC 42 : Rs 44100 x 1500 – 57600 x 1800 – 64800**
Agricultural Coordinator (AREU)
Business Development Manager (AREU)
Information, Liaison and Documentation Officer (FARC)
Principal Agricultural Engineer (AREU)
Principal Biometrician (AREU)
Principal Economist (AREU)
Principal Extension Officer (AREU)
Principal Research Scientist (Animal Health) (AREU)
Principal Research Scientist (Animal Production) (AREU)
Principal Research Scientist (Crops) (AREU)
Principal Research Scientist (Entomology) (AREU)
Principal Research Scientist (Plant Pathology) (AREU)

09.02 FOOD AND AGRICULTURAL RESEARCH COUNCIL (cont'd)

FARC 43 : Rs 50100 x 1500 – 57600 x 1800 – 66600

Laboratory and Nursery Manager (FARC)
Programme Manager (FARC)

FARC 44 : Rs 59400 x 1800 – 68400 x 2400 – 75600

Assistant Director (Crops) (AREU)
Assistant Director (Extension and Training) (AREU)
Assistant Director- General (FARC)
Assistant Director (Livestock) (AREU)

FARC 45 : Rs 87000

Deputy Director (AREU)

FARC 46 : Rs 102000

Director (AREU)
Director General (FARC)



09.03 IRRIGATION AUTHORITY

- 09.03.01 The Irrigation Authority (IA) is a corporate body established under Section 3 of the Irrigation Authority Act No. 39 of 1978 and operates under the *aegis* of the Ministry of Agro-Industry and Food Security.
- 09.03.02 The objectives of IA are, among others, to study the development of irrigation; implement and manage irrigation projects in every irrigation area and to do other acts incidental thereto; and undertake research into the optimum use of water.
- 09.03.03 The main activities of the IA are, among others, to identify irrigable lands, determine potential sources of water and carry out feasibility studies for new irrigation projects; investigate, plan, design, construct and supervise implementation of irrigation projects; formulate policies relating to irrigated agriculture; modernise and upgrade old schemes so as to improve service to small planters; train small planters on different methods of irrigation and use of irrigation equipment; and provide support to Water Users' Associations and Cooperative Societies for the proper running of irrigation operations.
- 09.03.04 The organisation structure of the IA comprises six Units/Departments namely:- Internal Audit; Irrigation Planning; Construction and Supervision; Operation and Maintenance; Administrative; and Accounts. The General Manager is the Chief Executive responsible for the execution of the policy of the Authority and for the control and management of its day-to-day business. He is assisted in the performance of his duties by officers from the various cadres and classes. The overall structure enables the IA to deliver on its mandate efficiently and effectively and is maintained.

Work in Cyclonic Conditions

- 09.03.05 Currently, an allowance of Rs 625 is exclusively paid to employees involved in anchoring of pivots in cyclonic conditions. The present mode of remuneration is maintained while the quantum is being revised.

Recommendation

- 09.03.06 We recommend the payment of an allowance of Rs 690 exclusively to employees involved in anchoring of pivots in cyclonic condition.**

09.03 IRRIGATION AUTHORITY

SALARY SCHEDULE

- IA 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250**
General Worker

09.03 IRRIGATION AUTHORITY (Cont'd)

- IA 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees in post as at 30.06.2008)
- IA 3 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400**
Irrigueur (Roster)
- IA 4 : Rs 8500 x 250 – 12500 x 300 – 14300 x 350 – 14300**
Stores Attendant
Tradesman's Assistant
- IA 5 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Watchman
- IA 6 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant
Pump Operator
- IA 7 : Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500**
Senior Office Attendant
- IA 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver
Gangman
- IA 9 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Driver (Roster)
Gangman (Roster)
Tradesman
formerly Electrician
Mechanic
Painter
Pipe Fitter
Welder
Vulcaniser
- IA 10 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephonist
- IA 11 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Vehicle Controller

09.03 IRRIGATION AUTHORITY (Cont'd)

- IA 12 : Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750**
Assistant Supervisor (Irrigation) (Roster)
- IA 13 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Assistant Stores Officer (Personal)
- IA 14 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Technical Assistant (Electromechanical)
- IA 15 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
- IA 16 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- IA 17 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Assistant Workshop and Plant Supervisor
- IA 18 : Rs 21000 x 750 – 22500**
Trainee Engineer
- IA 19 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Technical Assistant
- IA 20 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Supervisor (Civil Works)
- IA 21 : Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Field Officer
- IA 22 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Senior Word Processing Operator

09.03 IRRIGATION AUTHORITY (Cont'd)

- IA 23 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Supervisor (Irrigation) (Roster)
- IA 24 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer
Purchasing and Supply Officer (from former Development Works Corporation)
Stores Officer (Personal)
- IA 25 : Rs 18900 x 600 – 19500 x 750 – 27000**
Workshop and Plant Supervisor
- IA 26 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Draughtsman
- IA 27 : Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Social Facilitator
- IA 28 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Internal Control Officer
- IA 29 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- IA 30 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer
Higher Executive Officer
Higher Stores Officer (Personal)
Procurement and Supply Officer
Senior Accounts Clerk
- IA 31 : Rs 20250 x 750 – 28500 x 900 – 32100**
Higher Executive Assistant (Personal)
- IA 32 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Safety and Health Officer/Senior Safety and Health Officer
Technical Officer (Civil)

09.03 IRRIGATION AUTHORITY (Cont'd)

- IA 33 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Senior Technical Assistant
- IA 34 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Senior Draughtsman (Irrigation Planning Unit)
- IA 35 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Human Resource Officer
- IA 36 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
Senior Internal Control Officer
- IA 37 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Office Superintendent
- IA 38 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Senior Technical Officer (Civil)
- IA 39 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Assistant
Agricultural Economist
Irrigation Operation Officer
- IA 40 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Information Technology Officer
- IA 41 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Internal Auditor
- IA 42 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Engineer (Irrigation Planning Unit)
Engineer (Mechanical)
- IA 43 : Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 50100**
Engineer (Construction and Supervision) (Staggered) (Personal)
Engineer (Operation and Maintenance) (Staggered) (Personal)
- IA 44 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Divisional Irrigation Operation Officer

09.03 IRRIGATION AUTHORITY (Cont'd)

- IA 45 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Financial Manager
Principal Engineer (Civil/Mechanical)
Principal Engineer (Construction and Supervision)
Principal Engineer (Irrigation Planning Unit)
- IA 46 : Rs 42600 x 1500 – 57600 x 1800 – 61200**
Head of Administration
- IA 47 : Rs 42600 x 1500 – 57600 x 1800 – 64800**
Head of Construction and Supervision
Head of Operation and Maintenance
Investigation/Research Specialist
- IA 48 : Rs 59400 x 1800 – 68400 x 2400 – 78000**
Head of Irrigation Planning Unit
- IA 49 : Rs 102000**
General Manager



09.04 MAURITIUS CANE INDUSTRY AUTHORITY

- 09.04.01 The Mauritius Cane Industry Authority (MCIA) has been set up as a body corporate under the Mauritius Cane Industry Authority Act No. 40 of 2011. It came into operation on 19 March 2012 and operates under the *aegis* of the Ministry of Agro-Industry and Food Security.
- 09.04.02 The objects of the MCIA are to monitor, oversee and co-ordinate all activities relating to, and ensure a fair, efficient and effective administration and operation of the cane industry; promote and support the sustainable development, efficiency and viability of the cane industry; formulate and implement policies, strategies, plans, programmes and schemes in relation to the cane industry; promote and facilitate the sustainable development of the cane cluster in Mauritius and in the region by means of research and investigation; ensure the technical progress and efficiency of the cane industry; monitor and co-ordinate the activities of the cane industry, including planting, milling, processing, transport, bulk handling and marketing; co-ordinate the activities of organisations concerned with the cane industry in the private and public sectors; overview the storage, sampling, bagging, packing, loading and unloading of sugar; maintain a pool of machinery for agricultural purposes; resolve disputes between planters, millers and middlemen; overview the registration of cane contracts; promote the development and use of co-products; facilitate the participation of employees and planters in the cane industry; ensure that necessary essential services are available to planters; promote the setting up of cane nurseries; and facilitate the adoption of modern and efficient agricultural practices by planters.
- 09.04.03 The MCIA has the responsibility for exercising the powers and performing the functions of the following former cess-funded organisations:
- (i) the Cane Planters and Millers Arbitration and Control Board;
 - (ii) the Farmers' Service Corporation (FSC);
 - (iii) the Mauritius Sugar Authority (MSA);
 - (iv) the Mauritius Sugar Industry Research Institute (MSIRI);
 - (v) the Mauritius Sugar Terminal Corporation (MSTC); and
 - (vi) the Sugar Planters Mechanical Pool Corporation (SPMPC).
- 09.04.04 The functions of the MCIA are, *inter alia*, to set up and manage such agricultural or other centres as the Minister may determine; hire the agricultural machinery of the Authority to such persons and on such terms and conditions as the Board may determine; provide technical advice, assistance and training to planters on cane cultivation, harvesting and transport of canes and post harvest operations; manage agricultural land and, in particular, abandoned fields in FORIP or such other similar projects; devise

agricultural credit schemes in consultation with financing agencies; ensure that arrangements are made so that canes of small planters are harvested at their optimal sucrose content; assist Co-operative Societies in benefitting from the Fair Trade Initiative or such other similar projects; set up a planters' data bank; review, on a regular basis, the economic and financial performance as well as the problems and prospects of the cane industry; make recommendations to the Mauritius Revenue Authority regarding a rational and uniform system of granting capital allowances, including allowances in respect of equipment depreciation, in relation to the cane industry; and advise on: (i) the formulation and management of policies, strategies and schemes in relation to the cane industry; (ii) the provision of adequate means of inland access or, after consultation with the Mauritius Ports Authority, sea access, to the sugar terminal; (iii) the transport of sugar to and from the sugar terminal; and (iv) all measures necessary to ensure the viability of the cane industry.

- 09.04.05 The MCIA is administered by a Board comprising a Chairperson, Vice-Chairperson and nine members.
- 09.04.06 The Chief Executive Officer who heads the MCIA, 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. Two Directors namely, the Director, MSIRI and the Director, Control and Arbitration Department are responsible for the day-to-day administration of their respective departments.
- 09.04.07 An Implementation Committee has been set up at the Ministry of Agro-Industry and Food Security in consultation with the MCIA and other stakeholders to provide the latter with an appropriate organisation structure. To this end, the Committee has submitted schemes of service in respect of the new grades for salary gradings. We have, prior to this Report, graded a few of these grades that were urgently required at the corporate and supportive levels in order to enable the MCIA to become operational. Given the large number of grades involved in the grading exercise and its complexity relating to job specifications and profile of incumbents which require in-depth analysis, coupled with the time constraint, the remaining gradings would be conducted on an adhoc basis. **We are, therefore in this Report providing personal salaries to officers and employees of the defunct institutions.**

09.04 MAURITIUS CANE INDUSTRY AUTHORITY

SALARY SCHEDULE

MCIA 1 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850
Driver/Messenger

09.04 MAURITIUS CANE INDUSTRY AUTHORITY (Cont'd)

- MCIA 2 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
General Services Officer (MCIA)
formerly Officer (MCIA)
- MCIA 3 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Computer Support Officer
- MCIA 4 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Internal Control Officer
- MCIA 5 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- MCIA 6 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Field Officer
IT Technician
Safety and Health Officer/Senior Safety and Health Officer
- MCIA 7 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Analyst
- MCIA 8 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Internal Auditor
- MCIA 9 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Manager
Manager, Finance
Manager, Human Resource
Manager, Policy and Planning
- MCIA 10 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Project Officer (Civil Engineering)
- MCIA 11 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Assistant Director, Farmers Service Agency (Agricultural
Mechanisation)
Assistant Director, Farmers Service Agency (Extension and Training)

09.04 MAURITIUS CANE INDUSTRY AUTHORITY (Cont'd)

MCIA 12 : Rs 93000

Director, Control and Arbitration Department
Director, Farmers Service Agency
Director, MSIRI

MCIA 13 : Rs 105000

Chief Executive Officer

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

All salaries are personal to holders of the post

- FSC 1 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Watchman (Personal)
- FSC 2 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
General Worker/Gardener (Personal)
Office Attendant (Personal)
- FSC 3 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Handy Worker (Personal)
Driver (Personal)
- FSC 4 : Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant (Personal)
- FSC 5 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephonist (Personal)
- FSC 6 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator (Personal)
- FSC 7 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Technical Assistant (Personal)
- FSC 8 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Clerk/Senior Clerk (Personal)
- FSC 9 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk (Personal)
Accounts Officer (Personal to officer in post as at 30.06.98)
Assistant Procurement and Supply Officer (Personal)
Executive Assistant (Personal)
Purchasing and Supply Officer (Personal)
- FSC 10 : Rs 19500 x 750 – 28500 x 900 – 29400**
Senior Technical Assistant (Personal)

09.04 Ex-FARMERS' SERVICE CORPORATION (Cont'd)

- FSC 11** : **Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary (Personal)
- FSC 12** : **Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer (Personal)
Chief Examiner (Personal)
- FSC 13** : **Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
LAMU/Nursery Co-ordinator (Personal)
- FSC 14** : **Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Accounts Officer (Personal)
- FSC 15** : **Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Internal Auditor (Personal)
- FSC 16** : **Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
IT Officer (Personal)
- FSC 17** : **Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant (Personal)
Secretary (Personal)
- FSC 18** : **Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Assistant Manager, Farmers' Service Centre (Personal)
- FSC 19** : **Rs 35400 x 1200 – 36600 x 1500 – 54600**
Manager, Farmers' Service Centre (Personal)
- FSC 20** : **Rs 44100 x 1500 – 57600 x 1800 – 61200**
Technical Manager (Personal)
Training Manager (Personal)
- FSC 21** : **Rs 59400 x 1800 – 68400 x 2400 – 75600**
Assistant Director (Personal)
- FSC 22** : **Rs 102000**
Director (Personal)

09.04 Ex-MAURITIUS SUGAR TERMINAL CORPORATION**SALARY SCHEDULE**

All Salaries are personal to holders of the post

- MSTC 1 : Rs 10750 x 250 – 11750**
Trainee Technician (Mechanical) (Personal)
Trainee Technician (Electrical) (Personal)
- MSTC 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal)
- MSTC 3 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400**
Sanitary Attendant (Personal)
Terminal Attendant (Personal)
- MSTC 4 : Rs 8500 x 250 – 12500 x 300 – 14300**
Stores Attendant (Personal)
- MSTC 5 : Rs 14300**
Safety and Health Officer (Part-Time) (Personal)
- MSTC 6 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant (Personal)
Terminal Attendant/Gardener (Personal)
- MSTC 7 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Telephone Operator (Personal)
- MSTC 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver (Personal)
- MSTC 9 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Terminal Operator Grade II (Civil) (Personal)
Terminal Operator Grade II (Electrical) (Personal)
Terminal Operator Grade II (Mechanical) (Personal)
- MSTC 10 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Welder (Personal)
- MSTC 11 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant (Personal)

09.04 Ex-MAURITIUS SUGAR TERMINAL CORPORATION (Cont'd)

- MSTC 12** : **Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Assistant Stores Officer (Personal)
- MSTC 13** : **Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator (Personal)
Receptionist/Word Processing Operator (Personal)
- MSTC 14** : **Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer (Personal)
- MSTC 15** : **Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Terminal Operator Grade I (Civil) (Personal)
- MSTC 16** : **Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 QB 27000**
Terminal Operator Grade I (Electrical) (Personal)
Terminal Operator Grade I (Mechanical) (Personal)
- MSTC 17** : **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk (Personal)
Assistant Procurement and Supply Officer (Personal)
Executive Officer (Personal)
- MSTC 18** : **Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Senior Terminal Operator (Civil) (Personal)
- MSTC 19** : **Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 QB 29400**
Senior Terminal Operator (Electrical) (Personal)
Senior Terminal Operator (Mechanical) (Personal)
- MSTC 20** : **Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary (Personal)
- MSTC 21** : **Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer (Personal)
Higher Executive Officer (Personal)
Procurement and Supply Officer (Personal)

09.04 Ex-MAURITIUS SUGAR TERMINAL CORPORATION (Cont'd)

- MSTC 22** : **Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Site Supervisor (Personal)
- MSTC 23** : **Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Accounts Officer (Personal)
- MSTC 24** : **Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Terminal Cleaning and Maintenance Officer (Civil) (Personal)
Terminal Operations and Maintenance Officer (Electrical) (Personal)
Terminal Operations and Maintenance Officer (Mechanical) (Personal)
- MSTC 25** : **Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 42600**
Principal Accounts Officer/Procurement Officer (Personal)
- MSTC 26** : **Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer (Personal)
- MSTC 27** : **Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Engineer (Electrical) (Personal)
Engineer (Mechanical) (Personal)
- MSTC 28** : **Rs 63000 x 1800 – 68400 x 2400 – 75600**
Administrative Manager (Personal)
Financial Manager (Personal)
Technical Manager (Personal)
- MSTC 29** : **Rs 102000**
General Manager (Personal)

09.04 Ex-SUGAR PLANTERS' MECHANICAL POOL CORPORATION**SALARY SCHEDULE**

All salaries are personal to holders of the post.

- SPMPC 1 :** **Rs 8500 x 250 – 12500 x 300 – 14300**
Workshop/Vehicle/Machinery Attendant (Personal)
- SPMPC 2 :** **Rs 14300**
Safety and Health Officer (Part Time) (Personal)
- SPMPC 3 :** **Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Watchman (Personal)
- SPMPC 4 :** **Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant (Personal)
- SPMPC 5 :** **Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Toolskeeper (Personal)
- SPMPC 6 :** **Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Assistant Timekeeper (Personal)
Blacksmith (Personal)
Electrician (Personal)
Fitter (Personal)
Handy Worker (Skilled) (Personal)
Mechanic (Personal)
Panel Beater (Personal)
Turner/Machinist (Personal)
Welder (Personal)
- SPMPC 7 :** **Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant (Personal)
- SPMPC 8 :** **Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500**
Radio/Telephone Operator/Receptionist (Personal)
- SPMPC 9 :** **Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500**
Operator (Personal)

09.04 Ex-SUGAR PLANTERS' MECHANICAL POOL CORPORATION (Cont'd)

- SPMPC 10 :** **Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Driver, Heavy Mechanical Unit (Personal)
Farm Machinery Operator (Personal)
- SPMPC 11 :** **Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250**
Multiskilled Handy Worker (Personal)
- SPMPC 12 :** **Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250**
Agricultural Machinery Operator (Personal)
Head Operator (Personal)
- SPMPC 13 :** **Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Overseer (Personal)
- SPMPC 14 :** **Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Timekeeper (Personal)
- SPMPC 15 :** **Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Store Clerk (Personal)
- SPMPC 16 :** **Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Head Agricultural Machinery Operator (Personal)
- SPMPC 17 :** **Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer (Personal)
Clerk/Word Processing Operator (Personal)
- SPMPC 18 :** **Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Executive Assistant (Personal)
- SPMPC 19 :** **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer (Personal)

09.04 Ex-SUGAR PLANTERS' MECHANICAL POOL CORPORATION (Cont'd)

- SPMPC 20 :** **Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Stores Officer (Personal)
- SPMPC 21 :** **Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary (Personal)
- SPMPC 22 :** **Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer (Personal)
- SPMPC 23 :** **Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000
x 1200 – 35400**
IT Technician (Personal)
Public Relations Officer (Personal)
- SPMPC 24 :** **Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000
x 1200 – 36600**
Senior Human Resource Officer (Personal)
- SPMPC 25 :** **Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer (Personal)
Senior Internal Control Officer (Personal)
- SPMPC 26 :** **Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000
x 1200 – 36600 x 1500 – 41100**
Field Officer/Senior Field Officer (Personal)
*Technical and Mechanical Officer/Senior Technical and Mechanical
Officer (Personal)*
- SPMPC 27 :** **Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Stores Superintendent (Personal)
- SPMPC 28 :** **Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Accountant (Personal)
- SPMPC 29 :** **Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Mechanical Engineer (Personal)
- SPMPC 30 :** **Rs 33000 x 1200 – 36600 x 1500 – 48600**
Field Superintendent (Personal)

09.04 Ex-SUGAR PLANTERS' MECHANICAL POOL CORPORATION (Cont'd)

SPMPC 31 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600

Systems Administrator (Personal)

SPMPC 32 : Rs 35400 x 1200 – 36600 x 1500 – 54600

Field Manager (Personal)

Personnel Manager (Personal)

Workshop Manager (Personal)

SPMPC 33 : Rs 44100 x 1500 – 57600 x 1800 – 61200

Financial Controller (Personal)

SPMPC 34 : Rs 59400 x 1800 – 68400 x 2400 – 75600

Deputy General Manager (Personal)

SPMPC 35 : Rs 93000

General Manager (Personal)



09.05 MAURITIUS MEAT AUTHORITY

- 09.05.01 The Mauritius Meat Authority (MMA), a body corporate established under the Meat Act of 1974, operates under the *aegis* of the Ministry of Agro-Industry and Food Security. It is responsible for the management of the Abattoir as well as for the control and regulation of the sale of meat and meat products.
- 09.05.02 The mission of the Mauritius Meat Authority is to be a high quality, efficient and productive service provider to all partners of the fresh meat industry. The main activities of the MMA consist of the slaughter, dressing and transportation of the meat of cattle, goats, pigs, sheep and deer to markets; and the issue of licences to meat shops, persons or premises in connection with slaughter of animals for meat. The MMA ensures that delivery services are provided in strict compliance with hygienic, socio-cultural and religious requirements.
- 09.05.03 The MMA is headed by a General Manager and its activities are organised under three sections, namely Secretariat and Administrative Services, Finance, and Production. The Central Abattoir, which falls under the Production Section, comprises three distinct slaughter houses, namely the Cattle Section, the Pig Section, and the Sheep and Goats Section. Each slaughter house is responsible for its slaughtering and delivery services, and is manned by a separate team of workers taking into consideration the social, cultural and religious aspects.
- 09.05.04 We are, in this Report, maintaining the organisation structure and enhancing the conditions of employment.

Allowance to General Worker

- 09.05.05 It has been submitted by Management that there is need for employees at the Abattoir to carry out specific tasks such as sorting of animals; cleaning of bleeding area, slaughter hall, weighing rooms, cold rooms; collection and disposal of Abattoir wastes; and assisting the Laundry Worker as and when required.
- 09.05.06 We have studied the request and consider that General Workers posted at the Abattoir on monthly basis to perform the above-mentioned specific duties be additionally compensated.

Recommendation 1

- 09.05.07 We recommend that General Workers posted on a monthly basis at the Abattoir to perform the above-mentioned specific duties should be paid a monthly allowance of Rs 225.**

Transport Management

09.05.08 At present, each Assistant Head Butcher is paid an allowance of Rs 500 monthly for performing additional duties pertaining to the management of transport in the respective sections of the Abattoir. We are maintaining the allowance and revising the quantum.

Recommendation 2

09.05.09 We recommend that Assistant Head Butchers who are required to manage the transport fleet of the Authority, over and above the discharge of their normal duties, should each be paid an allowance of Rs 550 monthly.

Conditions of Service specific to the Authority

Breakfast

09.05.10 The Authority provides breakfast to all employees who start work before 06 00 hours on peak days. **This arrangement should be maintained and we recommend accordingly.**

Attendance Bonus

09.05.11 In order to ensure the timely supply of meat in good hygienic conditions and to meet the delivery schedule/target, certain categories of workers are required to work at staggered hours and, as an inducement, they are paid an hourly attendance bonus of Rs 40 for every hour they work prior to 06 00 hours.

09.05.12 Incumbents concerned with this arrangement belong to the following grades: Head Butcher, Assistant Head Butcher, Head, Illegal Slaughter Squad, Slaughterman, Meat Loader/Lorry Helper, Driver, Plant Operator, Motor Mechanic Grade I, Electro Mechanic, Boiler Operator and General Purpose Handy Worker/Tradesman's Assistant.

Recommendation 3

09.05.13 We recommend that the payment of the attendance bonus be maintained and the quantum revised to Rs 45 per hour.

Hours of Work

09.05.14 In the 2008 PRB Report, we recommended that the Management of the MMA could consider employing workers on variable patterns of work and modes of appointment for greater operational efficiency. We are maintaining this provision.

Recommendation 4

09.05.15 We again recommend that the Management of the Mauritius Meat Authority continues to resort to the alternative modes of employment as specified at Chapter 13 of Volume 1 – Employment on Contract and Alternative Modes of Employment.

Health Surveillance

09.05.16 The employees of the MMA working at the abattoir are constantly exposed to higher risk of disease on account of the specific environment. We consider that the health of these employees be closely monitored through the setting up of an appropriate Health Surveillance mechanism.

Recommendation 5

09.05.17 We recommend that the MMA should, with the assistance of the relevant authorities, 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

09.05.18 The Management has reported that Meat Loader/Lorry Helpers are not able to carry heavy weight and make great physical effort after reaching a certain age or on ground of physical incapacity. We are agreeable to the submission of the Management and are recommending accordingly.

Recommendation 6

09.05.19 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.

09.05 MAURITIUS MEAT AUTHORITY**SALARY SCHEDULE**

MA 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250
General Worker

MA 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800
General Worker (Personal to employees in post as at 30.06.08)

09.05 MAURITIUS MEAT AUTHORITY (Cont'd)

- MA 3 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400**
General Worker (Personal)
formerly Abattoir Cleaner
Laundry Worker
- MA 4 : Rs 8500 x 250 – 12500 x 300 – 14300**
Stores Attendant
- MA 5 : Rs 14300**
Safety and Health Officer (Part-time)
- MA 6 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Watchman
- MA 7 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Gardener
General Purpose Handy Worker/Tradesman's Assistant
Meat Loader/Lorry Helper
Office Attendant
Stockman (Personal)
- MA 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver
Slaughterman
- MA 9 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Senior Stockman (Personal)
- MA 10 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Boiler Operator
Plant Operator
Tradesman
formerly Electro-Mechanic
Motor Mechanic Grade I
- MA 11 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- MA 12 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist

09.05 MAURITIUS MEAT AUTHORITY (Cont'd)

- MA 13 : Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Slaughterman (Personal)
- MA 14 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Driver (Meat Van)
- MA 15 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
- MA 16 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Assistant Head Butcher
- MA 17 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- MA 18 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Cashier (Personal)
- MA 19 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer
Assistant Procurement and Supply Officer
Executive Officer
- MA 20 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750**
Liaison Officer (Personal)
- MA 21 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Head Butcher (Goat, Pork, Cattle/Sheep)
- MA 22 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Head of Illegal Slaughter Squad
- MA 23 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary

09.05 MAURITIUS MEAT AUTHORITY (Cont'd)

- MA 24 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer
Higher Executive Officer
Procurement and Supply Officer
- MA 25 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Abattoir Supervisor
- MA 26 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Senior Human Resource Officer
- MA 27 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
- MA 28 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
- MA 29 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Engineer
- MA 30 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Secretary
- MA 31 : Rs 102000**
General Manager



09.06 SMALL FARMERS WELFARE FUND

- 09.06.01 The Small Farmers Welfare Fund (SFWF) (ex-Small Planters Welfare Fund) is a parastatal body which operates under the *aegis* of the Ministry of Agro-Industry and Food Security. Since December 2011, the Small Planters Welfare Fund's Act No.12 of 2002 has been amended and the Small Planters Welfare Fund has been reconstituted as the Small Farmers Welfare Fund whereby, besides small planters, its mandate has been extended to small breeders and farmers conducting agro processing activities and their families.
- 09.06.02 In the furtherance of its objects, the SFWF manages and optimises its financial and other resources, sets up and develops schemes and projects, creates special funds to operate any scheme set up by the Board and performs other related activities. In this context, the SFWF has set up Regional Liaison Committees all over the island to better serve its stakeholders.
- 09.06.03 As Chief Executive of the SFWF, the Manager is responsible for the execution of the policy of the organisation and for the control and management of its day-to-day business. He is supported in his tasks by staff belonging to professional, technical and general services cadres as well as employees in the workmen's group.
- 09.06.04 In this Report, we are reinforcing the organisational structure in the IT Section.

Computer Support Officer (New Grade)

- 09.06.05 The SFWF has a computerised system and about 20 terminals in its different sections with databases running in parallel. Management has submitted that it intends to put its Head Quarters as well as its sub offices on networking to provide real time information to planters. A new level is, therefore, required to sustain the routine functioning of the system and troubleshoot hardware installation, among others.

Recommendation 1

- 09.06.06 We recommend the creation of a grade of Computer Support Officer. Appointment thereto, should be made by selection from among candidates possessing the Cambridge School Certificate, Cambridge Higher School Certificate together with a Certificate in Information Technology or an equivalent qualification from a recognised institution.**

09.06.07 Incumbent would, *inter alia*, be required to sustain routine functioning of the system; supervise their functioning and troubleshoot on hardware installation; establish and maintain standards; monitor the communication of the computer system with other computer installations; assist the Programmer/Analyst in their duties; assist in the establishment and maintenance of the organisation's information systems and procedures; and promote computer literacy for all categories of users.

09.06 SMALL FARMERS WELFARE FUND

SALARY SCHEDULE

- SFWF 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250**
General Worker
- SFWF 2 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
- SFWF 3 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- SFWF 4 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Computer Support Officer (New Grade)
- SFWF 5 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer
Purchasing and Supply Officer (Personal)
- SFWF 6 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Internal Control Officer
- SFWF 7 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- SFWF 8 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer

09.06 SMALL FARMERS WELFARE FUND (Cont'd)

SFWF 9 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400

Technical Officer

SFWF 10 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Marketing Officer

Programme Welfare Officer

SFWF 11 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Programmer/Analyst

SFWF 12 : Rs 35400 x 1200 – 36600 x 1500 – 54600

Programme Coordinator

SFWF 13 : Rs 81000

Manager



09.07 TEA BOARD

- 09.07.01 The Tea Board (TB) has been established under the Tea Industry Control Act 1975 and operates under the *aegis* of Ministry of Agro-Industry and Food Security. The Tea Board envisions to ensure a regular supply of good quality tea at a reasonable price to the Mauritian population and to provide an effective service to all its stakeholders.
- 09.07.02 In line with its objectives, the Tea Board promotes the production and marketing of tea; regulates and controls the activities of the tea industry; arbitrates disputes of tea stakeholders; and provides technical assistance to tea planters and fixes the price of green leaf.
- 09.07.03 Over the years, tea cultivation has been reduced due to the increase in the cost of production. This has rendered the tea industry less competitive on the international market. Moreover, the rising gain in popularity of herbal teas has led to a significant decrease in the demand for tea.
- 09.07.04 Consequently, the Tea Board has re-organised its activities with a view to exploiting new agricultural opportunities. It has embarked, under the supervision of the Ministry of Agro-Industry and Food Security and in collaboration with other organisations in the production tea plantlets which would, in future, be used as the base for the National Fulfilling Replantation Programme. In this context, the Tea Board is providing training to tea planters and potential entrepreneurs to produce tea plantlets on commercial line.
- 09.07.05 The Tea Board is headed by the General Manager, who is responsible for its day-to-day activities, and is supported by technical, administrative and other supporting staff.
- 09.07.06 The present structure is being maintained.

09.07 TEA BOARD

SALARY SCHEDULE

TB 1	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant
TB 2	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerk/Word Processing Operator

09.07 TEA BOARD (Cont'd)

- TB 3 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
- TB 4 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- TB 5 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Higher Executive Officer
- TB 6 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Technical Officer
- TB 7 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Secretary
Statistical and Marketing Officer
- TB 8 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Project Co-ordinator
- TB 9 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Secretary (Personal to officer in post as at 30.06.93)
- TB 10 : Rs 75600**
General Manager



09.08 THE SIR SEEWOOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST

- 09.08.01 The Sir Seewoosagur Ramgoolam Botanic Garden Trust (SSRBGT) was established as a body corporate under Act No. 10 of 1999 and operates under the *aegis* of the Ministry of Agro-Industry and Food Security.
- 09.08.02 The SSRBGT manages, administers and ensures the maintenance of the Botanical Garden, the buildings and historical monuments found therein; caters for the collection of plants and preserved plant material that are found in the Botanical Garden; disseminates knowledge with respect to plant life through publications and other means; and establishes linkages with similar bodies along with research and extension institutions on matters pertaining to horticulture, biology and related activities appropriate to a botanical garden.
- 09.08.03 Moreover, the SSRBGT generates revenue from the sale of tickets for entrance fee, activity fee and the rental of Golf cart. It intends to expand its activities through the opening of a cafeteria, tourist shop and a sale point for plants.
- 09.08.04 The SSRBGT permits the use of the whole or any part of the Botanical Garden for activities of scientific, educational, historical, cultural or recreational nature; and the provision of food or refreshment within the Botanical Garden. In pursuance of its objects, it also procures specimens, obtains scientific data, assembles collections and engages in scientific research; maintains and makes arrangements for the maintenance of the property of the SSRBGT; and purchases or adds to the collection of plants in the Botanical Garden.
- 09.08.05 The organisation is managed by a Board and headed by a Director who is responsible for the execution of its policies and for the control and management of the day-to-day business. It is currently manned by officers on temporary transfer from the Ministry of Agro-Industry and Food Security and also by officers employed on a month-to-month basis against established posts.
- 09.08.06 In this Report, we are reviewing the present organisational structure by placing a few grades on the roster system of work and on part time basis to meet the operational requirements of the organisation; and restyling certain grades to reflect the true nature of work performed.

Administrative Secretary ***formerly Secretary***

- 09.08.07 Management of SSRBGT has submitted that the present grade of Secretary be restyled to a more appropriate job appellation to make it multi-functional

whereby incumbent would be required to perform additional duties related to human resources. We are, therefore, making provision to that end.

Recommendation 1

09.08.08 We recommend that the grade of Secretary be restyled Administrative Secretary.

Ticket and Sales Officer (Roster) (New Grade)

09.08.09 Presently, Ticket and Sales Officers are responsible to perform ticket/sales duties at the SSRBGT. Management has submitted that the Botanical Garden provides service to both local and foreign visitors all throughout the week and also operates on Saturdays, Sundays and Public Holidays. On this account, incumbents in the grade of Ticket and Sales Officer would be required to work on a roster basis for the smooth running of the activities of the Botanical Garden. We are, therefore, making appropriate provision to this effect.

Recommendation 2

09.08.10 We recommend the creation of a grade of Ticket and Sales Officer (Roster) on the establishment of the SSR Botanic Garden Trust. Appointment thereto, should be made by selection from among serving officers on the permanent and pensionable establishment of the SSRBGT who possess a Cambridge School Certificate with credit in at least five subjects including English Language and French; and who reckon at least four years' experience in simple mathematical operations.

Recommendation 3

09.08.11 We further recommend that:

- (i) officers in the grade of Ticket and Sales Officer be given the option to join the new grade of Ticket and Sales Officer (Roster) and on joining be granted two additional increments at the salary point reached; and**
- (ii) the grade of Ticket and Sales Officer be made evanescent.**

Handy Worker (Roster) (New Grade)

Recommendation 4

09.08.12 We also recommend the creation of a grade of Handy Worker (Roster) on the establishment of the SSR Botanic Garden Trust. Appointment thereto, should be made by selection from among General Workers on the permanent and pensionable establishment of the SSR Botanic Garden Trust who possess the Certificate of Primary Education.

09.08.13 Incumbent in the grade of Handy Worker (Roster) would be responsible, *inter alia*, to clean canals and ponds in the Garden and all surface canals within the Garden; to work within and outside the Garden; feed animals in the Garden; and to ensure that fresh fodder is available at all times.

Safety and Health Officer (Part Time)(New Grade)

09.08.14 Submissions have been made by Management of the SSR Botanic Garden Trust to make provision for the employment of a Safety and Health Officer on a part-time basis to advise on all matters relating to safety and health of employees of the Garden.

09.08.15 Incumbent would be required, *inter alia*, to: 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; assess all risks and make recommendations thereon; design, plan, implement and evaluate training programmes aimed at meeting the requirements of occupational safety and health legislation in force; audit and review any safety and health measures and procedures to ensure occupational safety and health; and investigate any occupational accident and recommend on measures to prevent its occurrence.

09.08 THE SIR SEEWOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST

SALARY SCHEDULE

SSRBGT 1	: Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
SSRBGT 2	: Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
SSRBGT 3	: Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
SSRBGT 4	: Rs 8750 x 250 – 12500 x 300 – 14300 Handy Worker (Roster) (New Grade)
SSRBGT 5	: Rs 14300 Safety and Health Officer (Part Time) (New Grade)
SSRBGT 6	: Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 14650 Assistant Handy Worker (Skilled)

**09.08 THE SIR SEEWOSAGUR RAMGOOLAM BOTANIC
GARDEN TRUST (Cont'd)**

- SSRBGT 7 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Gardener/Nurseryman
Insecticide Sprayerman
Office Attendant
Stockman
Woodcutter
- SSRBGT 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Senior Gardener/Nurseryman
- SSRBGT 9 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
- SSRBGT 10 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Gangman
- SSRBGT 11 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Handy Worker (Skilled)
- SSRBGT 12 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Head Gardener/Nurseryman
- SSRBGT 13 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Driver (Lorries above 5 Tons, Heavy Mechanical Unit, Heavy Tractors)
- SSRBGT 14 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750**
Ticket/Sales Officer (Personal)
- SSRBGT 15 : Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Ticket/Sales Officer (Roster) (New Grade)
- SSRBGT 16 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator

**09.08 THE SIR SEEWOOSAGUR RAMGOOLAM BOTANIC
GARDEN TRUST (Cont'd)**

- SSRBGT 17 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- SSRBGT 18 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300 x 600 – 19500 x 750 – 26250**
Audio Visual Assistant
Technical Assistant
- SSRBGT 19 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 –
27000**
Assistant Procurement and Supply Officer
Executive Officer
Purchasing and Supply Officer (Personal)
- SSRBGT 20 : Rs 19500 x 750 – 28500 x 900 – 30300**
Senior Technical Assistant
- SSRBGT 21 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 –
32100**
Confidential Secretary
- SSRBGT 22 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
- SSRBGT 23 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 –
33000 x 1200 – 35400**
Technical Officer
- SSRBGT 24 : Rs 27250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
41100**
Senior Technical Officer
- SSRBGT 25 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Scientific Officer
formerly Research and Development Officer
- SSRBGT 26 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Botanist

**09.08 THE SIR SEEWOSAGUR RAMGOOLAM BOTANIC
GARDEN TRUST (Cont'd)**

**SSRBGT 27 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**

Accountant
Administrative Secretary
formerly Secretary

SSRBGT 28 : Rs 59400 x 1800 – 68400 x 2400 – 73200

Director



09.09 TOBACCO BOARD

- 09.09.01 The Tobacco Board was set up in 1932 under the Tobacco Production and Marketing Ordinance No. 38 of 1930 and operates under the *aegis* of the Ministry of Agro-Industry and Food Security.
- 09.09.02 Its main objectives are, among others, to control the production and sale of leaf tobacco in the country including crop extension activities; license and monitor imports of leaf tobacco, manufactured tobacco and tobacco products; ensure that imported tobacco products comply with existing laws in particular the Public Health Regulations (2008); and advise government on issues related to tobacco and tobacco products.
- 09.09.03 It also provides a crop extension service to tobacco growers including the diffusion of new technologies and credit facilities to registered growers for the purchase of inputs for tobacco leaf production. It manages a central warehouse where all domestic leaf are purchased, classified, bulked, baled, sold and exported.
- 09.09.04 However, the sale of tobacco has since 2009, witnessed a shift from the main traditional local buyer to the export of leaf. Consequently, the leaf operations will be gradually phased out and the personnel redeployed. A Mutually Agreed Retirement Scheme is under study and we are, therefore, maintaining the present structure.

Clerical Assistant/Senior Clerical Assistant

- 09.09.05 The Warehouse Section starts its activities at 7.00 a.m and operates till 4.00 p.m. The Clerical Assistant/Senior Clerical Assistants are presently paid a monthly allowance of Rs 840 as they are required to put in longer hours when posted in this section. We are revising this allowance.

Recommendation 1

- 09.09.06 We recommend the payment of a monthly allowance of Rs 925 to Clerical Assistant/Senior Clerical Assistants who are required to put in additional hours of work when posted at the Warehouse Section for a whole month.**

Ration Allowance

- 09.09.07 An allowance is paid to employees and staff as a supplement for additional expenses on certain meal items because they work in an environment which gives a persistent smell of tobacco.
- 09.09.08 At present, the daily Ration Allowances paid to employees and staff are Rs 15.00 and Rs 10.00 respectively. We are revising this allowance.

Recommendation 2

09.09.09 We recommend that the daily Ration Allowances payable to employees and staff of the Tobacco Board be revised to Rs 20.00 and Rs 15.00 respectively.

Medical Examination

09.09.10 As the core activities of the Tobacco Board involve purchasing of tobacco leaf, processing and storage prior to sale, staff and employees are required to work in a dusty and tobacco smelling environment. To this effect, they have to undergo regular medical check-up as arranged by Management. We are maintaining this provision.

Recommendation 3

09.09.11 We recommend that Management should continue to make arrangements for the staff and employees to undergo a medical check-up at regular intervals.

09.09 TOBACCO BOARD**SALARY SCHEDULE**

TOB 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 Warehouse Worker
TOB 2	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Gateman Sanitary Attendant Warehouse Operative
TOB 3	:	Rs 8500 x 250 – 12500 x 300 – 14300 Tobacco Grader Tradesman's Assistant
TOB 4	:	Rs 14300 Safety and Health Officer (Part-Time)
TOB 5	:	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Plant Feeder Watchman
TOB 6	:	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15350 Senior Warehouse Operative

09.09 TOBACCO BOARD (Cont'd)

- TOB 7 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Gardener
Office Attendant
- TOB 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
- TOB 9 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Tradesman
formerly Carpenter
Electrician
Packer
Tradesman (General)
- TOB 10 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- TOB 11 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900**
Assistant Foreman
Forklift Driver
- TOB 12 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- TOB 13 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Clerical Assistant/Senior Clerical Assistant
- TOB 14 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Laboratory Attendant
- TOB 15 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
- TOB 16 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Assistant Accounts Clerk
Correspondence Clerk/Word Processing Operator

09.09 TOBACCO BOARD (Cont'd)

- TOB 17 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Chief Tradesman (General)
Foreman
- TOB 18 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Technical Assistant
- TOB 19 : Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Warehouse Assistant
- TOB 20 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
- TOB 21 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Internal Control Officer
- TOB 22 : Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Computer Officer
- TOB 23 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- TOB 24 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
- TOB 25 : 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Internal Control Officer (Personal)
- TOB 26 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Tobacco Officer
- TOB 27 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Assistant Warehouse Supervisor

09.09 TOBACCO BOARD (Cont'd)

- TOB 28 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/ Senior Human Resource Officer
formerly Senior Human Resource Officer
- TOB 29 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Accounts Officer (Personal)
- TOB 30 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician
- TOB 31 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Senior Tobacco Officer
Warehouse Supervisor
- TOB 32 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
- TOB 33 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Administrative Secretary
Operations Manager
- TOB 34 : Rs 87000**
General Manager



09.10 VALLÉE D'OSTERLOG ENDEMIC GARDEN FOUNDATION

- 09.10.01 The Vallée D'Osterlog Endemic Garden Foundation (VOGF) set up as a body corporate under the Vallée D'Osterlog Endemic Garden Foundation Act No. 19 of 2007 came into operation in September 2007. It operates under the *aegis* of the Ministry of Agro-Industry and Food Security.
- 09.10.02 The VOGF manages, administers, conserves, maintains and develops the Garden. It cares for and preserves the flora and fauna; disseminates knowledge with respect to endemic flora and fauna; controls and removes all species, which can be harmful to the Foundation.
- 09.10.03 The organisation is managed by a Board and is headed by a Director who is presently on contract. Officers in the General Services grades and employees in the Workmen's Group provide the support services.
- 09.10.04 Pending further development of the organisation, we are, in this Review maintaining the present organisation structure. However, we are providing for a walking allowance to employees concerned.

Walking Allowance

- 09.10.05 The Management of the Foundation has submitted that workers in the manual grade have, quite often, to cover a distance of 9.8 kms as there are no transport facilities to reach site of work. We are, therefore, providing for a walking allowance to those workers who have to cover such distance daily on foot.

Recommendation

- 09.10.06 We recommend that a monthly walking allowance of Rs 440 be granted to those 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.**

09.10 VALLÉE D'OSTERLOG ENDEMIC GARDEN FOUNDATION

SALARY SCHEDULE

VOGF 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250
		General Worker
VOGF 2	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
		Gardener/Nurseryman

09.10 VALLÉE D'OSTERLOG ENDEMIC GARDEN FOUNDATION (Cont'd)

- VOGF 3 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Senior Gardener/Nurseryman
- VOGF 4 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
- VOGF 5 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Gangman
- VOGF 6 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- VOGF 7 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Procurement and Supply Officer
- VOGF 8 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Human Resource Officer
- VOGF 9 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000
x 1200 – 36600 x 1500 – 41100**
Technical Officer/Senior Technical Officer
- VOGF 10 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
54600**
Administrative Manager
Technical Manager
- VOGF 11 : Rs 59400 x 1800 – 68400 x 2400 – 73200**
Director



11.01 FASHION AND DESIGN INSTITUTE

- 11.01.01 The Fashion and Design Institute (FDI) was set up by the Fashion and Design Institute Act of 2008. It operates as a corporate body under the *aegis* of the Ministry of Tertiary Education, Science, Research and Technology.
- 11.01.02 The FDI has been established with the objective of developing creativity, innovation and talent with a view to sustaining the Mauritian design and manufacturing sector in the long term.
- 11.01.03 It was set up by Government to bring together the activities of three departments namely, the School of Design of the Industrial and Vocational Training Board, the Department of Textile Technology of the University of Mauritius and the Textile and Apparel Development Centre of Enterprise Mauritius, with a view to rationalising resources in this sector and fostering a uniform and a focused development of the fashion industry. The integration of the School of Design of the Industrial and Vocational Training Board and the Textile and Apparel Development Centre of Enterprise Mauritius have become effective with the proclamation of FDI Act 2008.
- 11.01.04 The mandate of the Institute is to run industry-driven programmes so as to build design capability of international standard and employability.
- 11.01.05 The FDI is currently offering full-time and part-time courses ranging from the diploma to degree level in design, fashion and graphic; and planning to develop courses in the built-in environment, i.e., architecture, interior design, art and design. The organisation structure of the FDI comprises three main divisions/sections namely: Learning and Training, Corporate Affairs and Business/Industry Development Research and Consultancy. The FDI Act is being amended during the course of the year to provide powers to award degrees, diplomas and certificates to the FDI and establish the institutional structure to enable the Institute to become an awarding body.
- 11.01.06 Pending any further development and amendments to the FDI Act, the present organisation structure is being maintained.

11.01 FASHION AND DESIGN INSTITUTE

SALARY SCHEDULE

FDI 1	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700
		Handy Worker
		Support Assistant

11.01 FASHION AND DESIGN INSTITUTE (Cont'd)

- FDI 2 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Senior Support Assistant
- FDI 3 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17400**
General Assistant (Personal to employees of the School of Design of Ex-IVTB)
- FDI 4 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
- FDI 5 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- FDI 6 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250**
Technical Assistant/Senior Technical Assistant
- FDI 7 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Technical Attendant (Maintenance) (Personal to employees of the School of Design of Ex-IVTB)
- FDI 8 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator (Personal to employees of the School of Design of Ex-IVTB)
- FDI 9 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
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 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Technical Assistant/Senior Technical Assistant (Personal to employees of the Department of Design of the University of Mauritius)

11.01 FASHION AND DESIGN INSTITUTE (Cont'd)

- FDI 11 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Stores and Logistics Officer
- FDI 12 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- FDI 13 : Rs 19500 x 750 – 28500 x 900 – 32100**
Executive Clerk (*Personal to employees of the School of Design of Ex-IVTB*)
- FDI 14 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Administrative and Human Resource Assistant
Assistant Finance Executive
Facilities and Maintenance Officer
I.T Officer
Stores and Logistics Officer
Technician/Senior Technician
- FDI 15 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Technician/Senior Technician (*Personal to employees of the Department of Textile Technology of the University of Mauritius*)
- FDI 16 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Training Officer (*Personal to employees of the School of Design of Ex-IVTB*)
- FDI 17 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
Business Development Analyst
Marketing and Events Coordinator
Research Analyst
Resource Centre Coordinator
Training Officer
- FDI 18 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Internal Auditor

11.01 FASHION AND DESIGN INSTITUTE (Cont'd)

- FDI 19 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Business Development Analyst (Personal to incumbents in the grade of Coordinator of the School of Design of Ex-IVTB)
- FDI 20 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
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 21 : Rs 44100 x 1500 – 57600 x 1800 – 66600**
Product and Business Development Manager
Senior Lecturer
- FDI 22 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Head, Business/Industry Development, Research and Consultancy
Head, Corporate Affairs
Head, Learning and Training
- FDI 23 : Rs 59400 x 1800 – 68400 x 2400 – 78000**
Associate Professor



11.02 MAURITIUS RESEARCH COUNCIL

- 11.02.01 The Mauritius Research Council (MRC) was established under the terms of the Mauritius Research Council Act No. 10 of 1992. The MRC operates under the *aegis* of the Ministry of Tertiary Education, Science, Research and Technology and it acts as a facilitator for the implementation of programmes specific to the Ministry. Addressing issues of national importance, bringing innovative solutions, creating wealth and jobs, and improving the quality of life of Mauritians, are the main areas of focus of the MRC.
- 11.02.02 The objectives of the MRC are to, *inter alia*, foster, promote and co-ordinate research and development in all spheres of scientific, technological, social and economic activities; advise the government on all matters concerning scientific and technological policies; and encourage commercial utilization of research and development results in the national interest.
- 11.02.03 Much emphasis is being laid by the Council on research priority areas such as:
- Ocean Technology and Marine Resources
 - Energy Efficiency and Renewable Energy
 - Waste Management and Waste Recycling
 - Biomedical and Pharmaceutical Research based on Indigenous Resources
 - Science and Technology Education
 - Social/Economic
- 11.02.04 Over the years, the traditional role of the MRC has evolved such that it contributes to policy making through its studies on a wide range of issues of national importance. Most of the studies are of direct policy relevance and may have significant impact on the Mauritian socio-economic fabric. The diverse role of the MRC includes, among others, coordinating and conducting research of strategic national importance; educating, awareness-raising and capacity building; bridging the gap between academia and the private sector; and transforming innovative ideas into commercial enterprises.
- 11.02.05 The MRC, as a funding agency, is also responsible for the operationalisation of different research grant schemes which are namely, the Unsolicited Research Grant Scheme; Solicited Research Grant Scheme; Private Sector Collaborative Research Grant Scheme; Post Graduate Award; Small Scale Research Grant Scheme; and Public Sector Collaborative Research Grant Scheme. In order to meet the requirements of local researchers and innovators, the MRC has formulated the Business Angel Forum Scheme and the Best Mauritian Scientist Award in 2010. The MRC has also launched a

few schemes such as the Intellectual Property Support Scheme, Research Industry Linkage Award; and the Conference/Workshop Organisation Finding Scheme, among others.

- 11.02.06 The Management of the MRC has made submission to review the organisation structure so that it becomes more efficient and effective. To this end, we are providing the organisation with multi-functional grades and restyling others to more appropriate job appellations to better reflect the nature of duties and responsibilities devolving upon incumbents.

Head of Finance and Administration

formerly Corporate and Business Services Director

- 11.02.07 The present job appellation does not reflect the level of duties and responsibilities assigned to the Corporate and Business Services Director. We are, therefore, restyling the grade of Corporate and Business Services Director to Head of Finance and Administration. To that effect, the Management should revisit the scheme of service of the restyled grade of Head of Finance and Administration to include the additional duties.

Recommendation 1

- 11.02.08 We recommend that the grade of Corporate and Business Services Director be restyled Head of Finance and Administration.**

- 11.02.09 Incumbent would additionally be required to be responsible for the development and management of the business arm of the MRC; liaise with potential investors in connection with the development and commercialisation of the output of research projects; and advise the Executive Director with regard to the monitoring and mitigation of the MRC's exposure to risk.

Systems Administrator

- 11.02.10 The Management avers that the number of research grant schemes have increased from six in 2008 to 14 in 2011. There is, therefore, need for a dedicated officer to monitor all the schemes and to ensure that procedures with respect to applications and projects are being adhered to for completion of projects. After an in-depth study of the MRC's submission, we consider that an additional post of Systems Administrator could be given the responsibility to manage the projects.

Recommendation 2

- 11.02.11 We recommend that the MRC considers the advisability of reviewing the establishment size of the grade of Systems Administrator.**

11.02.12 The Systems Administrator responsible for projects would be required, *inter alia*, to assist in the development and implementation of standards, procedures and best practices; monitor and ensure good management of projects under the various research grant schemes of the MRC; maintain a database with the status of achievements, portfolio of research programmes and activities of the MRC; set up, configure and maintain operation systems and the local area network; and keep an inventory of software, IT hardware and accessories.

General Services Officer (MRC) (New Grade)

General Services Executive (MRC) (New Grade)

11.02.13 In line with the general policy favouring delayering, multi-skilling and multi-tasking, we are additionally providing the MRC with a two-level structure consisting of polyvalent grades of General Services Officer (MRC) and General Services Executive (MRC) for providing general and administrative support.

Recommendation 3

11.02.14 We recommend the creation of a grade of General Services Officer (MRC) on the establishment of the MRC. Appointment thereto, should be made by selection from among candidates possessing:

- (a) the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or an equivalent qualification;**
- (b) the Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate, at the General Certificate of Education “Advanced Level” or an equivalent qualification; and**
- (c) Internet and Computing Core Certification (IC3) as a minimum or equivalent IT related certification.**

Candidates should also possess good communication skills, be customer oriented and have ability to work in teams.

11.02.15 Incumbent would be required, among others, to perform both the clerical and word processing duties including the preparation, scrutiny and processing of documents and records; carry out work related to registry, finance, human resource, and procurement and supply; draft replies to simple correspondence; and update information in computer systems. **Incumbent would also be operating e-mail services and carrying out secretarial duties; effecting simple research on matters pertaining to the department and submit results thereof as required; and keeping records regarding documents, books, magazines of the MRC.**

Recommendation 4

- 11.02.16 We also recommend that officers in the grades of Clerk/Word Processing Operator and Clerical Officer/Higher Clerical Officer in post as at 31 December 2012 be given the option to join the new grade of General Services Officer (MRC) provided they possess the prescribed qualifications for the grade and on joining be granted one additional increment at the salary point reached, subject to the top salary of the new grade.
- 11.02.17 With the creation of the grade of General Services Officer (MRC), the grades of Clerk/Word Processing Operator and Clerical Officer/Higher Clerical Officer should be made evanescent.

Recommendation 5

- 11.02.18 We recommend the creation of the grade of General Services Executive (MRC). Appointment thereto, should be made by selection from among officers in the grade of General Services Officer (MRC) reckoning at least four years' service or an aggregate of four years' service in the grades of General Services Officer (MRC) and Clerk/Word Processing Operator or Clerical Officer/Higher Clerical Officer and possessing excellent analytical, technical and interpersonal skills together with ability to demonstrate initiatives in various situations.
- 11.02.19 The General Services Executive (MRC) would be required, *inter alia*, to organise, implement and direct office operations; coordinate and monitor the work of junior staff under his responsibility; act as Secretary to committees and/or tender committees; and manage and ensure safe keeping of official records. **The incumbent will also be required to organise and ensure the smooth running of seminars/workshops as well as to organise and coordinate official functions as and when required.**
- 11.02.20 We also recommend that Executive Officers in post as at 31 December 2012 be given the option to join the new grade of General Services Executive (MRC) and on joining the grade, be granted one additional increment at the salary point reached, subject to the top salary of the new grade.
- 11.02.21 We further recommend that the grade of Executive Officer be made evanescent.

Technician/Driver (New Grade)

- 11.02.22 The fact that the MRC holds meetings, workshops and seminars on a regular basis both within and outside the MRC's premises, there is need for a multi-tasked grade to operate the audio-visual equipment and perform driving

duties as well. To this end, we are making provision for a grade of Technician/Driver on the establishment of the MRC.

Recommendation 6

11.02.23 We recommend the creation of a grade of Technician/Driver. Appointment thereto, should be made by selection from among candidates possessing the NTC 3/NC 3 in Electrical Installation and a valid driving licence to drive cars/vans.

11.02.24 Incumbent would be required, among others, to operate, maintain and repair audio-visual (light/sound) equipment; carry out regular checks and ensure that all equipment are safe to be installed; be able to effect minor electrical connections and repairs; and drive the MRC cars/vans as required and carry out duties related to the ordinary repairs and maintenance of the vehicle.

Consultancy Services

11.02.25 Presently, there exists a scheme for consultancy services to allow the MRC staff to provide consultancy services and the net income therefrom is distributed between incumbents and the MRC, in the ratio of 2:1. We are maintaining this provision.

Recommendation 7

11.02.26 We recommend that the MRC Staff should continue to be allowed to provide Consultancy Services and the net income be distributed between officers involved in the provision of research/consultancy services, and the MRC, in the ratio of 2:1.

Enhanced Pension Benefits for PhD Holders of the MRC

11.02.27 Presently, enhanced pension benefits are granted to PhD holders of the MRC along similar lines as what is obtained at the University of Mauritius.

Recommendation 8

11.02.28 We again recommend that staff members of the MRC holding the 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.

11.02 MAURITIUS RESEARCH COUNCIL

SALARY SCHEDULE

MRC 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
Office Attendant

11.02 MAURITIUS RESEARCH COUNCIL (Cont'd)

- MRC 2 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver
Driver/Office Attendant
formerly Office Attendant/Driver
- MRC 3 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250**
Technician/Driver (New Grade)
- MRC 4 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Receptionist/Word Processing Operator
- MRC 5 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer (Personal to officers in post as at 31.12.12)
Clerk/Word Processing Operator (Personal to officers in post as at 31.12.12)
- MRC 6 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
General Services Officer (MRC) (New Grade)
- MRC 7 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts/Purchasing Officer
Executive Officer (Personal to officers in post as at 31.12.12)
Research Support Officer
- MRC 8 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
General Services Executive (MRC) (New Grade)
- MRC 9 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- MRC 10 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
IT Technician/Senior IT Technician
- MRC 11 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
Public Relations and Communication Officer
Research Assistant
Statistician

11.02 MAURITIUS RESEARCH COUNCIL (Cont'd)

- MRC 12 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Resource Officer
- MRC 13 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Systems Administrator
- MRC 14 : Rs 44100 x 1500 – 57600 x 1800 – 66600**
Business Services Manager
Research Officer
- MRC 15 : Rs 59400 x 1800 – 68400 x 2400 – 78000**
Research Coordinator
- MRC 16 : Rs 93000**
Head of Finance and Administration
formerly Corporate and Business Services Director
Programme Director
- MRC 17 : Rs 102000**
Executive Director (Future Holder)
- MRC 18 : Rs 144000**
Executive Director (Personal to holder in post as at 30.06.08)



11.03 OPEN UNIVERSITY OF MAURITIUS

- 11.03.01 The Open University of Mauritius (OUM) has been established under the Open University of Mauritius Act No. 2 of 2010, proclaimed in July 2012 and operates under the *aegis* of the Ministry of Tertiary Education, Science, Research and Technology.
- 11.03.02 The objects of the OUM are to advance and disseminate learning and knowledge through a diversity of means with emphasis on ICT; provide wider opportunities for education and training to the population through open and distance learning, and promote lifelong learning; encourage the use of open and distance learning at all levels of education and training through collaboration, optimal use of existing resources and good practices; encourage and promote scholarship and conduct research and development in educational technology and related matters; and be the focal point for the provision of open and distance learning in Mauritius through the establishment of active partnerships with local public and private institutions, as well as overseas institutions engaged in providing education and training.
- 11.03.03 The functions of the OUM are to, *inter alia*, provide education and training through a diversity of means in such branches of knowledge, vocations and professions as it may determine from time to time; provide education and training through a diversity of means in such branches of knowledge, vocations and professions; provide consultancy and professional services, especially in open and distance learning; plan and prescribe courses of study for degrees, diplomas or certificates through open and distance learning with the collaboration of local and overseas providers of education and training; hold examinations and grant degrees including honorary degrees, diplomas, certificates or other academic awards acting on its own or jointly with any other education and training institution; and make provision for research and development in educational technology, instructional design, learner support and related matters.
- 11.03.04 The OUM Act 2010 has provided for a Board which is the governing body having the direction and superintendence of the OUM as well as an Academic Council, which is the principal academic body. There is a Director-General who is the chief executive and academic officer of the OUM. Provision has also been made for the establishment of various Divisions, Schools, Centres and Units namely: Academic Affairs, Multimedia and ICT Services, Quality Assurance and Capacity Building, Open School, Administration, Finance as well as a Confucius Institute and a Language Institute.

- 11.03.05 With the promulgation of the OUM Act, the Mauritius College of the Air (MCA) Act was repealed. Transitional provisions have been made in the Act to transfer staff on permanent and pensionable establishment of the ex-MCA to that of the OUM on terms and conditions which should not be less favourable than those of their previous employment.
- 11.03.06 The OUM, in consultation with the Parent Ministry and the Ministry of Civil Service and Administrative Reforms, is finalising the schemes of service of grades to be created and the manner in which the officers of the defunct MCA would join in. In view of the foregoing, the Bureau will report on its structure on an adhoc basis. Nevertheless, we are providing personal salaries to all grades of the ex-MCA.

11.03 EX-MAURITIUS COLLEGE OF THE AIR

SALARY SCHEDULE

- MCA 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250**
General Worker (Personal)
- MCA 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees in post as at 30.06.08)
- MCA 3 : Rs 14300**
Safety and Health Officer (Part Time) (Personal)
- MCA 4 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant (Personal)
- MCA 5 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 15700**
Office Attendant (Roster) (Personal)
- MCA 6 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver (Personal)
- MCA 7 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Driver (Roster) (Personal)
Handy Worker/Tradesman (Skilled) (Personal)
- MCA 8 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant (Personal)
- MCA 9 : Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900**
Senior/Head Office Attendant (Roster) (Personal)
- MCA 10 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator (Personal)
- MCA 11 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Senior Handy Worker/Tradesman (Skilled) (Personal)
- MCA 12 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator (Personal)

11.03 EX-MAURITIUS COLLEGE OF THE AIR (Cont'd)

- MCA 13 :** **Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer (Personal)
Clerk/ Word Processing Operator (Personal)
- MCA 14 :** **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Assistant Printing Officer (Personal)
- MCA 15 :** **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Assistant Documentation Officer (Personal)
- MCA 16 :** **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer (Personal)
Assistant Procurement and Supply Officer (Personal)
Executive Officer (Personal)
Purchasing and Supply Officer (Personal)
- MCA 17 :** **Rs 14650 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Documentation Officer (Roster) (Personal)
- MCA 18 :** **Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Technician (Engineering Services) (Personal)
Technician (Operations) (Personal)
- MCA 19 :** **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300**
Computer Operations Controller (Personal)
- MCA 20 :** **Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300**
Documentation Officer (Personal)
- MCA 21 :** **Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 31200**
Documentation Officer (Roster) (Personal)
- MCA 22 :** **Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary (Personal)
- MCA 23 :** **Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer (Personal)
Higher Executive Officer (Personal)
Procurement and Supply Officer (Personal)

11.03 EX-MAURITIUS COLLEGE OF THE AIR (Cont'd)

- MCA 24 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Assistant Systems Analyst (Personal)
Library Officer (Personal)
- MCA 25 : Rs 20250 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Graphics Artist (Personal)
Printing Officer (Personal)
- MCA 26 : Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Senior Technician (Engineering Services) (Personal)
Senior Technician (Operations) (Personal)
- MCA 27 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Senior Documentation Officer (Personal)
- MCA 28 : Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Library Officer (Roster)
- MCA 29 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Documentation Officer (Roster) (Personal)
- MCA 30 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer (Personal)
Senior Procurement and Supply Officer (Personal)
- MCA 31 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Principal Financial Operations Officer (Personal)
- MCA 32 : Rs 20250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 45600**
Technical Executive (Engineering Services) (Personal)
Technical Executive (Operations) (Personal)
- MCA 33 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer (Personal)
Copy Editor (Personal)
- MCA 34 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Librarian (Personal)

11.03 EX-MAURITIUS COLLEGE OF THE AIR (Cont'd)

- MCA 35 :** **Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Human Resource Management Officer (Personal)
Internal Auditor (Personal)
- MCA 36 :** **Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
QB 42600 x 1500 - 48600
Graphics Officer (Personal)
- MCA 37 :** **Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Senior Printing Officer (Personal)
- MCA 38 :** **Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Systems Analyst/Senior Systems Analyst (Personal)
- MCA 39 :** **Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
QB 42600 x 1500 – 54600
Graphics Officer (Personal to officer in post as at 30.6.03)
- MCA 40 :** **Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Co-ordinator (Personal)
Marketing and Development Officer (Personal)
Senior Printing Officer (Personal to officer in post as at 30.06.08)
- MCA 41 :** **Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Assistant Lecturer/Lecturer (Personal)
- MCA 42 :** **Rs 35400 x 1200 – 36600 x 1500 – 54600**
Senior Technical Executive (Engineering Services) (Personal)
Senior Technical Executive (Operations) (Personal)
- MCA 43 :** **Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Administrative Secretary (Personal)
Financial Controller (Personal)
Head Graphics, Publishing and Printing (Personal)
Head Learning Resources Centre (Personal)
Principal Technical Executive (Engineering Services) (Personal)
Principal Technical Executive (Operations) (Personal)
Programmes Co-ordinator (Personal)
Senior Co-ordinator (Personal)

11.03 EX-MAURITIUS COLLEGE OF THE AIR (Cont'd)

MCA 44 : Rs 44100 x 1500 – 57600 x 1800 – 66600

Quality Assurance Officer (Personal)
Senior Lecturer (Personal)

MCA 45 : Rs 48600 x 1500 – 57600 x 1800 – 66600

Principal Coordinator (Personal)

MCA 46 : Rs 59400 x 1800 – 68400 x 2400 – 78000

Associate Professor (Personal)

MCA 47 : Rs 87000

Deputy Director (Personal)

MCA 48 : Rs 102000

Director (Personal)



11.04 RABINDRANATH TAGORE INSTITUTE

- 11.04.01 Established by Act No. 48 of 2002, the Rabindranath Tagore Institute (RTI) is a body corporate which operates under the *aegis* of the Ministry of Tertiary Education, Science, Research and Technology. Its mission is to promote education and culture and develop a plural cultural identity while fostering the preservation of the rich and diverse Indo-Mauritian cultural heritage and ensuring the full expression of the Mauritian artistic and cultural creativity.
- 11.04.02 In fulfilling its mission, the RTI envisions to become a key institution for the development of a Mauritian society having plural, varied and dynamic cultural identities and the promotion of a Mauritian creative genius in its multiple expressions.
- 11.04.03 The main objectives of the RTI are, among others, to promote values and the principles that Rabindranath Tagore stood for and also promote linkages and a network with national and international institutions for the furtherance of its objects and for the enrichment of culture and traditions as a whole.
- 11.04.04 The RTI is under the administrative control of the Director (Rabindranath Tagore Institute) who is responsible to the Director General (MGI/RTI) for maintaining and promoting good order and efficiency and for the finance of the organisation. He is supported by a complement of grades in the discharge of his functions.
- 11.04.05 As the present structure is meeting the needs of the organisation, we are maintaining it and restyling the grade of Library Officer by redefining its job profile to make the grade more polyvalent as well as providing incentives for the core grade of Assistant Lecturer/Lecturer.

Library and Documentation Officer **formerly Library Officer**

- 11.04.06 The Library Officer at the RTI is presently responsible for the day-to-day administration and management of the library or documentation unit. Following representation received and with a view to making optimum use of human resources to allow for greater flexibility of deployment, we are restyling the grade to a more appropriate job appellation and redefining its duties so that both the library and documentation functions are performed by officers in a single grade.

Recommendation 1

- 11.04.07 We recommend that the grade of Library Officer be restyled Library and Documentation Officer.**

11.04.08 Over and above the library duties, incumbent in the grade of Library and Documentation Officer *formerly Library Officer* would be responsible for the Permanent Gallery on Rabindranath Tagore and ensure that data is systematically arranged, accessible and properly kept; and assist in research projects, among others.

11.04.09 The above duties have been taken into consideration in arriving at the recommended salary of the grade.

Academic Achievement

11.04.10 Assistant Lecturer/Lecturers, who have improved their qualifications and achievements within their academic field are granted additional increments. This provision is being maintained.

Recommendation 2

11.04.11 We recommend that Assistant Lecturer/Lecturers 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.

11.04.12 For the purpose of implementation of paragraph 11.04.11, the new salary point reached by virtue of the provision made at paragraph 10.46 of Volume 1 of this Report shall be deemed to be the new top salary.

Duty Free for Assistant Lecturer/Lecturer

11.04.13 At present, Assistant Lecturer/Lecturers drawing salary of Rs 29000 a month are eligible for loan facilities and 70% duty remission for the purchase of a car on certain terms and conditions. We are maintaining this recommendation and revising the salary point for eligibility to Duty Free facilities.

Recommendation 3

11.04.14 We recommend that Assistant Lecturer/Lecturers drawing a monthly salary of Rs 35400 should be eligible for loan facilities and 70% duty exemption for purchase of a car on the terms and conditions as per relevant provisions at paragraphs 18.2.23 and 18.2.46 of the Volume 1 of this Report notwithstanding the salary level required therein.

11.04 RABINDRANATH TAGORE INSTITUTE

SALARY SCHEDULE

RTI 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
RTI 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
RTI 3	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
RTI 4	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
RTI 5	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
RTI 6	:	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Electrician</i>
RTI 7	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
RTI 8	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerk/Word Processing Operator
RTI 9	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Accounts Clerk
RTI 10	:	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary
RTI 11	:	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Library and Documentation Officer <i>formerly Library Officer</i>

11.04 RABINDRANATH TAGORE INSTITUTE (Cont'd)

- RTI 12 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
- RTI 13 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Assistant Lecturer/Lecturer
- RTI 14 : Rs 93000**
Director (Rabindranath Tagore Institute)



11.05 RAJIV GANDHI SCIENCE CENTRE TRUST FUND

- 11.05.01 The Rajiv Gandhi Science Centre Trust Fund (RGSCCTF) was established by Act No 6 of 1994 to take over the administration and management of the Rajiv Gandhi Science Centre. It operates under the *aegis* of the Ministry of Tertiary Education, Science, Research and Technology as a non-formal educational institution for the promotion of science and technology among students and members of the public.
- 11.05.02 Its main objectives are to promote science and technology through various programmes, activities and exhibitions; supplement school education in a non-formal way by programming science demonstration lectures, science fairs and science seminars and other outreach programmes for children; and inculcate creativity and scientific awareness in current and relevant fields and popularise science with the aim of enhancing the public understanding of science and technology.
- 11.05.03 Currently, the organisation comprises five departments namely, Education, Electrical/Electronics/IT, Mechanical Engineering, Graphics and Exhibition, and Management/Administration and Finance.
- 11.05.04 We are, in this Report, reinforcing the organisational structure with a new grade of Deputy Director.

Deputy Director (New Grade)

- 11.05.05 It is submitted that the activities of the RGSCCTF in collaboration with other institutions have increased. With the introduction of the “Caravane de la Science” in its calendar of activities including a science week in Rodrigues every year, the Director has to assume more responsibilities and as such many meetings and administrative duties have to be delegated to the Manager/Curators. There is, therefore, need for a grade to assist the Director in the day-to-day management of the RGSCCTF, to stand for him in his absence and also to assume certain specific administrative duties. We are providing for a new grade of Deputy Director.

Recommendation 1

- 11.05.06 **We recommend the creation of a grade of Deputy Director on the establishment of the RGSCCTF. Appointment thereto, should be made by selection from among Manager/Curators reckoning at least five years’ service in a substantive capacity in the grade.**
- 11.05.07 The Deputy Director would, *inter alia*, work in close collaboration with the Director and contribute fully towards the future orientation of the RGSCCTF in order to meet the existing and forthcoming challenges; formulate and ensure implementation of strategies in line with the objectives of the RGSCCTF; and assist the Director in the implementation of programmes and projects related

to science promotion, finance, administration and other departments of the RGSC TF.

On-Call Allowance

11.05.08 At present, senior officers of the RGSC TF who are assigned the responsibility of allocating tasks and overseeing the smooth running of the RGSC TF during weekends and public holidays are paid an all inclusive on-call allowance. We are maintaining the payment of the on-call allowance whilst revising the quantum.

Recommendation 2

11.05.09 We recommend that the all inclusive “on-call” allowance payable to senior officers who are assigned the responsibility of allocating tasks and overseeing the smooth running of the RGSC TF during weekends and public holidays be revised as hereunder:

On-Call	Manager/ Curator Rs	Exhibition Officer Rs	Resource Officer Rs
Saturdays between 1000 hours and 1630 hours	550	440	440
Sundays and Public Holidays between 1000 hours and 1630 hours	660	530	530

11.05 THE RAJIV GANDHI SCIENCE CENTRE TRUST FUND

SALARY SCHEDULE

RGSC 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350

Office Attendant
Gardener

RGSC 2 : Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500

Handy Worker

RGSC 3 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300

Tradesman
formerly Carpenter
Electrician
Fitter
Painter
Welder

11.05 THE RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Cont'd)

- RGSC 4 :** Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500
Receptionist/Telephone Operator
- RGSC 5 :** Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500
Tradesman/Senior Tradesman (Electronics)
- RGSC 6 :** Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500
Multi-skilled Trades Worker
- RGSC 7 :** Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500
Driver/Handy Worker
- RGSC 8 :** Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250
Word Processing Operator
- RGSC 9 :** Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000
Clerk/Word Processing Operator
- RGSC 10 :** Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500
Technical Assistant
- RGSC 11 :** Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000
Assistant Financial Operations Officer
Executive Officer
- RGSC 12 :** Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100
Confidential Secretary
- RGSC 13 :** Rs 19500 x 750 – 28500 x 900 – 32100
Financial Operations Officer
Procurement and Supply Officer
- RGSC 14 :** Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400
Technical Officer (Electronics)
Technical Officer (Exhibition)

11.05 THE RAJIV GANDHI SCIENCE CENTRE TRUST FUND (Cont'd)

RGSC 15 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100

Maintenance and Development Officer

RGSC 16 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Administrative Officer
Exhibition Officer

RGSC 17 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Resource Officer

RGSC 18 : Rs 35400 x 1200 – 36600 x 1500 – 54600

Manager/Curator (Education)
Manager/Curator (Electrical/Electronics/IT)
Manager (Graphics and Exhibition)
Manager/Curator (Mechanical Engineering)

RGSC 19 : Rs 44100 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200

Deputy Director (New Grade)

RGSC 20 : Rs 93000

Director



11.06 TERTIARY EDUCATION COMMISSION

- 11.06.01 Set up by Act No. 9 of Parliament in 1988 (subsequently amended in 2005), the Tertiary Education Commission (TEC) is a parastatal organisation operating under the Ministry of Tertiary Education, Science, Research and Technology.
- 11.06.02 Its mission is to position Mauritius in the region as a world-class Knowledge Hub and the gateway for post-secondary education. In so doing, the TEC is set to make Mauritius the Intelligent Island of the region in the global village.
- 11.06.03 The main objectives of the TEC, among others, are to: foster the development of post-secondary education and training facilities; promote and maintain high quality standards in post-secondary education through appropriate quality assurance and accreditation mechanisms; register and accredit private universities and other institutions offering post-secondary education in Mauritius; and determine the recognition and equivalence of academic or professional qualification in post-secondary education obtained in or outside Mauritius.
- 11.06.04 Its activities are organised under five main Divisions namely Finance, Administration; Quality Assurance and Accreditation; Distance Education/ Open Learning, Research and Planning, and a Centre for Instrumentation Services.
- 11.06.05 The TEC is headed by an Executive Director who is assisted by a Deputy Director and supported by personnel in professional, technical and other occupational categories.
- 11.06.06 As the present structure is meeting the needs of the organisation, we are maintaining the existing arrangements.

Duty Free Facilities

- 11.06.07 Officers in grades requiring a University Degree benefit from the grant of 70% duty remission for the purchase of a car subject to satisfying certain conditions. Following submissions received for duty remission facilities and for ease of application, we are replicating what obtains for grades requiring a University Degree in the TEC.

Recommendation 1

- 11.06.08 We recommend that, subject to the approval of the Ministry of Civil Service and Administrative Reforms, officers in grades requiring a University Degree who are drawing at least Rs 35400 a month in a salary scale the maximum of which is not less than Rs 48600 and who by the nature of their duties are also 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 be eligible to loan facilities and 70% duty exemption for the purchase of a car on the terms and conditions as per relevant provisions at paragraphs 18.2.23 and 18.2.46 of Volume 1 of this Report.

11.06 TERTIARY EDUCATION COMMISSION

SALARY SCHEDULE

TEC 1	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
TEC 2	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
TEC 3	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior/Head Office Attendant
TEC 4	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
TEC 5	:	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Technical Assistant Word Processing Operator
TEC 6	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer
TEC 7	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant Financial Operations Officer Executive Officer
TEC 8	:	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary
TEC 9	:	Rs 19500 x 750 – 28500 x 900 – 32100 Financial Operations Officer

11.06 TERTIARY EDUCATION COMMISSION (Cont'd)

- TEC 10 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Public Relations Officer
Safety and Health Officer/Senior Safety and Health Officer
- TEC 11 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Internal Control Officer
- TEC 12 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
- TEC 13 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
- TEC 14 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Office Superintendent
- TEC 15 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Technician/Senior Technician
- TEC 16 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Assistant Secretary
Programme Officer
Statistician
- TEC 17 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Technologist
- TEC 18 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Systems Administrator
- TEC 19 : Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Legal Officer
- TEC 20 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Deputy Financial Controller
Head, Centre for Instrumentation Service
- TEC 21 : Rs 44100 x 1500 – 57600 x 1800 – 61200**
Deputy Secretary

11.06 TERTIARY EDUCATION COMMISSION (Cont'd)

TEC 22 : Rs 44100 x 1500 – 57600 x 1800 – 66600

Distance Education Officer
Planning Officer
Quality Assurance and Accreditation Officer
Research Officer

TEC 23 : Rs 87000

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 24 : Rs 102000

Deputy Director

TEC 25 : Rs 144000

Executive Director (Future Holder)

TEC 26 : Rs 156000

Executive Director (Personal)



11.07 UNIVERSITY OF MAURITIUS

- 11.07.01 Established as a corporate entity by the University of Mauritius (UOM) Ordinance No. 39 of 1965, the main objective of the UOM was to train students in those fields of knowledge crucial for the economic and social development of the country. The UOM now aspires to be a leading international university, bridging knowledge across continents through excellence and intellectual creativity. The core mission of the UOM is the creation and dissemination of knowledge and understanding of the citizens of Mauritius and the international community. To achieve its mission, the UOM has put in place a strategic plan for taking Mauritius into the knowledge economy in the short and medium term.
- 11.07.02 The UOM has witnessed a significant increase in students enrolment. Today the number of students following courses at the University stands at about 12,000. It now offers an increasing number of diversified programme of studies at both, undergraduate and postgraduate levels. There is an increase in the number of MPhil/PhD students as well as the number of tailor made continuous professional development programmes (CPD) by distance education mode for both the public and the private sectors. The number of international publications and participation of academics in international conferences has also risen. Over the years, the UOM has increasingly been involved in consultancy activities at national/international levels. In its endeavour for supporting national, social and economic development, the University has set up Multi-discipline Centres of excellence as well as the University of Mauritius International Business School.
- 11.07.03 In line with the government's objective of having one graduate per family, enrolment of 100,000 foreign students by the year 2015 and the boosting up of research activities, the UOM is being called upon to contribute massively for the realisation of this vision.
- 11.07.04 In this Report, we are maintaining the organisational structure which is giving satisfaction to both Management and the staff side and improving some of the conditions and benefits to make them more attractive.

Duty Free facilities for Lecturers

- 11.07.05 On reaching the salary point of Rs 29000, Lecturers are granted loan as well as 70% duty remission for the purchase of a car. We are maintaining this provision.

Recommendation 1

11.07.06 We recommend that Lecturers drawing a monthly salary of at least Rs 35400 should be eligible for loan facilities and 70% duty exemption for the purchase of a car by virtue of provisions at paragraphs 18.2.46 and 18.2.23 of the 2013 PRB Report (Volume 1).

11.07.07 We also recommend that Senior Lecturers reckoning at least 14 years' service in the cadre would be entitled to car benefits as per provision at paragraph 18.2.19 (No. 2) of Volume 1 though drawing a salary in a scale the maximum of which is less than Rs 75600.

Recruitment and Retention of Academic Staff

11.07.08 Full time academic staff who are registered professionals are allowed to exercise their profession, provided that the work should be done outside their working hours and it should not be conflictual with their work at the university. As these provisions are still of relevance today, **we are, therefore, maintaining same.**

Sabbatical Leave

11.07.09 Sabbatical Leave is granted once after every eight years of effective service. It is earned at the rate of one month for every year of effective residential service.

11.07.10 A sabbatical leave programme provides time for scholarly research to allow members of the faculty to keep abreast of recent developments in their field of service or to enable academics to undertake planned staff development. Such leave is granted upon adherence to the necessary criteria.

11.07.11 One of the present eligibility criteria is that the research/academic activities should be carried out in universities and other institutions abroad. It has been represented that certain researches could be carried out in Mauritius itself and the necessity of travelling to other institutions abroad does not arise. A request has, therefore, been made to review this criteria to enable academics undertaking their sabbatical activity in the country itself. The Bureau subscribes to this view and recommends accordingly.

11.07.12 It has also been represented that there is need to review the mode of computation of sabbatical leave as academics forfeit such accumulated leave following their return from study and other leaves in the context of training/assignments. The Bureau considers that in the same spirit as sabbatical leave will not be granted for other purposes, similarly, leave to attend training courses or assignment cannot be offset against accumulated sabbatical leave. However, the regular grant of different forms of leave will definitely impact on the smooth running of the university. We are, therefore,

making appropriate recommendation to improve the grant of sabbatical leave while also catering for the smooth running of the university.

Recommendation 2

11.07.13 We recommend that:

- (i) sabbatical leave may, in the future, be spent abroad and/or locally;**
- (ii) the computation of sabbatical leave be made on a cumulative basis. However, for academics having already benefitted from approved study leave for a period exceeding three months, the sabbatical leave carried should lapse and the counter for eligibility to Sabbatical Leave be reset to zero.**

Consultancy Services

11.07.14 The University of Mauritius provides consultancy services and contract research projects to Government and other stakeholders operating in the various sectors of the Mauritian economy. These services are provided against payment and the income is distributed between the UOM for the use of its space, laboratories and equipment and the consultancy team for their input.

11.07.15 The distribution ratio between the consultancy team and the UOM is 2:1 for Research and Consultancy projects whereas for short courses, seminars and workshops, it is 4:1. The present arrangement is adequate and we are maintaining same.

Recommendation 3

11.07.16 We recommend that:

- (i) for Research and Consultancy, the ratio of distribution of the net income between the Academics and Supporting Staff and the University be maintained at 2:1; and**
- (ii) for short courses, seminars and workshops, the net income distribution in the ratio of 4:1 be maintained.**

Allowances to Head of Departments/Dean of Faculties

11.07.17 Each Head of Department is responsible for his/her respective department while a Dean is responsible for a faculty which may comprise several departments. Both of these academic staff are presently paid a monthly allowance of Rs1600 for performing the duties devolving on their respective position. We are, in this Report, revising the quantum of allowance payable to them.

Recommendation 4

11.07.18 We recommend that the monthly allowance payable to Head of Department/Dean of Faculty be revised to Rs 1760.

Incentive Scheme and Other Benefits

- 11.07.19 (a) Presently, 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 5

11.07.20 We recommend that the present provisions regarding incentive scheme and other benefits be maintained.

11.07.21 We further 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.

11.07.22 We also recommend that for the implementation of paragraph 11.07.21 the new salary point reached by virtue of the provision made at paragraph 10.46 of Volume 1 of this Report shall be deemed to be the new top salary.

Political Activities

11.07.23 With a view to ensuring a smooth running of the institution, full time employees of the University of Mauritius are not allowed to participate in active politics. **We are, therefore, maintaining the present provisions.**

Movement beyond QB

11.07.24 A Qualification Bar (QB) has been inserted in the salary scales of the grades of Nursing Officer and Specialised Nursing Officer (Male and Female).

Recommendation 6

11.07.25 We recommend that Nursing Officers and Specialised Nursing Officers (Male and Female) should possess the Diploma in General Nursing or equivalent to proceed beyond the QB in their respective salary scales.

Movement for Administrative Officer

Recommendation 7

11.07.26 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 54600 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.

11.07 UNIVERSITY OF MAURITIUS

SALARY SCHEDULE

UNI 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250
General Worker

UNI 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800
General Worker (Personal to employees in post as at 30.06.08)

UNI 3 : Rs 8750 x 250 – 12500 x 300 – 14300
Stockman

11.07 UNIVERSITY OF MAURITIUS (Cont'd)

- UNI 4 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Watchman
- UNI 5 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 14300 x 350 – 15350**
General Worker/Nurseryman/Gardener (Personal)
- UNI 6 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Nurseryman/Gardener
Office Attendant
- UNI 7 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Security Officer
formerly Security Guard
- UNI 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver
Gangman
- UNI 9 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Binder
Handy Worker/Tradesman
Tradesman
formerly Carpenter/Cabinet Maker
Electrician
Mason
Mechanic
Painter
- UNI 10 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- UNI 11 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior Security Officer
formerly Senior Security Guard
- UNI 12 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator

11.07 UNIVERSITY OF MAURITIUS (Cont'd)

- UNI 13 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Driver (Heavy Vehicle)
Tractor Driver
- UNI 14 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 QB 18900 x 600 – 19500 x 750 – 21000**
Handy Worker/Tradesman/Senior Tradesman (Personal)
Printing Operator/Plate Engraver
- UNI 15 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Prepress Operator
- UNI 16 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750**
Senior Receptionist/Telephone Operator
- UNI 17 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Assistant Stores Officer (Personal)
- UNI 18 : Rs 21000 x 750 – 22500**
Trainee Instructional Designer
- UNI 19 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 QB 18900 x 600 – 19500 x 750 – 24000**
Binder/Senior Binder (Personal)
- UNI 20 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk
Clerk/Word Processing Operator
- UNI 21 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Foreman
Foreman (Binder)
- UNI 22 : Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Library Clerk (Roster)

11.07 UNIVERSITY OF MAURITIUS (Cont'd)

- UNI 23 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Technical Assistant
Technical Assistant/Senior Technical Assistant (Personal)
formerly Technical Assistant
- UNI 24 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Senior Word Processing Operator
- UNI 25 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000
QB 24750 x 750 – 26250**
Assistant Printing Supervisor (Personal)
- UNI 26 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer
Assistant Procurement and Supply Officer
Executive Assistant
Stores Officer (Personal)
- UNI 27 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 27750**
Senior Library Clerk (Roster)
- UNI 28 : Rs 19500 x 750 – 28500 x 900 – 29400**
Senior Technical Assistant
Technical Assistant/Senior Technical Assistant (Personal)
formerly Senior Technical Assistant
- UNI 29 : Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100**
Nursing Officer
- UNI 30 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- UNI 31 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer
Procurement and Supply Officer
Senior Executive Assistant
- UNI 32 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Safety and Health Officer/Senior Safety and Health Officer

11.07 UNIVERSITY OF MAURITIUS (Cont'd)

- UNI 33 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Computer Programmer
- UNI 34 : Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Supervisor, University of Mauritius Press
- UNI 35 : Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Library Officer (Roster)
- UNI 36 : Rs 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 36600**
Finance Officer/Senior Finance Officer (Personal)
- UNI 37 : Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600**
Specialised Nursing Officer (Male and Female)
- UNI 38 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Procurement and Supply Officer
- UNI 39 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician
- UNI 40 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Analyst/Programmer
Sports Officer/Senior Sports Officer
Technician/Senior Technician
- UNI 41 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Senior Library Officer
- UNI 42 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Head, University of Mauritius Press
Principal Executive Assistant
- UNI 43 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Senior Accounting Technician

11.07 UNIVERSITY OF MAURITIUS (Cont'd)

- UNI 44 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
- UNI 45 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Librarian
- UNI 46 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Internal Auditor
- UNI 47 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Estate Engineer
- UNI 48 : Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Farm Manager
Principal Library Officer
Principal Technician
- UNI 49 : Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 50100**
Services Superintendent (Personal)
- UNI 50 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Officer (Personal)
Sports Organiser
- UNI 51 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Computer Systems Engineer
Instructional Designer
Research Officer
Systems Administrator
Systems Analyst
Systems Engineer
Visual Communication Designer
Web Multimedia Developer
- UNI 52 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Lecturer
- UNI 53 : Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Legal Affairs Officer

11.07 UNIVERSITY OF MAURITIUS (Cont'd)

- UNI 54 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Senior Accountant
Senior Librarian
- UNI 55 : Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Assistant Research Fellow
- UNI 56 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Assistant Registrar
- UNI 57 : Rs 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 57600 x 1800 – 66600**
Public Relations Officer
- UNI 58 : Rs 44100 x 1500 – 57600 x 1800 – 66600**
Manager, Innovative Learning Technologies
Manager (Information Technology Services)
Manager (Management Information Systems)
Research Fellow
Senior Lecturer
Senior Research Officer
- UNI 59 : Rs 44100 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600**
Deputy Registrar
- UNI 60 : Rs 59400 x 1800 – 68400 x 2400 – 78000**
Associate Professor
Budget Director
Chief Librarian
Director, Centre for Information Technology and Systems
Director, Centre for Professional Development and Lifelong Learning
Director, Consultancy and Contract Research Centre
Director, Quality Assurance
Director, Virtual Centre for Innovative Learning Technologies
- UNI 61 : Rs 93000**
Professor
Registrar
- UNI 62 : Rs 102000**
Pro Vice-Chancellor
- UNI 63 : Rs 156000**
Vice-Chancellor



11.08 UNIVERSITY OF TECHNOLOGY, MAURITIUS

- 11.08.01 In accordance with the University of Technology, Mauritius (UTM) Act of 2000, the Mauritius Institute of Public Administration and Management (MIPAM) and State Information Training Centre (SITRAC Ltd) were merged to form the UTM so as to cater for the increasing demand of ICT and Management Professionals. The UTM envisions to become a University of national, regional and international renown providing multi-level quality tertiary education and training including continuing professional education geared towards sustained capacity building for increasingly technology-driven and enterprise-based development.
- 11.08.02 The objectives of the UTM are, among others, to offer part-time and distance education in addition to full time study; deliver programmes which can be entered and exited at different levels; cooperate with government and business in developing lifelong learning, research and consultancy; and to promote entrepreneurship and a complete education amongst students.
- 11.08.03 At present, the courses are being run under four schools, namely, the School of Business, Management and Finance, School of Sustainable Development and Tourism, School of Innovative Technologies and Engineering and School of Health Sciences.
- 11.08.04 Over the years, the need for additional academic as well as training programmes has increased, necessitating an expansion of the University. Subsequently, the UTM has increased the number of courses offered and diversified the fields of study, in line with the government agenda of increasing access to tertiary education and capacity building.
- 11.08.05 Staff of the “Institut Supérieur de Technologie” (IST) and Swami Dayanand Institute of Management (SDIM) of the defunct Technical School Management Trust Fund (TSMTF) has been allowed to operate under the *aegis* of UTM following the enactment of MITD Act 2009. The employees of both, IST and SDIM would eventually be absorbed in the “Université des Mascareignes” following the proclamation of its Act. We are, therefore, for this review providing the salary for grades on the establishment of the IST and SDIM pending the permanent transfer of the staff to the “Université des Mascareignes”.
- 11.08.06 The overall responsibility of the University befalls the Director-General while the Registrar is responsible for the administration of the University. The organisational set up comprises grades in the academic cadre as well as administration and other support services. As the present structure is appropriate, we are maintaining it.

Head of School

11.08.07 At present, the duties of Head of School are assigned to academics on a rotational basis for a period of three years against the payment of an allowance of Rs 1600 monthly. As the present arrangement is appropriate, we are maintaining the allowance while revising the quantum.

Recommendation 1

11.08.08 We recommend that the duties of Head of School should be assigned on a rotational basis for a period of three years to Associate Professors who have served at least once as Head of Department and reckon at least four years' service at the University against the payment of an allowance of Rs 1760 monthly.

11.08.09 We also recommend that , in the absence of candidates in the grade of Associate Professor, the seniormost Senior Lecturer who has served at least once as Head of Department and reckon at least four years' service at the University be assigned the duties of Head of School and be paid the allowance.

11.08.10 We further recommend that eligibility for a new appointment to the position of Head of School would not be before a period of four years, except with the special permission of the Staff Committee/Board of Governors.

School Coordinator

11.08.11 Academic staff who are assigned the duties of School Coordinator to support the Head of School in his administrative responsibilities are paid a monthly allowance of Rs 1250. We are maintaining the present arrangement and revising the quantum.

Recommendation 2

11.08.12 We recommend that the academic staff members who are assigned the duties of School Coordinator, be paid a monthly allowance of Rs 1375.

Sabbatical Leave

11.08.13 The Bureau has, in its 2003 and 2008 Reports recommended that the UTM considers the advisability of setting up a Sabbatical Leave Scheme for its academic staff. Both Management and staff have apprised the Bureau that the scheme for Sabbatical Leave has not yet been implemented and requested that the recommendation be maintained, to which we are agreeable.

Recommendation 3

11.08.14 We recommend that the Management of the UTM sets up a Sabbatical Leave Scheme for the academic staff on permanent and pensionable establishment.

Duty Free Facilities

11.08.15 At present, Lecturers drawing a salary of Rs 29000 are eligible for 70% duty remission and loan facilities for the purchase of a car. This provision is being maintained.

Recommendation 4

11.08.16 We recommend that the provision for 70% duty exemption and loan facilities for the purchase of a car to Lecturers drawing a monthly salary of Rs 35400 be maintained on the terms and conditions as per relevant provisions at paragraphs 18.2.46 and 18.2.23 of the 2013 PRB Report (Volume 1), notwithstanding the salary level criterion required therein.

This recommendation should also apply to Assistant Lecturer/Lecturers of “Institut Supérieur de Technologie” and Swami Dayanand Institute of Management.

11.08.17 We recommend that Senior Lecturers reckoning at least 14 years’ service in the cadre would be entitled to car benefits as per provision at paragraph 18.2.19 (No. 2) of Volume 1 though drawing a salary in a scale the maximum of which is less than Rs 75600.

Political Activities

11.08.18 At present, full time Academic Staff as well as other full time employees of the University are not allowed to participate in active politics as this would disrupt the smooth running of the institution. As this is a prerequisite of the offer of employment, we are maintaining the present provision.

Recommendation 5

11.08.19 We recommend that the present provision of not allowing full time employees of the UTM including Academic Staff from participating in active politics be maintained.

Incentive Scheme

11.08.20 Presently, the University of Technology, Mauritius in consultation with the Tertiary Education Commission, may, subject to availability of funds:

1. (i) evolve and implement incentive schemes for academic staff engaged in multi-disciplinary research and research likely to contribute to wealth creation, policy formulation and transfer of

- technology or for the environmental, social and cultural development of Mauritius;
- (ii) consider the advisability of granting an allowance to Academics for supervising MPhil/PhD students; and
 - (iii) consider the advisability or otherwise of granting an allowance to Academics regularly lecturing at Master's level;
2. the University of Technology, Mauritius may consider the grant of a higher entry point in the salary scale to academics who, on recruitment, possess qualifications higher than those minimum prescribed and for wide proven experience in their field;
 3. academics holding a PhD Degree recognised by the Council should be granted four pensionable months of service for every three years of post-doctoral effective service subject to a maximum of forty months; and
 4. the University of Technology, Mauritius in consultation with the State Insurance Company of Mauritius Ltd evolves an appropriate scheme to allow those academics who join the University after a long period of study and who consequently would not complete the years of service required to earn full pension, to purchase additional years of service at the start of their career.

Recommendation 6

11.08.21 We recommend that the present provision regarding incentive scheme be maintained.

11.08.22 We further 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.

11.08.23 We also recommend that for the implementation of paragraph 11.08.22 the new salary point reached by virtue of the provision made at paragraph 10.46 of Volume 1 of this Report shall be deemed to be the new top salary.

Movement for Administrative Officer

Recommendation 7

11.08.24 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 54600 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.

11.08 UNIVERSITY OF TECHNOLOGY, MAURITIUS

SALARY SCHEDULE

UTM 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
UTM 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
UTM 3	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
UTM 4	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Library Attendant Office Attendant
UTM 5	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
UTM 6	:	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Handy Worker (Skilled)
UTM 7	:	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior/Head Office Attendant
UTM 8	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator

11.08 UNIVERSITY OF TECHNOLOGY, MAURITIUS

- UTM 9 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk
Clerk/Word Processing Operator
Library Clerk (Personal)
- UTM 10 : Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Library Clerk (Roster)
- UTM 11 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Technical Assistant (Maintenance)
- UTM 12 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Computer Support Officer
- UTM 13 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer
Stores Officer (Personal)
- UTM 14 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- UTM 15 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Higher Executive Officer
- UTM 16 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Library Officer (Personal)
Safety and Health Officer/Senior Safety and Health Officer
- UTM 17 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Computer Programmer
- UTM 18 : Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Library Officer (Roster)

11.08 UNIVERSITY OF TECHNOLOGY, MAURITIUS

- UTM 19 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Accounts Officer
- UTM 20 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Office Superintendent
- UTM 21 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Technician/Senior Technician
- UTM 22 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Officer
- UTM 23 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Librarian
- UTM 24 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Internal Auditor
- UTM 25 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Systems Analyst
Systems Engineer
- UTM 26 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Officer (Personal)
- UTM 27 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Admissions Officer
Examinations Officer
Human Resource Management Officer
Public Affairs Officer
Student Affairs Officer
- UTM 28 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Lecturer
- UTM 29 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Head of Resource Centre
- UTM 30 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Assistant Registrar

11.08 UNIVERSITY OF TECHNOLOGY, MAURITIUS

- UTM 31 : Rs 44100 x 1500 – 57600 x 1800 – 66600**
Head of Finance
Head of Information Services
Planning and Development Officer
Quality Assurance Officer
Senior Lecturer
- UTM 32 : Rs 44100 x 1500 – 57600 x 1800 – 68400 x 2400 – 78000**
Manager of Consultancy and Technology Transfer Centre
- UTM 33 : 59400 x 1800 – 68400 x 2400 – 78000**
Associate Professor
- UTM 34 : Rs 63000 x 1800 – 68400 x 2400 – 78000 x 3000 – 93000**
Head of School
- UTM 35 : Rs 93000**
Professor
Registrar
- UTM 36 : Rs 102000**
Deputy Director-General
- UTM 37 : Rs 156000**
Director-General

11.08 EX-INSTITUT SUPERIEURE DE TECHNOLOGIE

SALARY SCHEDULE

- IST 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees as at 30.06.08)
- IST 2 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Library Attendant (Personal)
Office Attendant (Personal)
- IST 3 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/ Higher Clerical Officer (Personal)
Library Clerk (Personal)
- IST 4 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Technical Assistant (Personal)
- IST 5 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Procurement and Supply Officer (Personal)
Assistant Financial Operations Officer (Personal)
- IST 6 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Usher (Personal)
- IST 7 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary (Personal)
- IST 8 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer (Personal)
- IST 9 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Computer Technician (Personal)
- IST 10 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Assistant Lecturer/Lecturer (Personal)
- IST 11 : Rs 44100 x 1500 – 57600 x 1800 – 61200**
Assistant Manager (Personal)

11.08 EX-INSTITUT SUPERIEURE DE TECHNOLOGIE (Cont'd)

IST 12 : Rs 48600 x 1500 – 57600 x 1800 – 66600
Manager (Personal)

11.08 EX-SWAMI DAYANAND INSTITUTE OF MANAGEMENT

SALARY SCHEDULE

- SDIM 1 :** **Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees in post as at 30.06.08)
- SDIM 2 :** **Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Library Attendant (Personal)
Workshop Assistant (Personal)
- SDIM 3 :** **Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator/Receptionist (Personal)
- SDIM 4 :** **Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer / Higher Clerical Officer (Personal)
- SDIM 5 :** **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer (Personal)
Assistant Procurement and Supply Officer (Personal)
- SDIM 6 :** **Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Usher (Personal)
- SDIM 7 :** **Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary (Personal)
- SDIM 8 :** **Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 32100**
Financial Operations Officer (Personal)
- SDIM 9 :** **Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Computer Technician (Personal)
- SDIM 10 :** **Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 QB 39600 x 1500 – 48600**
Trainer (Personal)
- SDIM 11 :** **Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Assistant Lecturer/Lecturer (Personal)

11.08 Ex-SWAMI DAYANAND INSTITUTE OF MANAGEMENT (Cont'd)

SDIM 12 : Rs 44100 x 1500 – 57600 x 1800 – 61200

Assistant Manager (Personal)

SDIM 13 : Rs 48600 x 1500 – 57600 x 1800 – 66600

Manager (Personal)



12.01 NATIONAL COMPUTER BOARD

- 12.01.01 Established under Act 43 of 1988, the National Computer Board (NCB) which operates under the *aegis* of the Ministry of Information and Communication Technology, aims to be the key enabler in transforming Mauritius into a Cyber Island and a regional ICT hub. Its core mission is to accelerate the transition of Mauritius into a Regional ICT hub and ensure the swift realisation of Government's objectives to make the ICT sector the fifth pillar of the economy. To attain these objectives, the NCB fosters the development and growth of information technology, advises Government on the formulation of national policies, assists in the framing of appropriate national education, training and research plans. It e-powers people, business and the public sector through the development and promotion of ICT and ICT related services in Mauritius.
- 12.01.02 In view of the dynamism of the IT sector, the NCB is constantly called upon to meet new and challenging demands from its customers and stakeholders. It has been entrusted several projects such as the Government Online Centre, the National ICT Strategic Plan, the Universal ICT Education Programme, the CERT-MU and the promotion of Mauritius as a cyber island at regional and international levels in co-ordination with other public and private organisations of the ICT sector. For a better service delivery, the NCB has reorganised its core activities under four main divisions: Policy, Planning and Research; IT Services; Information Security; and Industry Development and Promotion.
- 12.01.03 The organisation is headed by an Executive Director, who is responsible for the execution of policies and control and management of the day-to-day business. Each division is manned by a Manager, who is supported by an Assistant Manager. Both professional and technical, along with administrative staff, provide assistance to the Directorate.
- 12.01.04 The NCB has submitted that it needs to revisit its managerial hierarchy in view of the growing responsibilities of the organisation which span over the whole ICT spectrum. It has, therefore, been proposed to create a new level dedicated to policy making in specific fields. By so doing, the NCB intends to strengthen the management of its mission-critical functions as well as providing a more attractive career path to attract and retain people with the right skills. We are agreeable to the proposal.

Director (New Grade)

- 12.01.05 Following a re-organisation at the top of the hierarchy, the grade of Deputy Executive Director has been abolished and the need for a level to assist the Executive Director in policy making in defined fields is felt.

Recommendation 1

12.01.06 We recommend the creation of a grade of Director. Appointment thereto, should be made by selection from among candidates possessing a post 'A' Level Degree and a postgraduate qualification in the field of ICT and reckoning at least seven years' post qualification experience in the relevant field, including at least two years at managerial level.

12.01.07 Incumbent would be required, *inter alia*, to assist the Executive Director in the formulation of policies; be responsible for the projects and activities of a Division, and deputise for the Executive Director as and when required; be responsible for the assigned Division(s); plan, organise and monitor the projects and activities of the Division(s); and advise in areas of co-operation at international level in the field of ICT and establish linkages with institutions outside Mauritius to promote the ICT sector and activities of mutual interest and benefit.

Assistant Manager

12.01.08 Management has submitted that, in consonance with its functional requirements, the grade of Assistant Manager needs to be made evanescent.

Recommendation 2

12.01.09 We recommend that the grade of Assistant Manager be made evanescent.

Recommendation 3

12.01.10 We further recommend that Management considers the advisability of having a single scheme of service for the grades of Business Analyst/IT Consultant/Research Officer, Database Administrator, Information Security Analyst, Information Security Consultant, Network Administrator, Portal Administrator, Project Supervisor, Systems Administrator and Web Developer under a generic appellation of say IT Executive, specifying the duties and responsibilities devolving upon incumbents who are required to work in specific sections/fields. Such an arrangement would allow greater flexibility in the deployment of staff in the organisation.

12.01 NATIONAL COMPUTER BOARD**SALARY SCHEDULE**

NCB 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
Office Attendant

12.01 NATIONAL COMPUTER BOARD (Cont'd)

- NCB 2 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver
Driver/Office Attendant
formerly Office Attendant/Driver
- NCB 3 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- NCB 4 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator/Telephonist
- NCB 5 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Administrative Support Assistant
Help Desk Officer
- NCB 6 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
- NCB 7 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Assistant Procurement and Supply Officer/Procurement and Supply Officer
- NCB 8 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- NCB 9 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Senior Administrative Support Assistant
- NCB 10 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
IT Support Officer
- NCB 11 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
- NCB 12 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Marketing Officer

12.01 NATIONAL COMPUTER BOARD (Cont'd)

- NCB 13 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
IT Support Specialist
- NCB 14 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Secretary
- NCB 15 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Business Analyst/IT Consultant/Research Officer
Database Administrator
Information Security Analyst
Information Security Consultant
Network Administrator
Portal Administrator
Project Supervisor
Systems Administrator
Web Developer
- NCB 16 : Rs 39600 x 1500 – 57600 x 1800 – 61200**
Assistant Manager (Personal)
Communication Manager
Finance and Administrative Manager
- NCB 17 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Manager
- NCB 18 : Rs 81000**
Director (New Grade)
- NCB 19 : Rs 102000**
Executive Director



13.01 FISHERMEN INVESTMENT TRUST

- 13.01.01 The Fishermen Investment Trust (FIT) is a corporate body established under the Fishermen Investment Trust Act No. 29 of 2006. It operates under the *aegis* of the Ministry of Fisheries as from January 2007.
- 13.01.02 Its mission is to accompany the fishermen community to a better tomorrow through viable and sustainable initiatives and contribute to their social upliftment. The FIT envisions 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.
- 13.01.03 The FIT has embarked upon fish farming by taking over the activities of the “Ferme Maritime de Mahebourg”. Eco-tourism is also on its agenda and it has been submitted that currently, the organisation is undertaking new activities in that respect. To market its fishing products, it is in the process of investing in a modern fish market project. It is also embarking on the following projects namely: protection of sea cucumbers, acquisition of fish boats, and aquaculture.
- 13.01.04 The FIT also makes acquisition of fishing vessels and fishing equipment; invests in fish-processing and fish marketing activities to support the livelihood of fishermen; grants loans to fishers; provides grants to children of fishers to pursue tertiary studies; trains fishers opting to run a small business; and promotes the welfare and socio-economic conditions of fishermen.
- 13.01.05 Presently, the FIT is headed by a Chief Executive Officer employed on a contractual basis and is assisted by a Finance and Investment Officer on secondment from the Fishermen Welfare Fund.
- 13.01.06 Pending further development, we are, in this Report, making provision for a dedicated grade of Finance and Investment Officer who will be responsible for the day-to-day running of the Finance Department and creating a grade of Clerk/Word Processing Operator to provide general services support.

Finance and Investment Officer (New Grade)

- 13.01.07 It has been submitted that as the FIT operates on a commercial basis, the organisation needs to be adequately staffed to ensure proper implementation of its various projects. We are, therefore, making appropriate provision to enable it to deliver on its mandate efficiently and effectively.

Recommendation 1

13.01.08 We recommend the creation of a grade of Finance and Investment Officer on the establishment of the FIT. Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the GCE 'Advanced Level'; a Diploma in Public Financial Management and Accounting or Diploma in Accountancy and reckoning at least four years' experience in financial duties. Candidates should also be computer literate; possess good communication and analytical skills; and have knowledge of the fisheries sector.

13.01.09 Incumbent would be required to, *inter alia*, be responsible to the Chief Executive Officer for the day-to-day running of the Finance Department, the revenue and debtors systems of the FIT and the analysis and reporting of monthly financial and cost accounts; assist the Chief Executive Officer in the implementation of financial policies, preparation of annual budget and financial statements, appraisal of investment opportunities for the FIT; ensure that all invoices are thoroughly checked and issued and that all payments are duly authorised and are arithmetically accurate; prepare financial, costing statements on a monthly basis and journal vouchers and bank reconciliation statements; maintain the financial, costing and budgeting records; verify payment vouchers including wages pay sheets and salary records; reconcile transfer report with general ledger and to ensure accurate and timely postings of all accounting records in appropriate ledgers; and provide specific information/statistical data to be submitted to external bodies.

Clerk/Word Processing Operator (New Grade)

13.01.10 As the FIT is at the initial stage of operation, we are providing for the service of an officer to carry out both word processing and clerical functions as well as other related duties.

Recommendation 2

13.01.11 We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment thereto, should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or equivalent qualification together with a Certificate in Typewriting at a speed of at least 25 words per minute and a Certificate in Word/Data Processing from a recognised institution.

13.01.12 Officers in the grade of Clerk/Word Processing Operator would be required, *inter alia*, to prepare and scrutinise documents and records; perform registry and general clerical duties; perform word processing and computer/data processing work; and operate telefax and e-mail services.

13.01 FISHERMEN INVESTMENT TRUST

SALARY SCHEDULE

FIT 1 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000

Clerk/Word Processing Operator (New Grade)

FIT 2 : Rs 19500 x 750 – 28500 x 900 – 32100

Finance and Investment Officer (New Grade)

FIT 3 : Rs 59400 x 1800 – 68400 x 2400 – 75600

Chief Executive Officer



13.02 FISHERMEN WELFARE FUND

- 13.02.01 The Fishermen Welfare Fund (FWF) is a corporate body set up under the FWF Act No 28 of 2000. It operates under the *aegis* of the Ministry of Fisheries to promote the welfare of registered fishermen and their families by providing a high quality and cost-effective service to the fishermen community of both Mauritius and Rodrigues.
- 13.02.02 In line with its objectives, the FWF develops and sets up schemes and projects including loans or other financial assistance for the benefit of registered fishermen.
- 13.02.03 The fisheries sector has witnessed considerable changes in the recent years. Government policy is to promote Mauritius as a Seafood Hub on the international scene, set up a Fish Auction Market, encourage fish cage culture and convince artisanal fishers to regroup and consider shifting from lagoon to off-lagoon fishing on a semi-industrial basis. To ensure that the fisheries sector maximizes benefits from the resource potential in our lagoon and Exclusive Economic Zone, Government is launching barachois projects and is enlisting support from neighbouring countries and the European Union to create the infrastructure to boost investments in inshore and offshore fishing for the welfare and integration of the fishermen's community in the economy. These changes introduce new challenges for the FWF to accomplish its statutory objects.
- 13.02.04 The FWF is managed by a Secretary who is also the Accounting Officer. The present organisation structure is adequate and is, therefore, being maintained. We are, however, restyling the grade of Driver to reflect the true nature of duties performed.

Driver

- 13.02.05 Drivers are required to perform certain duties of the grade of Office Attendant such as, running errands, despatch of correspondence and distribution of files and documents, as and when required. We are, therefore, restyling the grade to reflect these duties.

Recommendation 1

- 13.02.06 We recommend that the grade of Driver be restyled Driver/Office Attendant. This element has been taken into consideration in arriving at the salary recommended for the grade.**

Allowance to General Worker

- 13.02.07 At present, the General Worker who is called upon to perform additional duties such as opening and closing of offices, running official errands and

operating simple office equipment, is paid a monthly allowance of Rs 330. We are revising the quantum of allowance.

Recommendation 2

13.02.08 We recommend that the allowance paid to the General Worker 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 be revised to Rs 400 monthly.

13.02 FISHERMEN WELFARE FUND

SALARY SCHEDULE

FWF 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
FWF 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
FWF 3	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Driver</i>
FWF 4	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerk/Word Processing Operator
FWF 5	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer
FWF 6	:	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Welfare Development Officer
FWF 7	:	Rs 19500 x 750 – 28500 x 900 – 32100 Financial Operations Officer
FWF 8	:	Rs 35400 x 1200 – 36600 x 1500 – 54600 Secretary



15.01 BEACH AUTHORITY

- 15.01.01 The Beach Authority (BA), established by the Beach Authority Act No.7 of 2002, operates under the *aegis* of the Ministry of Local Government and Outer Islands. Its main objective is to ensure the proper control and management of public beaches through the provision of appropriate infrastructure and facilities.
- 15.01.02 To achieve its objectives, the Beach Authority implements projects relating to landscaping works and provides leisure facilities on public beaches; regulates activities and ensures the security and safety of users of public beaches, issues beach traders' licence for activities at such places on public beaches, as may be specifically reserved for that purpose; and sets standards and establishes guidelines for beach management.
- 15.01.03 In recent years, the Beach Authority, in collaboration with its parent Ministry, has undertaken several projects all over the island. These projects focused on landscaping, upgrading, embellishment works, lighting facilities on public beaches and toilet blocks, provision of parking areas, installation of dangerous bathing signboard, tree plantation, and provision of water supply on public beaches.
- 15.01.04 At present, the Beach Authority is managed by a Board of Directors. The General Manager who is the Chief Executive of the organisation is responsible for the control and management of the day-to-day operations, as well as for the execution of the Board's decisions.
- 15.01.05 We are, in this Report, reinforcing the organisation structure with the creation of a few new grades and amending the scheme of service for the grade of Technical Manager.

Technical Manager

- 15.01.06 In the existing structure, the Technical Manager is recruited from among candidates possessing a post 'A' level Degree in Physical Science or Engineering and reckoning four years' post-qualification experience in environmental/industrial sector or in engineering. The Technical Manager heads the Technical Division of the Beach Authority and is responsible for the core activities in relation to implementation of various projects on public beaches.
- 15.01.07 The Beach Authority carries out infrastructural development on public beaches in order to render the environment more user-friendly to the public. The Technical Manager is responsible for all the specifications needed for developmental projects. Given the complexity of the activities carried out by the organisation, there is need for a registered professional at that level of

operation to monitor and implement projects. We are, therefore, reviewing the scheme of service for the grade of Technical Manager.

Recommendation 1

15.01.08 We recommend that, in future, appointment to the grade of Technical Manager should be made by selection from among professional engineers registered with the Council of Registered Professional Engineers of Mauritius reckoning at least four years' post-qualification experience in the environment/industrial sector or in engineering. This element has been taken into consideration in arriving at the salary recommended for the grade.

Senior Beach Enforcement Officer (New Grade)

15.01.09 At present, the Beach Enforcement Officers report directly to the Technical Manager who is posted at the Head Office of the Beach Authority. The Beach Enforcement Officers perform field duties for enforcement purposes. There is, therefore, need for a grade at the supervisory level to co-ordinate the works of the Beach Enforcement Officers and to act as the liaison officer between the Technical Manager and the Beach Enforcement Officers.

Recommendation 2

15.01.10 We recommend the creation of a grade of Senior Beach Enforcement Officer. Appointment, thereto, should be by selection from among Beach Enforcement Officers reckoning at least four years' service in a substantive capacity in the grade.

15.01.11 Incumbent would, among others, be required to supervise and co-ordinate the work of officers in the Enforcement Cadre and other staff working under his responsibility; ensure co-ordination of life saving and beach patrol programmes of the Authority; investigate into complaints and draft appropriate reports; and assist in the enforcement of regulations and monitoring of scavenging contract on public beaches.

Handy Worker (Skilled) (New Grade)

15.01.12 The Maintenance Unit at the Beach Authority is responsible for the repairs and maintenance of amenities and toilet blocks on all public beaches across the island. These duties, which were previously contracted out, are now being carried out by General Workers. Given that the nature of duties are mostly related to repairs and maintenance works, we are making provision for a grade of Handy Worker (Skilled).

Recommendation 3

15.01.13 We recommend the creation of a grade of Handy Worker (Skilled) on the establishment of the Beach Authority. Appointment to the grade should be made by selection from among candidates possessing a Certificate of Primary Education, together with the NTC 3/NC 3 from the MITD or equivalent, in any one of the following trades: plumbing, painting, electrical work, carpentry, masonry, pipe fitting and other related work; and reckoning at least two years' relevant experience in any two of the trades mentioned above.

15.01.14 Incumbents would, *inter alia*, be required to perform the duties as may be assigned as per their respective certified trade; and undertake minor repairs and maintenance works in the trade for which they have relevant experience.

15.01 BEACH AUTHORITY**SALARY SCHEDULE**

BA 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
BA 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
BA 3	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
BA 4	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
BA 5	:	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Handy Worker (Skilled) (New Grade)
BA 6	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephonist
BA 7	:	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator

15.01 BEACH AUTHORITY (Cont'd)

- BA 8 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator
- BA 9 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Procurement and Supply Officer
formerly Purchasing and Supply Officer (Personal)
Executive Officer
- BA 10 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Draughtsman
- BA 11 : Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300**
Beach Works Inspector
- BA 12 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200**
Beach Enforcement Officer
- BA 13 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- BA 14 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Higher Executive Officer
- BA 15 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Technical Officer (Civil)
- BA 16 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Beach Enforcement Officer (New Grade)
- BA 17 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Secretary
- BA 18 : Rs 35400 x 1200 – 36600 x 1500 – 57600**
Technical Manager

15.01 BEACH AUTHORITY (Cont'd)

BA 19 : Rs 59400 x 1800 – 68400 x 2400 – 75600

Deputy General Manager

BA 20 : Rs 93000

General Manager



15.02 OUTER ISLANDS DEVELOPMENT CORPORATION

- 15.02.01 The Outer Islands Development Corporation (OIDC), established under Act No. 41 of 1982, operates under the *aegis* of the Ministry of Local Government and Outer Islands. It is responsible for the management and development of Agalega and St. Brandon Islands.
- 15.02.02 The OIDC advises the Minister on the development of such activities as may lead to a more economic exploitation of the Outer Islands and the grant or determination of leases over the Outer Islands, on such terms and conditions as shall warrant their optimum use.
- 15.02.03 The main activities of the OIDC are, among others, the development of Agalega and the promotion of the welfare of the Agaleans. To this end, it has implemented a number of government projects namely, Food Security, Fishing, Tourism and Housing; construction of duplexes; National Coast Guard quarters; provision of electricity through solar panels; construction of wooden houses; poultry farming; upgrading of telecommunications network; and construction of barges.
- 15.02.04 In line with the Government Programme, the future projects of the OIDC comprise, among others, the upgrading of the Agalega Airstrip for the proper landing and takeoff of airplanes; construction of a new jetty to facilitate the embarkation and disembarkation process; construction of new quarters for the residents; the continuation of the Food Security Programmes for Agaleans; rehabilitation of coconut plantations through modern techniques; encouraging the use of coconut oil as a substitute for diesel; use of solar energy; construction of a new Refugee Centre in the South Island; and construction of Leisure Park for the provision of recreational and sports facilities.
- 15.02.05 In Agalega, the Health Services, Security (Police/Coast Guard), Meteorological Services and Primary Education are provided by the Central Government through the respective Ministries. These departments are serviced by officers from Mauritius.
- 15.02.06 The organisation structure of the OIDC comprises four sections namely Administration, Finance, Stores, and Marketing. In view of its wide range of activities and projects, we are reinforcing the Corporate level to allow the organisation to deliver on its mandate more efficiently and effectively.

Administration Section

- 15.02.07 The General Manager, who is the Chief Executive of the organisation, is responsible for the administration and management of the Head Office, in both the main land and in Agalega. He also ensures the continuous maintenance of all the infrastructural facilities. Albeit, there is a Resident Manager posted in Agalega, it is important that the General Manager or his

representative ensures the proper running of the business there. In these circumstances, it has been represented that there is need for a grade to deputise for the General Manager and stand for him during his absence in any of the two islands.

15.02.08 We are, therefore, making provision for a grade of Deputy General Manager who would also take over some of the functions of the Administrative Manager.

Deputy General Manager (New Grade)

Recommendation 1

15.02.09 We recommend the creation of a grade of Deputy General Manager. Appointment thereto, should be made by selection from among candidates possessing a Degree in Administration/Economics/Business Administration or a professional qualification in Secretaryship, Accounting, Law or any equivalent qualification together with four years' proven experience in administration at senior management level.

15.02.10 Incumbent would be required, among others, to deputise for the General Manager and assist him in the day-to-day management of the Corporation and the Outer Islands; be responsible for the execution of the policy of the Board; advise the Board on legal strategy of the resources of the islands and the surrounding sea; service all meetings of the Board and its sub committees; monitor quality support services; develop new processes and procedures for continuous improvement; advise on all matters relating to the development of the Outer Islands; and to serve in Agalega, as and when required.

Recommendation 2

15.02.11 We further recommend that with the creation of the grade of Deputy General Manager, the grade of Administrative Manager should be abolished on vacancy. We are, therefore, providing for a personal salary to incumbent in the grade of Administrative Manager.

15.02.12 The duties devolving on the evanescent grade of Administrative Manager should be taken over by the new grade of Deputy General Manager.

Support Officer (OIDC) (New Grade)

15.02.13 Management has submitted that there is need for a level to perform polyvalent duties at the Head Office, during shipment/airfreight of cargo to and from Agalega and embarkation/disembarkation of goods both in Mauritius and Agalega. We are making appropriate provision to this effect.

Recommendation 3

- 15.02.14 We recommend the creation of a grade of Support Officer (OIDC). Appointment thereto, should be made by selection from among Office Attendants reckoning at least five years' service in a substantive capacity in the grade and having at least three years' experience in the embarkation/disembarkation activities and shipment of cargo.**
- 15.02.15 The jobholder may be required to work outside normal working hours and on Saturdays, Sundays and Public Holidays without extra remuneration.**
- 15.02.16 Incumbent would be required, *inter alia*, to perform sub-clerical duties; simple registry functions; give assistance in the Purchasing and Marketing Section; purchase, collect and assist in the shipment and air freight of goods, cargo and store items to and from Agalega; liaise with Packer for the shipment of goods; assist in the delivery of plant and equipment received from Agalega and carry out office support duties in the Administrative, Finance and Human Resource Sections.

Inducement Allowance

- 15.02.17 An inducement allowance equivalent to 50% of monthly salary is presently being paid to Mauritian officers posted to Agalega islands on a contract basis whilst a disturbance allowance of 60% is paid to officers on a tour of service in the islands.
- 15.02.18 We consider that the contract officers are also exposed to the same precarious conditions prevailing in Agalega and, therefore, we are rationalising the payment of this allowance.

Recommendation 4

- 15.02.19 We recommend that the payment of an inducement allowance equivalent to 60% of the monthly salary should be paid to officers on contract employment posted to Agalega Islands.**
- 15.02.20 We further recommend that the monthly inducement allowance payable to these officers be pro-rated with respect to the duration of their stay in these islands.**

15.02 OUTER ISLANDS DEVELOPMENT CORPORATION**SALARY SCHEDULE**

OIC 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
Office Attendant

15.02 OUTER ISLANDS DEVELOPMENT CORPORATION (Cont'd)

- OIC 2 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Office Attendant/Driver
- OIC 3 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Head Office Attendant
- OIC 4 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Telephone Operator/Receptionist
- OIC 5 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250**
Support Officer (New Grade)
- OIC 6 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Clerk Assistant
- OIC 7 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Assistant Stores Officer (Personal)
- OIC 8 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Purchasing and Marketing Assistant
- OIC 9 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk
Clerk/Word Processing Operator
- OIC 10 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Data Records Officer
- OIC 11 : Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Maintenance Technician
- OIC 12 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Works Officer

15.02 OUTER ISLANDS DEVELOPMENT CORPORATION (Cont'd)

- OIC 13 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Public Relations Officer
- OIC 14 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Accounts Officer
Assistant Procurement and Supply Officer
Field Supervisor
- OIC 15 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Office Coordinator
- OIC 16 : Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Social Worker
- OIC 17 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- OIC 18 : Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Senior Maintenance Technician
- OIC 19 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Administrative Assistant
Fisheries Officer
Safety and Health Officer/ Welfare Officer
- OIC 20 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Senior Human Resource Officer
- OIC 21 : Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Accounts Officer/Senior Accounts Officer
Purchasing and Marketing Officer/Senior Purchasing
and Marketing Officer
- OIC 22 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 38100**
Assistant Resident Manager

15.02 OUTER ISLANDS DEVELOPMENT CORPORATION (Cont'd)

- OIC 23 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Agricultural Development Officer
- OIC 24 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Development Officer
- OIC 25 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Accountant/Senior Accountant
Administrative Manager (Personal)
Internal Auditor/Senior Internal Auditor
- OIC 26 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Engineer/Senior Engineer
- OIC 27 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Resident Manager
- OIC 28 : Rs 50100 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600**
Deputy General Manager (New Grade)
- OIC 29 : Rs 93000**
General Manager

15.02 OUTER ISLANDS

AGALEGA

15.02.21 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**

The North Island consists of two villages namely, Village 25 and Village La Fourche. Most of the activities of the islands are concentrated in Village 25 such as Administration, Police, Primary and Secondary Schools, Health Centre, Shops, Mauritius Telecoms, Oil Mill and Meteorological Station.

The Port Saint James is located at Village La Fourche where the main store is also situated. The National Coast Guard Post and the radar system for the surveillance of our marine zone are also found there.

- **South Island**

Village Sainte Rita is the only village of South Island. There is one health centre, church, Police Quarters, school and a shop. The main activities in South Island are agriculture (vegetables) and coconut plantations.

The Head of Administration in Agalega is the Resident Manager.

15.02.22 The Outer Islands Development Corporation employs about 150 employees of different grades based in Agalega. Only a few of them fall under the purview of the Pay Research Bureau. The salary and conditions of service of the remaining grades have been determined by a Collective Agreement signed between Management and representatives of the employees. The agreement became effective as from 01 July 2008. There is a recommendation therein which stipulates that all the workers who are not covered by the PRB be considered in the 2013 PRB Report.

15.02.23 Following a Cabinet decision, it has been agreed that, on expiry of the Collective Agreement which governs the terms and conditions of employment of these Agaleans up to 30 June 2013, they be reported upon by the Pay Research Bureau.

15.02.24 Workers who fall under the Collective Agreement (not covered by the PRB) are categorised under seven groups comprising the following grades: Foreman; Store/Indent Officer; Driver (Heavy Mechanical Unit); Tradesman; Gangman; Driver; Shopkeeper; Boatman; Caretaker; Tradesman's Assistant; Office Assistant; Childcare Assistant; Pre-School Assistant; Shop Assistant; Handy Worker; and General Worker.

15.02.25 During an official visit to Agalega, a job analysis exercise was conducted to write the job descriptions of all the above-mentioned grades. On this basis and as per their schemes of duties, we have evaluated and graded the different posts and are, in this Report, making provision for their respective salaries.

ADMINISTRATION (AGALEGA)

Resident Manager

Commutation Facilities

15.02.26 The Administration Section in Agalega is presently headed by a Resident Manager. He is answerable to the OI DC 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; all production on the islands; the upkeep and maintenance of buildings, equipment and infrastructure on the islands; the upkeep of all plantations on the islands; general supervision of the staff and their training; proper keeping of all stores and shops on the islands; proper monitoring of all the budgets for running and development of the islands and for all other financial provisions; prepare and submit monthly inventory list of all goods that are being stored in Agalega Islands; prepare and submit daily report to the Head Office at Port Louis; and prepare and submit all written records that would be required by the Corporation on time.

15.02.27 The Resident Manager has no fixed hours of work and is expected to be available at all times, whenever required, to perform duties relevant to his post. Considering the topography of the Island and the nature of his duties, representation has been received for the provision of transport facilities to him for proper supervision, monitoring and control and promptitude in the enforcement of discipline. We are making appropriate recommendation to this effect.

Recommendation 5

15.02.28 We recommend that the Resident Manager be provided with appropriate means of commutation for both official and private purposes.

ST. BRANDON

15.02.29 St. Brandon Group of Islands (Cargados Carajos) constitutes 28 islets lying about 400 km to the north east of Mauritius. The total area of the islets is about 500 acres. These islets are spread over an area of approximately 1000 kms. The Archipelago supports several valuable fishery stocks and a diversity of marine fauna and flora. There are no permanent residents on St. Brandon. Public Officers in the grades of Meteorological Technician and Senior Meteorological Technician as well as Police Officers of the National Coast Guard and Special Mobile Force are posted there on a temporary

basis. They are governed by the same terms and conditions as their counterparts posted in other outer islands.

Disturbance Allowance

15.02.30 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. Despite its sublime green environment, Agalega and St Brandon do not provide the necessary conditions in terms of infrastructure, amenities and communication facilities to make adaptation easy. The tour of service, therefore, becomes difficult on account of these precarious conditions. These officers are presently paid a monthly disturbance allowance of 60% of their basic salary.

15.02.31 However, these officers have submitted that due to the irregular movement schedule of vessels, they cannot reach the islands at the start of their contractual agreement nor can they leave for the mainland on time. We have examined these constraints and are making appropriate recommendations to this effect.

Recommendation 6

15.02.32 We recommend that the monthly disturbance allowance equivalent to 60% of gross salary (basic salary plus salary compensation at approved rates) payable to officers on a tour of service in Agalega and St. Brandon be maintained.

15.02.33 We further recommend that the monthly disturbance allowance payable to these officers be pro-rated with respect to the duration of their stay in these islands.

15.02 (A) SALARY SCHEDULE (AGALEGA)

formerly Under Collective Agreement

OIC (A) 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250
General Worker

OIC (A) 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800
General Worker (Personal to employees in post as at 31.12.12)

OIC (A) 3 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700
Handy Worker

15.02 (A) SALARY SCHEDULE (Cont'd)

- OIC (A) 4 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 14000**
Caretaker
Childcare Assistant
Office Assistant
Preschool Assistant
- OIC (A) 5 : Rs 8500 x 250 – 12500 x 300 – 14300**
Shop Assistant
Tradesman's Assistant
- OIC (A) 6 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17400**
Boatman
- OIC (A) 7 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver
Shopkeeper
- OIC (A) 8 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Gangman
- OIC (A) 9 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Tradesman
- OIC (A) 10 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500**
Driver (Heavy Mechanical Unit)
- OIC (A) 11 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500 x 750 – 22500**
Store/Indent Officer
- OIC (A) 12 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Foreman



15.03 STATUTORY BODIES FAMILY PROTECTION FUND

- 15.03.01 By virtue of the Widows' and Orphans' (Statutory Bodies) Pension Fund (Amendment) Act No. 29 of 1993, the Fund was renamed the Statutory Bodies Family Protection Fund (SBFPF). It operates under the *aegis* of the Ministry of Local Government and Outer Islands and provides for the admission of female officers as associates to the Fund. It is a corporate body set up to further achieve the objectives of the Widows' and Orphans' (Statutory Bodies) Pension Fund established in 1965 to run a family pension scheme for employees of Parastatal Bodies and Local Authorities, and provide financial assistance to the surviving spouse and eligible children of associates of the Fund.
- 15.03.02 The Statutory Bodies Family Protection Fund Regulations came into operation on 01 July 2001 with the object of rationalising the computation of beneficiaries' pension and the payment of membership contribution in line with the recommendations of the Pay Research Bureau, and also to place employees of Local Authorities and other associates of the SBFPF at a par with their counterparts of the Civil Service.
- 15.03.03 The present staffing complement enables the organisation to meet its objectives efficiently and effectively and therefore the organisational structure is maintained.

15.03 STATUTORY BODIES FAMILY PROTECTION FUND

SALARY SCHEDULE

SBFPF 1	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
SBFPF 2	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior/Head Office Attendant
SBFPF 3	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerk/Word Processing Operator
SBFPF 4	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant Financial Operations Officer
SBFPF 5	:	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary

15.03 STATUTORY BODIES FAMILY PROTECTION FUND (Cont'd)

- SBFPP 6 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer
- SBFPP 7 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Chief Clerk
- SBFPP 8 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Financial Operations Officer
- SBFPP 9 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Assistant Manager/Accountant
- SBFPP 10 : Rs 87000**
Manager



16.01 AAPRAVASI GHAT TRUST FUND

- 16.01.01 The Aapravasi Ghat Trust Fund (AGTF) was established by Act No. 31 of 2001 and operates under the *aegis* of the Ministry of Arts and Culture. The Act was amended in 2006 and 2011 to allow the AGTF to work more effectively in consonance with the UNESCO Heritage Convention. Moreover, the AGTF is also entrusted with the responsibility for safeguarding and conservation of indentured sites such as the Vagrant Depot, Trianon Barracks and Flat Island.
- 16.01.02 Its main objectives are, to promote the Aapravasi Ghat as a national, regional and international memorial site; preserve and restore its architectural aspects; promote the social and cultural aspects of the Aapravasi Ghat; encourage and support projects and publication related to the Indentured Labour System; and identify and acquire sites, buildings and structures linked with the history of the arrival of immigrants.
- 16.01.03 The organisation structure of the AGTF comprises three units/section namely, the Research and Documentation, Technical and Administrative/Finance. The overall structure is adequate and is being maintained.

Recommendation

- 16.01.04 We recommend that incumbent in the grade of Programme Coordinator possessing a Diploma in Administration or Management or Human Resource Management or an equivalent qualification acceptable to the Board be allowed to proceed beyond the Qualification Bar (QB) in the salary scale of the grade.

16.01 AAPRAVASI GHAT TRUST FUND

SALARY SCHEDULE

AGTF 1	: Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
AGTF 2	: Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
AGTF 3	: Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Gateman Site Attendant
AGTF 4	: Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman

16.01 AAPRAVASI GHAT TRUST FUND (Cont'd)

- AGTF 5 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant
- AGTF 6 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Office Attendant/Driver
- AGTF 7 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Site Conservation Worker
- AGTF 8 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Field Guide
Ticket/Sales Officer
- AGTF 9 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator
- AGTF 10 : Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Heritage Guide/Public Outreach Officer
- AGTF 11 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Executive Officer
- AGTF 12 : Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100**
Programme Co-ordinator
- AGTF 13 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- AGTF 14 : Rs 19500 x 750 – 28500 x 900 – 32100**
Financial Operations Officer
- AGTF 15 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Senior Human Resource Officer

16.01 AAPRAVASI GHAT TRUST FUND (Cont'd)

**AGTF 16 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900
– 33000 x 1200 – 36600 x 1500 – 38100**

Accounting Technician

AGTF 17 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Administrative Secretary
Marketing Officer
Research Assistant

AGTF 18 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Documentalist

AGTF 19 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600

Archaeologist
Heritage Interpretation Manager
formerly Curator
Historian
Researcher
World Heritage Site Assistant Manager

AGTF 20 : Rs 35400 x 1200 – 36600 x 1500 – 57600

Head, Research and Documentation Unit
World Heritage Site manager

AGTF 21 : Rs 44100 x 1500 – 57600 x 1800 – 61200

Head, Technical Unit

AGTF 22 : Rs 87000

Director



16.02 CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS MITTERRAND TRUST FUND

- 16.02.01 The Conservatoire National de Musique François Mitterrand Trust Fund (Conservatoire), established by the Conservatoire National de Musique François Mitterrand Trust Fund Act No. 6 of 1992, operates under the *aegis* of the Ministry of Arts and Culture. The mission of the Conservatoire is to teach people, especially the young, to play musical instruments so as to develop their talent and create opportunities for them.
- 16.02.02 To this end, the Conservatoire organises and runs music courses, promotes music and the Mauritian musical heritage and advises the Minister on short and long term plans for teaching music and on the need for appropriate research in the field. The Conservatoire started its operation with a population of under 150 students and now it has over 2500 students on its roll. It has eight branches across the island.
- 16.02.03 The organisation structure of the Conservatoire comprises the Directorate, Music Tutors, part-time Music Teachers, and support staff.
- 16.02.04 In view of the expansion of activities, increasing clientele, engagement and its participation at national level, there is need to revisit its organisation structure.

Senior Music Tutor

- 16.02.05 At present, there exist the grades of Assistant Director and Senior Music Tutor at the Conservatoire. The main duties of the Senior Music Tutor are to conduct courses for both pre-service and in-service students; conduct examinations and extension classes; and supervise student and the work of Music Tutors and Part Time Teachers. On the other hand, the duties of the Assistant Director are to assist the Director in the day-to-day administration and plan and run music classes, among other related activities. It is felt that both the activities and duties devolving upon these two grades could be performed by a single level of operation at senior management level. This grade would stand for the Director and deal with matters concerning admission of students, control of staff, pedagogy and technical issues. We are, therefore, restyling the grade of Senior Music Tutor to reflect these duties and responsibilities and abolishing the grade of Assistant Director.

Recommendation 1

- 16.02.06 **We recommend that the grade of Senior Music Tutor be restyled Head, Music Department. The Head, Music Department would, in addition to his normal duties, be required to take over the duties of the Assistant Director and assist the Director in the day-to-day administration of the Conservatoire, stand for the Director in the absence of the latter and assist in matters concerning admission of students, control of staff,**

pedagogy and technical advice. This element has been taken into consideration in arriving at the salary recommended for the grade.

16.02.07 We also recommend that the grade of Assistant Director be abolished.

Music Tutor

16.02.08 Incumbents in the grade of Music Tutor have to work at odd hours. They have to both perform as well as teach. Representations have been made that these factors have to be considered for the salary grading of this post.

Recommendation 2

16.02.09 We recommend that Music Tutors be allowed to proceed incrementally up to salary point Rs 54600 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) 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.**

Administrative Secretary (New Grade)

16.02.10 With the expansion of the activities of the Conservatoire, it is submitted that there is need for a grade of Administrative Secretary to carry out the administrative duties and also to act as Secretary to the Board. We concur with the submission made and are making provision to this effect.

Recommendation 3

16.02.11 We recommend the creation of a grade of Administrative Secretary on the establishment of the Conservatoire. Appointment thereto should be made by selection from among candidates possessing a post 'A' Level Degree in Public Administration and/or Management and reckoning at least three years' post qualification experience in Management or Administration.

16.02.12 Incumbent would, among others, be required to ensure the proper running of the various sections of the Conservatoire; assist in the formulation and implementation of approved policies and in the drafting of policy papers; handle all matters having legal implications, look into student affairs, perform public relations duties and act as Secretary to the Board.

General Services Officer (New Grade)**General Services Executive (New Grade)**

16.02.13 In line with the general policy of having lean/flat structures for better efficiency and flexibility, it is submitted that the Conservatoire is in need of dedicated grades which would cater for a variety of tasks encompassing clerical, executive, finance, stores, word processing, supervisory and a few other duties specific to the Conservatoire. We are, therefore, providing for the polyvalent grades of General Services Officer (Conservatoire) and General Services Executive (Conservatoire).

Recommendation 4

16.02.14 We recommend the creation of a grade of General Services Officer (Conservatoire) on the establishment of the Conservatoire. Appointment thereto, should be made by selection from among candidates possessing:

- (a) the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or an equivalent qualification;**
- (b) the Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification; and**
- (c) Internet and Computing Core Certification (IC3) as a minimum or an equivalent IT related certification.**

Candidates should also possess good communication skills, be customer oriented and have the ability to work in teams.

16.02.15 Incumbent would, *inter alia*, be required to perform both clerical and word processing duties including the preparation, scrutiny and processing of documents and records; work related to registry and finance, including pay and cashier duties, drafting of replies to correspondence, data entry and updating of information in computer systems, operation of modern office equipment such as telefax machine, electronic photocopying machine and using Information and Communication Technologies (ICT) in the performance of the duties. Incumbent would also be required to type and collate official documents, perform computer/data processing work, operate e-mail services, and replace the Confidential Secretary, as and when required. Additionally, incumbent would be required to perform duties related to human resource, procurement and supply, **public relations, customer care, receptionist, basic event management and assist in research and promotion of Mauritian Musical Heritage.**

16.02.16 With the creation of the grade of General Services Officer (Conservatoire) on the establishment of the Conservatoire, the grades of Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator would, in the course of time, no longer be required.

Recommendation 5

16.02.17 We recommend that officers in the grades of Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator in post as at 31 December 2012, possessing the prescribed qualifications for the new grade of General Services Officer (Conservatoire) be given the option to join the grade and on joining be granted one additional increment at the salary point reached, subject to the maximum salary of the new grade.

16.02.18 We further recommend that the grades of Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator be made evanescent.

Recommendation 6

16.02.19 We recommend the creation of a grade of General Services Executive (Conservatoire). Appointment thereto should be made by selection from among incumbents in the grade of General Services Officer (Conservatoire) reckoning at least four years' service or an aggregate of four years' service in the grades of General Services Officer (Conservatoire), Clerical Officer/Higher Clerical Officer and Clerk/Word Processing Operator and possessing excellent analytical, technical and interpersonal skills together with ability to demonstrate initiatives in various situations.

16.02.20 Incumbent would be required to, *inter alia*, organise, implement and direct office operations; provide administrative support in general administration, human resource management, finance and stores including the scrutiny and critical examination of correspondence/documents; and drafting of letters. Incumbent would also be required to prioritise tasks to meet deadlines; coordinate and monitor the work of junior staff under his/her responsibility; assist in the organisation of official functions and other activities; and act as Secretary to committees, as and when required. **Additionally, incumbent would have to conduct research in connection with activities/policies of the Conservatoire and supervise work specifically for library, events and publications relating to music and pedagogy.**

16.02.21 We also recommend that incumbents in the grade of Executive Officer in post as at 31 December 2012 be given the option to join the new grade of General Services Executive (Conservatoire) and on joining be granted one additional increment at the salary point reached, subject to the maximum salary of the new grade.

16.02.22 We further recommend that the grade of Executive Officer be made evanescent.

Piano Accompanist

16.02.23 The qualification requirement for the grade of Piano Accompanist is School Certificate, Higher School Certificate and a Diploma in Piano Accompaniment or Piano Performance. In the absence of suitably qualified candidates, consideration is given to those possessing the Third Cycle Certificate in Piano from the Conservatoire together with five years' experience as a performing Pianist. **We are reviewing the salary grading of this post and incumbents possessing the Diploma in Piano Accompaniment or Piano Performance would be allowed to proceed beyond the QB.**

Driver

16.02.24 Drivers are required to perform certain duties of the grade of Office Attendant such as, running errands, dispatch of correspondence and distribution of files and documents, as and when required. We are, therefore, restyling the grade to reflect these duties.

Recommendation 7

16.02.25 We recommend that the grade of Driver be restyled Driver/Office Attendant and the scheme of service of the grade be amended to include certain duties performed by Office Attendants such as, running errands and despatch of correspondence, files and documents. This element has been taken into consideration in arriving at the salary recommended for the grade.

School Caretaker

16.02.26 It is submitted that the appellation of the grade of School Caretaker is a misnomer. We are, therefore, restyling the grade to a more appropriate appellation.

Recommendation 8

16.02.27 We recommend that the grade of School Caretaker be restyled Caretaker.

Higher Executive Officer

Events Officer

16.02.28 Both the grades of Higher Executive Officer and Events Officer are currently vacant. Management has submitted that there is no need for these two grades on the establishment of the Conservatoire as the duties devolving upon these two levels can be entrusted to incumbents in other grades with a view to making better use of its existing resources.

Recommendation 9

16.02.29 We recommend that the grades of Higher Executive Officer and Events Officer be abolished.

Part Time Music Teachers

16.02.30 Presently, part time Music Teachers employed by the Conservatoire are paid an allowance based on the qualifications and the number of hours put in as hereunder:

Teachers holding a Diploma in Music or a higher qualification	Rs 320/hr
Teachers holding a qualification lower than a Diploma in Music	Rs 260/hr

16.02.31 These part time Music 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.

16.02.32 We are maintaining the present mode of refund of travelling and computation of End-of-Year Bonus and revising the quantum of allowance payable to part time Music Teachers.

Recommendation 10

16.02.33 We recommend that the present mode of refund of travelling by bus and the computation of End-of-Year Bonus for part time Music Teachers be maintained and the quantum of allowance be revised as follows:

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

**16.02 CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS
MITTERAND TRUST FUND
SALARY SCHEDULE**

CNMTF 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250
General Worker

CNMTF 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800
General Worker (Personal to officers in post as at 30.06.08)

CNMTF 3 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
Caretaker
formerly School Caretaker

16.02 CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS MITTERAND TRUST FUND (Cont'd)

CNMTF 4	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Driver</i>
CNMTF 5	:	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Handy Worker/Tradesman
CNMTF 6	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal) Clerk/Word Processing Operator (Personal) Library Clerk
CNMTF 7	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 General Services Officer (Conservatoire) (New Grade)
CNMTF 8	:	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Technician
CNMTF 9	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Personal)
CNMTF 10	:	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 General Services Executive (Conservatoire) (New Grade)
CNMTF 11	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 32100 Piano Accompanist
CNMTF 12	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Assistant Financial Operations Officer/Financial Operations Officer
CNMTF 13	:	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary
CNMTF 14	:	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 QB 39600 x 1500 – 48600 Music Tutor

**16.02 CONSERVATOIRE NATIONAL DE MUSIQUE FRANÇOIS
MITTERAND TRUST FUND (Cont'd)**

**CNMTF 15 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**

Administrative Secretary (New Grade)

CNMTF 16 : Rs 35400 x 1200 – 36600 x 1500 – 57600

Head, Music Department
formerly Senior Music Tutor

CNMTF 17 : Rs 87000

Director



16.03 HINDI SPEAKING UNION

- 16.03.01 The Hindi Speaking Union (HSU) was established under the Hindi Speaking Union Act No. 33 of 1994 and it operates under the *aegis* of the Ministry of Arts and Culture.
- 16.03.02 The HSU promotes Hindi language in its spoken and written forms; encourages the publication, exhibition, distribution and sale of Hindi books/magazines and newspapers; facilitates friendship and understanding between the Hindi speaking peoples of the world; organises debate competitions in Hindi and holds Geet and Ghazal concerts, among others. It also provides 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 for exchange of programmes, scholarships and social intercourse between the HSU and other organisations. It aims at bringing a closer synergy between Hindi speaking people of Mauritius and those abroad.
- 16.03.03 The HSU is managed by an Executive Council. Its staffing complement comprises a Secretary/Treasurer who is responsible for the day-to-day administration, two Clerk/Word Processing Operators, a Library Clerk, a Motivator, an Office Care Attendant and a General Worker.
- 16.03.04 The present structure is appropriate for the HSU to meet its objectives. We are, however, restyling and reviewing the qualification requirements for the grade of Secretary/Treasurer to reflect the level of duties devolving upon the incumbent in line with what obtains in other similar organisations.

Secretary/Treasurer

Recommendation

- 16.03.05 We recommend that the grade of Secretary/Treasurer be restyled Administrative Secretary. Appointment thereto should, in future, be made from among candidates possessing a post 'A' Level Degree in Management/Administration with knowledge of finance and reckoning at least two years' experience in administrative and accounting duties.**
- 16.03.06 Incumbent would be required to assist in the day-to-day running of the Union; deal with all issues related to finance, procurement and supply and prepare reports whenever required; handle matters having legal implications; act as Secretary to the Executive Council and other committees set up by the Council and ensure follow-up action and implementation of decisions taken; supervise the work of subordinate staff, and assist in the preparation of staff development programmes, among others.

16.03.07 We also recommend that incumbent:

- (i) possessing a Degree in Management/Administration and drawing less than Rs 22500 should be allowed to join the recommended salary scale at salary point Rs 22500; and
- (ii) not possessing the Degree in Management/Administration should on obtention of the required qualification be allowed to move incrementally beyond the QB inserted in the salary scale.

16.03. HINDI SPEAKING UNION

SALARY SCHEDULE

HSU 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
HSU 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
HSU 3	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Office Care Attendant/Driver</i>
HSU 4	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Motivator
HSU 5	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerk/Word Processing Operator Library Clerk
HSU 6	:	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 QB 36600 x 1500 – 48600 Administrative Secretary <i>formerly Secretary/Treasurer</i>



16.04 ISLAMIC CULTURAL CENTRE

- 16.04.01 The Islamic Cultural Centre (ICC), set up under the Islamic Cultural Centre Trust Fund Board Act No: 46 of 1989, operates under the *aegis* of the Ministry of Arts and Culture. Its mission is to serve the varied cultural and artistic needs of the Muslims of Mauritius and to promote public awareness and appreciation of Islamic history and cultural heritage to the Mauritian Society.
- 16.04.02 To achieve its mission, ICC provides facilities for the documentation and research through the collection, publication, dissemination of valuable information on Islamic Arts and Culture. It also organises lectures, seminars, workshops and exhibitions and imparts training in relevant field of study and promotes study of Arabic and Urdu. The ICC has also established useful links with organisations locally and internationally to deal with matters relating to the organisation, facilitation, monitoring and supervision of Islamic pilgrimage to holy places.
- 16.04.03 The Director is responsible for the execution of the policy of the Board and for the control and management of the ICC. At present, the post of Director is vacant and the Secretary/Treasurer has been assigned the duties as Officer-in-Charge of the ICC. He is assisted in his duties by a Hadj/Programme Officer and officers of the General Services grades.
- 16.04.04 For efficient use of human resources, we are, in this Report, providing for the grade of Handy Worker (Multi-Skilled).

Handy Worker (Multi-skilled) (New Grade)

- 16.04.05 The building premises of ICC require regular maintenance and repairs. Consequently, we are creating a polyvalent grade to undertake these tasks.

Recommendation 1

- 16.04.06 **We recommend the creation of the grade of Handy Worker (Multi-skilled). Appointment to the grade of Handy Worker (Multi-skilled) should be made by selection from among holders of the Certificate of Primary Education, together with NTC 3/NC 3 from the MITD or equivalent, in any one of the following trades: plumbing, painting, electrical work, carpentry, masonry, pipe fitting and any other related work; and reckoning at least two years' relevant experience in any two of the trades mentioned above.**
- 16.04.07 Incumbent would be required, *inter alia*, to perform work or supervise activities such as painting, carpentry, masonry, installation, plumbing, pipe fitting, electrical and mechanical installation, cleaning; and all maintenance and servicing works at ICC. **Additionally, he would be required to assist in the maintenance of the building and equipment which includes a**

stand-by generator, lift, central air conditioning system and split units, a language lab, personal computers and a server.

Abolition of Grades

16.04.08 At present the grades of Research Officer, Attendant/Cleaner and General Worker are vacant and Management has submitted that they would no longer be required.

Recommendation 2

16.04.09 We recommend that the grades of Research Officer, Attendant/Cleaner and General Worker be abolished.

16.04 ISLAMIC CULTURAL CENTRE

SALARY SCHEDULE

ICC 1	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener Office Attendant
ICC 2	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
ICC 3	:	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Handy Worker (Multi-skilled) (New Grade)
ICC 4	:	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Receptionist/Word Processing Operator
ICC 5	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerk/Word Processing Operator Library Clerk
ICC 6	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer Hadj/Programme Officer
ICC 7	:	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary

16.04 ISLAMIC CULTURAL CENTRE (Cont'd)

ICC 8 : Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400

Secretary/Treasurer

ICC 9 : Rs 59400 x 1800 – 68400 x 2400 – 75600

Director



16.05 LE MORNE HERITAGE TRUST FUND

- 16.05.01 Le Morne Heritage Trust Fund (MHTF), established under Act No 10 of 2004, is a body corporate and operates under the *aegis* of the Ministry of Arts and Culture. Its mission is to preserve and manage the cultural landscape of Le Morne, cherish it as a symbol of reconciliation and forgiveness; develop it as a focal point for celebrating resistance to slavery; and utilise it as a tool for local economic development and capacity building.
- 16.05.02 The MHTF promotes Le Morne Cultural Landscape as a national, regional and international memorial site and makes it accessible to the public; preserves its ecological aspects; creates public awareness about its history; encourages research and supports projects and publications related to slavery and “marronage”; collects, publishes and disseminates information pertaining to slavery and “marronage” and establishes links with appropriate international organisations.
- 16.05.03 Le Morne Cultural Landscape is listed as a World Heritage Site. The MHTF, therefore, has to continuously maintain its authenticity and integrity to satisfy the UNESCO guidelines and recommendations.
- 16.05.04 The MHTF is managed by a Board. The Director is the Chief Executive and is responsible for the execution of the policy of the Board and management of the day-to-day business of the organisation.
- 16.05.05 The organisation set up of the MHTF comprises the Technical Section and the Administration Section. We are, in this Report, providing for certain grades which are mandatory by UNESCO guidelines.

Curator (New Grade)

- 16.05.06 We are providing for a grade at professional level to be responsible for the care, management, conservation and promotion of collections and the overall management of the Museum/Interpretation Centre.

Recommendation 1

- 16.05.07 We recommend the creation of a grade of Curator. Appointment thereto, should be made by selection from among candidates possessing a post ‘A’ Level Degree in History/Heritage/Mauritian Studies/Museum Studies/ Archaeology/Anthropology and a Master’s Degree in Museum Studies or Museology.**
- 16.05.08 Incumbent would be responsible for the day-to-day administration of the Museum/Interpretation Centre; for the care, preservation, conservation, research, promotion, administrative management and enrichment of collections in accordance with International Council of Museums; for planning

and organising exhibitions and participating in cooperative and joint venue research projects, among others.

Documentalist (New Grade)

16.05.09 With the growing number of students/researchers and members of public seeking information/data, there is need for a level, mainly, to guide researchers and members of the public in their research and reference work.

Recommendation 2

16.05.10 We recommend the creation of a grade of Documentalist. Appointment, thereto, should be made by selection from among candidates possessing a post 'A' Level Degree in History/Heritage/Mauritian Studies or a related academic field together with a postgraduate Diploma in Library and Information Science or Archives and reckoning at least two years' relevant experience.

16.05.11 Incumbent would, among others, be required to develop and manage the Documentation Centre; update, develop and maintain archival collections and records in the computerised system; and organise exhibits with a view to disseminating information on indenture.

Site Manager

16.05.12 At present, recruitment to the grade of Site Manager is made by selection from among candidates possessing a post 'A' Level Diploma in either Archaeology, History, Architecture or Anthropology. We are opening the level as an avenue of promotion for Site Officers possessing the prescribed qualifications.

Recommendation 3

16.05.13 We recommend that henceforth, appointment to the grade of Site Manager should be made by selection from among Site Officers possessing a post 'A' Level Diploma in either Archaeology, History, Architecture or Anthropology. In the absence of qualified officers, recruitment should be made by selection from among candidates possessing a post 'A' Level Diploma in either Archaeology, History, Architecture or Anthropology.

16.05.14 We also recommend that incumbent in the grade of Site Manager possessing a post 'A' Level Degree in either Archaeology, History, Architecture or Anthropology and who has already benefited from incremental credits for possessing higher qualifications may be allowed to move incrementally over and above the top salary of the grade by two increments in the master salary scale.

**16.05 LE MORNE HERITAGE TRUST FUND
SALARY SCHEDULE**

MHTF 1	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Security Guard
MHTF 2	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
MHTF 3	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
MHTF 4	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerk/Word Processing Operator Conservation Officer Heritage Guide
MHTF 5	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Site Officer
MHTF 6	Rs 19500 x 750 – 28500 x 900 – 32100 Accounts Officer
MHTF 7	Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Site Manager
MHTF 8	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Administrative Secretary Research Officer
MHTF 9	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Documentalist (New Grade)
MHTF 10	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Curator (New Grade)
MHTF 11	Rs 75600 Director



16.06 MALCOLM DE CHAZAL TRUST FUND

- 16.06.01 Established under Act No. 51 of 2002, the Malcolm de Chazal Trust Fund (MCTF) operates under the *aegis* of the Ministry of Arts and Culture. Its objectives are to preserve the collection of the works of Malcolm de Chazal as part of the Mauritian heritage, promote understanding and dissemination of Malcolm de Chazal's works and ideas nationally and internationally; and encourage the expression of the Mauritian creative genius in the philosophical, literary, artistic and other related domains.
- 16.06.02 The MCTF is managed by a Board of Trustees and is currently serviced by an employee on a contractual basis. As the Act is in the process of being reviewed, we are providing salary for the level of Coordinator only.

16.06 MALCOLM DE CHAZAL TRUST FUND**SALARY SCHEDULE**

MCTF 1 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000
Co-ordinator (MCTF)



16.07 MAURITIAN CULTURAL CENTRE TRUST

- 16.07.01 The Mauritian Cultural Centre Trust (MCCT), set up under Act No. 6 of 2001, is a body corporate operating under the *aegis* of the Ministry of Arts and Culture. Its mission is to act as a key institution for the development of a plural Mauritian Cultural identity and for the promotion of the Mauritian artistic and creative genius in its multiple expressions.
- 16.07.02 The MCCT is, *inter alia*, responsible for the promotion of the Mauritian Culture for identifying, developing and perpetuating Mauritian cultural heritage inclusive of oral traditions and folk arts; encouraging Mauritian artistic and cultural creativity as well as setting up of a Mauritian Cultural Troupe and showcasing Mauritian culture worldwide.
- 16.07.03 The MCCT is not fully operational. Only the posts of Driver/Office Attendant and Clerk/Word Processing Operator are at present filled in a substantive capacity. We are making provisions for these two grades only.

16.07 MAURITIAN CULTURAL CENTRE TRUST**SALARY SCHEDULE**

- MCCT 1 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Office Attendant/Driver
- MCCT 2 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator



16.08 MAURITIUS FILM DEVELOPMENT CORPORATION

- 16.08.01 The Mauritius Film Development Corporation (MFDC) was set up under Act No. 31 of 1986 and it operates under the *aegis* of the Ministry of Arts and Culture. The mission of the MFDC is to develop the image industry by creating opportunities in all relevant fields. It envisions to make Mauritius a film making destination fully geared towards film shooting, dubbing, post production and animation.
- 16.08.02 The MFDC imports, exports, exhibits and produces films; establishes relationship with foreign and international persons or bodies for the promotion of film activities and promotes the holding of film show festivals to cater for the cultural and linguistic needs of the people of Mauritius. It gives assistance - financial or otherwise, as well as support services to persons or bodies engaged in the production or exhibition of films and is responsible for giving shooting authorisation to local and foreign crews.
- 16.08.03 The MFDC also dispenses training courses in film and audiovisual sector to an increasing number of people to engage those interested in the film and audiovisual sector.
- 16.08.04 The operational structure of the MFDC comprises two sections, namely: Administration and Finance Section; and Technical Section. The General Manager is the Chief Executive Officer and is supported by a staffing complement of employees in Technical and General Service grades both in a substantive capacity and on contract basis.
- 16.08.05 We are, in this Report, maintaining the present structure which is adequate to enable the organisation to deliver on its mandate.
- 16.08.06 The provision made at paragraph 10.46 of Volume 1 of this Report should also be applicable to incumbent in the post of General Manager.

16.08 MAURITIUS FILM DEVELOPMENT CORPORATION

SALARY SCHEDULE

- MFDC 1 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700**
Handy Worker (Lay Services)
- MFDC 2 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Handy Worker
- MFDC 3 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250**
Technician/Driver

16.08 MAURITIUS FILM DEVELOPMENT CORPORATION (Cont'd)

- MFDC 4 :** **Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
Word Processing Operator/Receptionist
- MFDC 5 :** **Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- MFDC 6 :** **Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Technical Assistant
- MFDC 7 :** **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
- MFDC 8 :** **Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- MFDC 9 :** **Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
- MFDC 10 :** **Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Audiovisual Officer
IT Support Officer
Liaison Officer
- MFDC 11 :** **Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Technical Executive
Marketing Officer
- MFDC 12 :** **Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Secretary/Accountant
- MFDC 13 :** **Rs 63000 x 1800 – 68400 x 2400 – 75600**
General Manager



16.09 MAURITIUS MARATHI CULTURAL CENTRE TRUST

- 16.09.01 The Mauritius Marathi Cultural Centre Trust (MMCCT), set up under the Mauritius Marathi Cultural Centre Trust Act No. 3 of 2001, operates under the *aegis* of the Ministry of Arts and Culture.
- 16.09.02 The MMCCT preserves and promotes Marathi arts and culture. It also promotes the study of Marathi; collects, publishes and disseminates information pertaining to Marathi arts and culture; organises lectures, seminars, training, workshops, exhibitions and any other activities which leads to a better understanding of Marathi arts and culture; creates facilities for documentation and research on Marathi arts and culture and establishes useful links with organisations engaged in similar activities locally and internationally.
- 16.09.03 We are, in this Report, reinforcing the organisation structure of the MMCCT by providing for the grades of Administrative Secretary and Clerk/Word Processing Operator and abolishing the grade of Secretary/Treasurer to enable the organisation to operate with optimal efficiency.

Administrative Secretary (New Grade)

- 16.09.04 The grade of Secretary/Treasurer was created since the inception of the MMCCT to be responsible for administrative, secretarial and financial duties. Management has reported that it has been encountering difficulties in retaining officers in this grade because of its specific set of qualifications' requirement. The activities of the organisation is expanding and the MMCCT is now in need of a full time officer to carry out the administrative duties and also to act as Secretary to the Board. We are, therefore, making provision for a new grade.

Recommendation 1

- 16.09.05 We recommend the creation of a grade of Administrative Secretary on the establishment of the MMCCT. Appointment thereto should be made from among candidates possessing a post 'A' Level Degree in Administration and/or Management.**
- 16.09.06 Incumbent would, among others, be responsible for the proper running of the MMCCT; formulate and maintain proper administrative procedures throughout the organisation and advise on administrative or human resource matters; act as Secretary to the Board; prepare agenda, minutes and reports at Board and Committee levels and ensure follow-up action; prepare the Recurrent and Capital Estimates and deal with matters relating to tenders, contracts and legal issues.

16.09.07 With the creation of the grade of Administrative Secretary, the grade of Secretary/Treasurer, which is presently vacant, is no longer needed.

Recommendation 2

16.09.08 We recommend that the grade of Secretary/Treasurer be abolished.

Clerk/Word Processing Operator (New Grade)

16.09.09 Management of the MMCCT has submitted that there is need for a grade at supporting level to perform both clerical and word processing duties. We are, therefore, providing for a grade of Clerk/Word Processing Operator.

Recommendation 3

16.09.10 We recommend the creation of a grade of Clerk/Word Processing Operator on the establishment of the MMCCT. Recruitment thereto should be made by selection from among candidates possessing:

- (a) the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or an equivalent qualification;
- (b) the Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification;
- (c) a Certificate in typewriting at a speed of at least 25 words a minute from a recognised institution; and
- (d) a Certificate in Word Processing or Data Processing from a recognised institution.

16.09.11 Incumbent would, among others, be required to perform clerical and word processing duties including the preparation, scrutiny and processing of straightforward documents, recording, registry works, typing and collating letters/documents; perform word processing and doing simple computer/data processing work.

16.09 MAURITIUS MARATHI CULTURAL CENTRE TRUST

MMCCT 1	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
MMCCT 2	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerk/Word Processing Operator (New Grade)

16.09 MAURITIUS MARATHI CULTURAL CENTRE TRUST (Cont'd)

MMCCT 3 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Administrative Secretary (New Grade)

MMCCT 4 : Rs 63000 x 1800 – 68400 x 2400 – 75600

Director



16.10 MAURITIUS MUSEUMS COUNCIL

- 16.10.01 Established under the Mauritius Museums Council Act No. 36 of 2000, the Mauritius Museums Council (MMC) was created to replace the Mauritius Institute. The MMC operates under the *aegis* of the Ministry of Arts and Culture. It is mandated to formulate policies in the field of museology and develop, promote national and specialised museums as well as operate and monitor the affairs of museums and coordinate their activities. It also develops, maintains and preserves National Collections comprising specimens and objects of scientific, cultural, technological, historical, archaeological and artistic values; and promotes the use of its resources for educational purposes and for research.
- 16.10.02 The MMC has under its purview two National Museums, seven Specialised Museums and the Millenium Monument.
- 16.10.03 The MMC is managed by a Board. The Director General is the Chief Executive and is responsible for the execution of the policy of the Board and the day-to-day management of the MMC.
- 16.10.04 The organisation structure of the MMC comprises three sections: Collection, Public Programmes and Administration. We are, in this Report, reviewing the organisation structure to better equip the MMC in meeting its objectives and abolishing a few grades which have remained vacant for quite long time.

Senior Museum Technician

Museum Technician

Museum Attendant

- 16.10.05 At present, only two museums operate on a 7-day week basis and are open on weekdays and Saturdays from 9.00 a.m. to 4.00 p.m. and from 9.00 a.m. to noon on Sundays. With a view to allowing greater access to members of the public to visit museums, the Board of the MMC has submitted that all museums would be opened to the public on a 7-day week basis and has submitted for a new roster pattern of work for incumbents in the grades of Museum Technician, Senior Museum Technician and Museum Attendant. We are favourable to the request.

Recommendation 1

- 16.10.06 We recommend that on implementation of a roster system at the MMC, incumbents in the grades of Museum Technician, Senior Museum Technician and Museum Attendant should be given an option to join the new respective grades of Museum Technician (Roster), Senior Museum Technician (Roster) and Museum Attendant (Roster) and on joining the respective grade be granted one additional increment at the salary point reached, subject to the maximum salary of the grade.**

16.10.07 We also recommend that the grades of Museum Technician, Senior Museum Technician and Museum Attendant should be made evanescent.

Roster

16.10.08 Officers in the grades listed below are required to work on roster. This element has been taken into consideration in determining the recommended salary for the grades as hereunder:

- Senior Museum Technician (Roster)
- Museum Technician (Roster)
- Museum Attendant (Roster)

16.10 MAURITIUS MUSEUMS COUNCIL

SALARY SCHEDULE

MMC 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
MMC 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
MMC 3	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
MMC 4	:	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman (Personal)
MMC 5	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman Museum Attendant (Personal to employees in post as at 31.12.12) Office Attendant
MMC 6	:	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Museum Attendant (Roster) (New Grade)
MMC 7	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
MMC 8	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Handy Worker (Skilled)

16.10 MAURITIUS MUSEUMS COUNCIL (Cont'd)

- MMC 9 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Head Museum Attendant
- MMC 10 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephonist
- MMC 11 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Laboratory Attendant
Salesperson
- MMC 12 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator (Personal)
- MMC 13 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- MMC 14 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Museum Technician (Personal to officers in post as 31.12.12)
- MMC 15 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Museum Technician (Roster) (New Grade)
- MMC 16 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer
- MMC 17 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Senior Museum Technician (Personal to officers in post as 31.12.12)
- MMC 18 : Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400**
Senior Museum Technician (Roster) (New Grade)
- MMC 19 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary

16.10 MAURITIUS MUSEUMS COUNCIL (Cont'd)

- MMC 20 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Museums Public Relations Officer
- MMC 21 : Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Accounts Officer/Senior Accounts Officer
- MMC 22 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Principal Museum Technician
- MMC 23 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Office Superintendent
- MMC 24 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Conservator
Curator
Museum Educator
- MMC 25 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Secretary
- MMC 26 : Rs 44100 x 1500 – 57600 x 1800 – 61200**
Director
- MMC 27 : Rs 87000**
Director General



16.11 MAURITIUS SOCIETY OF AUTHORS

16.11.01 The Mauritius Society of Authors (MASA) operates under the *aegis* of the Ministry of Arts and Culture. It was set up by the Copyright Act 1986 and became operational in 1989. The Act was subsequently repealed and replaced by the Copyright Act No. 12 of 1997 which was itself amended in 2000.

16.11.02 The aims and objectives of the MASA are to:

- (i) represent and defend the interests of its members in Mauritius and abroad;
- (ii) administer, on an executive basis within Mauritius, such economic rights of its members as the society may determine;
- (iii) collect copyright fees from the users of works on behalf of its members and distribute same among those members;
- (iv) help in the preparation of standard form of contracts for the benefit and use of its members;
- (v) foster such harmony and understanding between authors and the users of their works as are necessary for the protection of the author's economic rights;
- (vi) make reciprocal agreements within foreign society of authors for the issue of exclusive authorisation in respect of their members' works and for the collection and distribution of copyright fees deriving from those works; and
- (vii) endeavour to obtain the transfer of membership of Mauritian authors who are members of foreign societies of author, and safeguard the interest of the Mauritian authors whose membership has been transferred and all the advantages which may have accrued to them before the transfer.

16.11.03 The MASA is managed by a Board. It is headed by a Director-General who is responsible for the implementation of policy of the Board and its day-to-day management. The organisation structure of the MASA comprises two divisions, the Administrative and the Technical. The present organisation structure enables the MASA to deliver its mandate effectively and therefore, we are maintaining it.

Membership and Repertoire Officer

16.11.04 At present, appointment to the grade of Membership and Repertoire Officer is filled by promotion, on the basis of experience and merit, of officers in the grade of Assistant Membership and Repertoire Officer. With the creation of the grade of Senior Officer, now restyled General Services Executive (MASA), on the establishment of the organisation, the latter grade became evanescent.

There is, therefore, need to amend the scheme of service of the grade of Membership and Repertoire Officer. We are making appropriate provisions to this effect.

Recommendation

16.11.05 We recommend that the qualification requirements of the grade of Membership and Repertoire Officer be amended such that, in future, appointment thereto be made by promotion, on the basis of experience and merit, of officers in the grade of General Services Executive (MASA).

16.11 MAURITIUS SOCIETY OF AUTHORS

SALARY SCHEDULE

MASA 1 :	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
MASA 2 :	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
MASA 3 :	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephonist
MASA 4 :	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 General Services Officer (MASA) <i>formerly Officer</i>
MASA 5 :	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Licensing Officer (Personal)
MASA 6 :	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 General Services Executive (MASA) <i>formerly Senior Officer</i>
MASA 7 :	Rs 19500 x 750 – 28500 x 900 – 32100 Financial Operations Officer Membership and Repertoire Officer

16.11 MAURITIUS SOCIETY OF AUTHORS (Cont'd)

MASA 8 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Accountant

MASA 9 : Rs 87000

Director-General



16.12 MAURITIUS TAMIL CULTURAL CENTRE TRUST

- 16.12.01 The Mauritius Tamil Cultural Centre Trust (MTCCT), set up as a body corporate by Act No. 5 of 2001, operates under the umbrella of the Ministry of Arts and Culture.
- 16.12.02 The vision of the organisation is to make the MTCCT the Cultural Centre of the Region while sharing the rich and ancient Tamil Cultural heritage and promoting harmony, friendship and understanding in the Mauritian Society.
- 16.12.03 Its mission is to preserve the cultural identity and heritage, through its commitment to promote access to the Tamil Culture and encourage new talents and its development through training, exhibition, shows and presentation across the region.
- 16.12.04 The main objectives of the MTCCT are to protect, preserve and promote Tamil arts and culture; promote Tamil music, dance, cuisine and arts; collect, publish and disseminate information pertaining to Tamil arts and culture; organise lectures, seminars, training, workshops, exhibitions and any other activities which will lead to a better understanding of Tamil art and culture; create facilities for documentation and research on Tamil arts and culture; create facilities for documentation and research on Tamil art and culture; and establish useful links with organisations engaged in similar activities locally and internationally.
- 16.12.05 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.
- 16.12.06 At present, the MTCCT has on its establishment the grades of Clerk/Word Processing Operator and Office Attendant/Driver. It enlists the services of employees on a part time basis/contract employment in the capacity of Instructor (Music) and Instructor (Performing Arts) to operate the 19 Regional Centres of the MTCCT. In this Report, we are maintaining the present organisational set up and the present arrangement to enable the organisation to deliver on its mandate.

**16.12. MAURITIUS TAMIL CULTURAL CENTRE TRUST
SALARY SCHEDULE**

MTaCCT 1 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850

Driver/Office Attendant
formerly Office Attendant/Driver

**MTaCCT 2 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500 x 750 – 24000**

Clerk/Word Processing Operator



16.13 MAURITIUS TELUGU CULTURAL CENTRE TRUST

- 16.13.01 The Mauritius Telugu Cultural Centre Trust was set up by Act No. 4 of 2001 and came into operation in August 2001. The objectives of the Trust are to preserve and promote Telugu art and culture; promote the study of Telugu; manage the Centre; collect, publish and disseminate information pertaining to Telugu art and culture; organise lectures, seminars, training, workshops, exhibitions and any other activities which will lead to a better understanding of Telugu art and culture; create facilities for documentation and research on Telugu art and culture; establish useful links with organisations engaged in similar activities locally and internationally; and undertake any other activity which is cognate to the achievement of the above objects.
- 16.13.02 The Act makes provision for a post of Director to be the Chief Executive of the organisation with the responsibility for the execution of the policy of the Board and for the control and management of the day-to-day business of the Centre. The post of Director is vacant and officers of the Ministry of Arts and Culture are handling the administrative function as well as the financial management of the Trust. We are providing the salary scales exclusively for employees in post.

16.13 MAURITIUS TELUGU CULTURAL CENTRE TRUST

SALARY SCHEDULE

- MTeCCT 1 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
 Driver/Office Attendant
formerly Office Attendant/Driver
- MTeCCT 2 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
 Clerk/ Word Processing Operator



16.14 NATIONAL ART GALLERY

- 16.14.01 The National Art Gallery (NAG), established as a corporate body under Act No. 11 of 1999, operates under the *aegis* of the Ministry of Arts and Culture. It envisions to further art appreciation; promote the understanding of visual arts; enhance creative sensibility of the public; and develop the visual literacy of the public at large.
- 16.14.02 The NAG serves Mauritius in a national role by promoting the exhibition of art works; and collecting and preserving fine arts in all its diverse forms. It also organises solo exhibitions of artists upon request; develops and conserves a national collection of works of art; disseminates information on art to the public in general through the media and its website which serves as window dressing of its activities. It promotes the exchange of ideas and participation in international exhibitions and related matters at an international level in an attempt to establish strong links with local and overseas institutions for the promotion of its activities. Moreover, an 'Art Therapy' program has been set up consisting of Art Workshops animated by artists for children in paediatric units of the hospitals.
- 16.14.03 The organisation is managed by a Board. A Director is responsible for the execution of the policy of the Board and for the day-to-day management of the NAG. The present organisation structure comprises technical and supporting grades.
- 16.14.04 The organisation structure being appropriate to enable the NAG to achieve its objectives, we are maintaining same in this Report.

Time Off

- 16.14.05 Exhibitions are often organised by NAG which usually take place outside normal working hours during weekdays, weekends and public holidays. Officers of the NAG are, therefore, required to work at staggered hours. Both Management and Staff Associations have made representations that these officers be compensated for working beyond their scheduled time. We are, therefore, making provision to that end.

Recommendation 1

- 16.14.06 We recommend that arrangements be made for officers of the NAG who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job to be granted equivalent time off for the extra hours put in. However, where the officers cannot be granted time off within a period of six months, they should be compensated at the normal hourly rate for the extra hours put in.**

16.14 NATIONAL ART GALLERY**SALARY SCHEDULE**

- NAG 1 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700**
Handy Worker
- NAG 2 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Telephone Operator
- NAG 3 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Office Attendant/Driver
- NAG 4 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- NAG 5 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Art Custodian
Executive Officer
- NAG 6 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Art Curator
Documentation and Liaison Officer
- NAG 7 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Director



16.15 NATIONAL HERITAGE FUND

- 16.15.01 The National Heritage Fund (NHF), initially known as the National Heritage Trust Fund is established by the National Heritage Trust Fund Act No. 40 of 2003. It is a body corporate and operates under the *aegis* of the Ministry of Arts and Culture. It is mandated to identify and safeguard our tangible and intangible heritage; ensure the sound management of declared national heritage, sensitise the public on the significance, value and importance of our national heritage; and develop a sense of belonging by caring for the past and bequeathing it to the future generations.
- 16.15.02 The NHF aims at increasing awareness and understanding of our history and culture. To this end, it manages, promotes and safeguards the national, historical and cultural sites as national heritage of Mauritius; rehabilitates and preserves the national heritage sites as a source of material for scientific and cultural investigation and as an enduring basis for the purpose of development, leisure, tourism and enjoyment of present and future generations worldwide; educates and sensitises the public on cultural values, national heritage and instils a sense of belonging and civic pride with respect to national heritage.
- 16.15.03 The NHF is managed by a Board. The Director is the Chief Executive Officer and is responsible for the execution of the policy of the Board and management of the day-to-day business of the NHF.
- 16.15.04 The organisation structure of the NHF comprises the Administrative and Finance Section and the Technical Section. The present structure is maintained. We are, however, restyling the grade of Heritage Officer to better reflect its duties and responsibilities devolving upon the incumbent.

Research/Heritage Officer *formerly Heritage Officer*

Recommendation

- 16.15.05 **We recommend that the grade of Heritage Officer be restyled Research/Heritage Officer. Appointment thereto, should be made by selection from among candidates possessing a post 'A' Level Degree in either Archaeology, History, Architecture, or Anthropology and reckoning at least two years' experience in fieldwork and research.**
- 16.15.06 Incumbent would be required, in addition to the duties of Heritage Officer, to among others, carry out field work and gather information on issues pertaining to the tangible and intangible Cultural Heritage; undertake historical research, prepare reports and publications; catalogue and classify heritage materials; organise international and national conference, seminars, workshops and other training activities; and plan, organise and coordinate heritage projects.

16.15 NATIONAL HERITAGE FUND**SALARY SCHEDULE**

- NHF 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant
- NHF 2 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Office Attendant/Driver
- NHF 3 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
Heritage Protection Assistant
- NHF 4 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
- NHF 5 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- NHF 6 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Heritage Technical Officer
- NHF 7 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Secretary
Research/Heritage Officer
formerly Heritage Officer
- NHF 8 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Manager, Technical Section
formerly Head, Technical Section
- NHF 9 : Rs 87000**
Director



16.16 NATIONAL LIBRARY

- 16.16.01 The National Library (NL) is established under Act No.32 of 1996 as a corporate body operating under the *aegis* of the Ministry of Arts and Culture. It is mandated to collect, organise and preserve the nation's literary output and promote and encourage the use of library materials. It acts as the national bibliographic centre for the compilation of national bibliographies and national exchange agency for local and international inter-library loan.
- 16.16.02 The NL provides library materials available to the public for reference; promotes research in library fields and co-operation between NL and other libraries, both local and abroad, among others.
- 16.16.03 Additionally, the NL acts as a depository library for documents issued by the United Nations, World Bank, International Monetary Fund, European Union and Shanghai Public Library. Concurrently, its collection consists of some 425,000 items, comprising books, periodicals, newspapers, video and audiotapes, records, maps, manuscripts and CDs and DVDs.
- 16.16.04 With the development of technology and the emergence of Internet as the greatest provider of information, the NL is called upon to adapt its services to answer to the exigencies of its customer, that is, shifting from an entirely print library to a hybrid type of library comprising both print and electronic collections.
- 16.16.05 The NL is managed by a Board and the Chief Executive Officer is responsible for the execution of the policy of the Board and management of the day-to-day business of the NL.
- 16.16.06 At present, the organisational set up of the NL comprises three Departments: Library, Administration and Finance. We are maintaining the structure.

16.16 NATIONAL LIBRARY

SALARY SCHEDULE

NL 1	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Library Attendant
NL 2	:	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500 Senior Library Attendant
NL 3	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Office Attendant/Driver</i>

16.16 NATIONAL LIBRARY (Cont'd)

- NL 4 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Binder
- NL 5 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephone Operator
- NL 6 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Microfilm Operator
- NL 7 : Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 QB 20250 x 750 – 24000**
Binder (Personal)
- NL 8 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
Library Clerk
- NL 9 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Senior Binder
- NL 10 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
- NL 11 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Senior Library Clerk
- NL 12 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Office Supervisor
- NL 13 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- NL 14 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Procurement and Supply Officer

16.16 NATIONAL LIBRARY (Cont'd)

- NL 15 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Library Officer
- NL 16 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Accounts Officer
- NL 17 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Senior Library Officer
- NL 18 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Assistant
- NL 19 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Librarian
Systems Administrator
- NL 20 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
- NL 21 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Senior Librarian
- NL 22 : Rs 87000**
Director (Future Holder)
- NL 23 : Rs 93000**
Director (Personal to holder in post as at 31.12.12)



16.17 NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND

- 16.17.01 The Nelson Mandela Centre for African Culture Trust Fund (NMCACTF) is established under Act 21 of 1989. It was initially known as the African Cultural Centre Trust Fund. It operates under the *aegis* of the Ministry of Arts and Culture and is managed by a Board of Trustees.
- 16.17.02 The NMCACTF aims at preserving and promoting the African and Kreol arts and culture and instilling greater awareness and understanding of the African and Kreol forms of arts and culture and of our history among members of the public. To this end, it organises seminars, workshops, talks and debates, cultural shows, exhibitions pertaining to history, culture, social conditions of the Kreol components of the Mauritian and Rodriguan population. Additionally, it conducts research on the impact of slavery in Mauritius. It also collects, publishes and disseminates information with respect to the African and Kreol arts and culture.
- 16.17.03 The NMCACTF provides assistance to Mauritians wishing to trace their slave ancestry. It has a database containing the names of all slaves freed in Mauritius in 1835. It also has links with various organisations engaged in similar activities both locally and abroad. The NMCACTF has consolidated ties with friendly countries, previously marked by the slavery trade, namely Senegal, Mozambique and Malagasy Republic.
- 16.17.04 The current organisation set-up of the NMCACTF comprises four Sections: Cultural Section; Documentation and Research Section; Administrative Section; and Finance Section. We are maintaining the present structure, except for the abolition of the grade of Accounts Clerk.

FINANCE SECTION**Accounts Officer****Accounts Clerk**

- 16.17.05 The incumbent in the grade of Accounts Officer is currently cumulating the duties of the Accounts Clerk, a post which has remained vacant for quite some time. As this arrangement befits the organisation, we are making provision for the abolition of the grade of Accounts Clerk and for enlarging the duties of the post of Accounts Officer.

Recommendation 1

- 16.17.06 We recommend that the grade of Accounts Clerk be abolished.**
- 16.17.07 We also recommend that incumbent in the grade of Accounts Officer should, in addition to his generic duties, be required to prepare payment of salaries/wages, travelling/travelling allowances, overtime; write-up cash book; make entries in ledger and journal; and maintain Books of**

Accounts, records and prepare Bank Reconciliation Statement and Statistics.

16.17.08 The provision of the above recommendation has been taken into account in arriving at the salary recommended for the grade.

16.17.09 The provision made at paragraph 10.46 of Volume 1 of this Report should also be applicable to incumbent in the post of Director.

**16.17 NELSON MANDELA CENTRE FOR AFRICAN CULTURE
TRUST FUND**

SALARY SCHEDULE

NMCAC 1 :	Rs 14300 x 350 – 16050 x 450 – 16950 Cultural Adviser Cultural Animator
NMCAC 2 :	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17400 Handy Worker (Semi Skilled)
NMCAC 3 :	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Handy Worker
NMCAC 4 :	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Audio Visual/Public Address Operator
NMCAC 5 :	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerk/Word Processing Operator
NMCAC 6 :	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Documentation Officer
NMCAC 7 :	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary
NMCAC 8 :	Rs 19500 x 750 – 28500 x 900 – 32100 Accounts Officer

**16.17 NELSON MANDELA CENTRE FOR AFRICAN CULTURE
TRUST FUND (Cont'd)**

NMCAC 9 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400

Secretary's Assistant
Secretary's Assistant (Personal)

NMCAC 10 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600

Administrative Secretary
Events Management Officer
Research Officer

NMCAC 11 : Rs 35400 x 1200 – 36600 x 1500 – 54600

Head, Documentation and Research

NMCAC 12 : Rs 63000 x 1800 – 68400 x 2400 – 75600

Director



16.18 TAMIL SPEAKING UNION

- 16.18.01 The Tamil Speaking Union, established under the Tamil Speaking Union Act (Act No. 24 of 2008), is a body corporate under the *aegis* of the Ministry of Arts and Culture. Its mission is to act as the main platform *par excellence* to ensure that all Mauritians of Tamil origin and other Mauritians have a sound working knowledge of tamil language.
- 16.18.02 As the main driver in the promotion of tamil language in its spoken and written forms, the Union creates international network for the interaction of tamil speakers around the world; and promotes exchange, friendship and understanding among tamil language speakers; promotes and encourages linguistic development with special emphasis on the artistic, economic and social perspectives of the tamil language as well as provides facilities for exchange programmes, scholarships and social intercourse between the Union and other organisations at regional and international level, among others.
- 16.18.03 The Union is currently active in dispensing courses in spoken Tamil throughout the island in some 20 centres.
- 16.18.04 The Union is managed by an Executive Council and is, at present, serviced by a personnel on temporary basis.
- 16.18.05 Major changes are under way to have the different Speaking Unions and Cultural Centres to collaborate and use common facilities in terms of infrastructure and secretariat. Pending the amendments to the legislations governing the Speaking Unions and with a view to pooling resources for greater efficiency and effectiveness, we are making provision for the grades of Driver/Office Care Attendant and Clerk/Word Processing Operator to enable the organisation to cope with its core functions.

Driver/Office Care Attendant (New Grade)

Recommendation 1

- 16.18.06 We recommend 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 Executive Council; 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.**

16.18.07 Incumbent would, *inter alia*, be responsible for driving the organisation's vehicle, carrying out simple repairs and maintenance tasks, cleaning premises, performing messengerial duties and operating a simple telephone switchboard.

Clerk/Word Processing Operator (New Grade)

Recommendation 2

16.18.08 We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment thereto, should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, Tamil, Mathematics or Principles of Accounts and a Cambridge Higher School Certificate or passes in at least two subjects including Tamil obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification together with a Certificate in Word Processing from a recognised institution.

16.18.09 Incumbent would be required to perform both clerical and word processing duties such as the preparation, scrutiny and processing of straightforward documents, records; registry work, simple finance, establishment and stores work; drafting replies to simple correspondence, to type and collate letters/documents; perform word processing/telex duties and simple computer/data processing work and microfilming; and to carry out simple research work in connection with official documents.

16.18 TAMIL SPEAKING UNION

SALARY SCHEDULE

TSU 1 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850
Driver/Office Care Attendant (New Grade)

TSU 2 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000
Clerk/Word Processing Operator (New Grade)



16.19 URDU SPEAKING UNION

- 16.19.01 The Urdu Speaking Union (USU), set up by Act No. 39 of 2002, is a body corporate operating under the *aegis* of the Ministry of Arts and Culture. It is responsible for the propagation and promotion of the Urdu Language.
- 16.19.02 The USU promotes the Urdu Language in its spoken and written forms; encourages the publication, exhibition, distribution and sale of Urdu books, magazines, newspapers and calligraphic works; as well as facilitates friendship and understanding between the Urdu speaking peoples of the world and organises debates, elocutions, poetry recitation (Mushaira), Ghazals, Qawwali programmes, seminars and other literary activities. It also fosters intercultural and interlinguistic understanding and harmony through exchange of programmes with other countries and participates in joint projects, among others.
- 16.19.03 The USU is managed by an Executive Council. The present structure comprising the levels of Administrative Assistant and Clerk /Word Processing Operator is appropriate and, therefore, maintained. We are, however, restyling the grade of Administrative Assistant to Administrative Secretary.

Recommendation

- 16.19.04 **We recommend that the grade of Administrative Assistant be restyled Administrative Secretary.**

16.19 URDU SPEAKING UNION

SALARY SCHEDULE

- USU 1 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- USU 2 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Secretary
formerly Administrative Assistant



17.01 EXPORT PROCESSING ZONE LABOUR WELFARE FUND

- 17.01.01 The Export Processing Zone Labour Welfare Fund (EPZLWF) established following the promulgation of the EPZLWF Act No. 5 in November 1987, operates under the *aegis* of the Ministry of Labour, Industrial Relations and Employment. It aims at promoting the advancement of the welfare of the EPZ workers and their families.
- 17.01.02 Its objectives, among others, are to improve the quality of life of workers by providing educational support and training; creating awareness on welfare matters at place of work and at home; and promote family socialisation and personal dynamics through increased engagement in leisure and sports activities. Up till date, the welfare impact has been on some 35,000 EPZ workers along with their families.
- 17.01.03 A General Manager is responsible for the execution of the policy, management and control of the day-to-day business of the EPZLWF. He is supported in his tasks by a group of officers of the technical grades, the General Services and support staff.
- 17.01.04 We are streamlining the structure to do away with certain grades that no longer serve their purpose.

Abolition of Grades

- 17.01.05 Management has submitted that the grades of Documentation Clerk and Secretary's Assistant are currently vacant and would no longer be required.

Recommendation 1

- 17.01.06 We recommend that the grades of Documentation Clerk and Secretary's Assistant be abolished.**

Evanescent Grade

- 17.01.07 Management has also submitted that the services of an Internal Auditor would not be required on a full time basis, in the future, and these services could be sought, upon request from the Ministry of Finance and Economic Development, as and when required.

Recommendation 2

- 17.01.08 We recommend that the grade of Internal Auditor be made evanescent.**

17.01 EXPORT PROCESSING ZONE LABOUR WELFARE FUND

SALARY SCHEDULE

- EPZLWF 1 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000
Watchman
- EPZLWF 2 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
Office Attendant
- EPZLWF 3 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850
Telephone Operator
- EPZLWF 4 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300
Driver/Handy Worker (Skilled)
- EPZLWF 5 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300 x 600 – 19500 x 750 – 24000
Clerk/Word Processing Operator
- EPZLWF 6 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300 x 600 – 19500 x 750 – 27000
Computer Support Officer
Programme/Welfare Assistant
- EPZLWF 7 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 –
27000
Accounts Clerk
Executive Officer
- EPZLWF 8 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 –
32100
Confidential Secretary
- EPZLWF 9 : Rs 19500 x 750 – 28500 x 900 – 32100
Accounts Officer
- EPZLWF 10 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600
Senior Accounts Officer

17.01 EXPORT PROCESSING ZONE LABOUR WELFARE FUND (Cont'd)

**EPZLWF 11 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**

Programme Welfare Officer
Secretary

**EPZLWF 12 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**

Accountant
Internal Auditor (Personal)

EPZLWF 13 : Rs 35400 x 1200 – 36600 x 1500 – 54600

Programme Coordinator

EPZLWF 14 : Rs 87000

General Manager



17.02 TRADE UNION TRUST FUND

- 17.02.01 The Trade Union Trust Fund (TUTF) was established by the Trade Union Trust Fund Act No. 1 of 1997 to provide for the incorporation and management of a fund for the benefit of trade unions. It operates under the *aegis* of the Ministry of Labour, Industrial Relations and Employment.
- 17.02.02 The objects of the TUTF are, among others, to impart education and knowledge to members of workers' organisation and staff associations; receive and manage funds and other property obtained from the Government and other sources; organise and sponsor seminars, conferences, workshops, training courses and other related activities for the benefit of the members of trade unions affiliated to workers' organisations; promote workers' education; and provide assistance to workers' organisations.
- 17.02.03 The TUTF is managed and administered by a Board of Trustees and is serviced by officers in the grades of Executive Secretary, Clerk/Word Processing Operator and General Worker.
- 17.02.04 The current structure enables the TUTF to attain its objectives most efficiently and effectively and is maintained.

17.02. TRADE UNION TRUST FUND

SALARY SCHEDULE

- TUTF 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250**
General Worker
- TUTF 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees in post as at 30.06.08)
- TUTF 3 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- TUTF 4 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Executive Secretary



18.01 LAW REFORM COMMISSION

- 18.01.01 The Law Reform Commission of Mauritius (LRC) which is an independent statutory body set-up by Parliament, under Act No. 26 of 2005, operates under the *aegis* of the Attorney-General's Office.
- 18.01.02 The Commission keeps under review, in a systematic way, the Law of Mauritius; makes recommendations for the reform and development of the Law of Mauritius; and advises the Attorney-General on ways in which the Law of Mauritius can be made as understandable and accessible as is practicable.
- 18.01.03 The vision of the LRC is to be an efficient and effective law reform agency which provides for just, fair and efficient laws reflecting and advancing the Nation's social and economic interests, in the light of the exigencies of globalisation. It reflects best international practices that are in conformity with our international obligations.
- 18.01.04 In discharging its mandate, the LRC is committed to comparative legal research in order to evaluate the merits and demerits of our law in the light of the experience of other jurisdictions.
- 18.01.05 At present, the LRC is headed by a Chief Executive Officer and has a three-level structure comprising the grades of Legal Research Assistant, Legal Research Officer and Legal Research Coordinator for its research functions and General Services staff.
- 18.01.06 With a view to providing for a proper structure and a career path for the research staff, keeping in view the specific nature of the duties performed by the incumbents, we are, in this Report, reviewing the mode of entry for appointment to the various grades in the Research Cadre and also restyling the grades to more appropriate job appellations commensurate with the nature and level of duties and responsibilities devolving upon the incumbents.

Recommendation 1

- 18.01.07 We recommend that the grades in the Legal Research Cadre on the establishment of the Law Reform Commission be restyled as follows:**

Legal Research Assistant to Law Reform Officer

Legal Research Officer to Senior Law Reform Officer

Legal Research Coordinator to Principal Law Reform Officer

Recommendation 2

18.01.08 We further recommend that, in future,:

- (i) (a) appointment to the grade of Law Reform Officer *formerly Legal Research Assistant* be made from among candidates possessing a Degree in Law or a joint Degree in Law and another discipline; a post graduate academic qualification and at least two years' post-qualification experience in legal research;
- (b) incumbent would, henceforth, be required among others to provide assistance to the Chief Executive Officer as regards the legal research work; work closely with other research staff and consultants engaged by the Commission to assist in certain projects; contribute to the drafting of Papers and Reports; assist in the formulation of policy and in the drafting of legislation; and to contribute in the preparation of handbooks on aspects of Mauritian law under review.
- (ii) (a) appointment to the grade of Senior Law Reform Officer *formerly Legal Research Officer* be made by selection from among Law Reform Officers *formerly Legal Research Assistant* reckoning at least four years' service in a substantive capacity in the grade and in the absence of qualified serving officers, appointment should be made from among holders of a Degree in Law or a joint Degree in Law and another discipline; a postgraduate academic or professional/legal qualification and reckoning at least six years post-qualification experience in legal research;
- (b) incumbent would, *inter-alia*, be required to assist the Chief Executive Officer for the legal research functions of the Commission; consider legal problems constructively and formulate creative solutions; liaise with professional and other organisations; draft Papers and Reports; formulate policy; draft legislation; and organise Seminars and Conferences.
- (iii) (a) appointment to the grade of Principal Law Reform Officer *formerly Legal Research Coordinator* be made by selection from among Senior Law Reform Officers *formerly Legal Research Officer* reckoning at least four years' service in a substantive capacity in the grade, and in the absence of qualified serving officers, appointment should be made from among holders of a Degree in Law or a joint Degree in Law and another discipline; a post graduate academic or professional/legal qualification; and reckoning at least ten years' post-qualification experience in legal research.

- (b) incumbent would be responsible, among others, to provide assistance to the Chief Executive Officer for the legal research functions of the Commission; consider legal problems constructively and formulate creative solutions; liaise with professionals and other organisations; be responsible for a team working on specific projects; to supervise drafting of Papers or Reports, policy formulation and drafting legislation; and also supervise the organisation of Seminars and Conferences.

18.01 LAW REFORM COMMISSION

SALARY SCHEDULE

LRC 1	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/ Office Attendant <i>formerly Office Attendant/Driver</i>
LRC 2	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 General Services Officer (LRC) <i>formerly Officer</i>
LRC 3	:	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 General Services Executive (LRC) <i>formerly Senior Officer</i>
LRC 4	:	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary
LRC 5	:	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Law Reform Officer <i>formerly Legal Research Assistant</i>
LRC 6	:	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 50100 Secretary to Commission
LRC 7	:	Rs 31200 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200 Senior Law Reform Officer <i>formerly Legal Research Officer</i>
LRC 8	:	Rs 36600 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600 Secretary to Commission (Personal)

18.01 LAW REFORM COMMISSION (Cont'd)

LRC 9 : Rs 59400 x 1800 – 68400 x 2400 – 78000

Principal Law Reform Officer
formerly Legal Research Coordinator

LRC 10 : Rs 102000

Chief Executive Officer



19.01 MAURITIUS TOURISM PROMOTION AUTHORITY

- 19.01.01 The Mauritius Tourism Promotion Authority (MTPA) is established as a body corporate under the Mauritius Tourism Promotion Authority Act.
- 19.01.02 Its main objectives are, among others, to promote Mauritius abroad as a tourist destination; provide information to tourists on facilities, infrastructures and services available to them in Mauritius; conduct research into market trends and market opportunities; promote cooperation with other tourism agencies; and disseminate such information and other relevant statistical data on Mauritius.
- 19.01.03 Besides these core functions, the MTPA has to, *inter alia*, carry out destination branding exercise with an adaptation to each source market; initiate and conduct consumer and public relations campaigns; address the problem of seasonality to promote Mauritius as an all-year-round destination; prospect and penetrate new markets/segments; and monitor market responses, airline and hotel bookings.
- 19.01.04 The activities of the organisation are carried out under the following divisions: Administration, Marketing, Finance and Information Technology.
- 19.01.05 The present staffing structure meets the needs of the organisation in terms of its human resources and is, therefore, maintained.
- 19.01.06 In the 2008 PRB Report, 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

- 19.01.07 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.**

19.01 MAURITIUS TOURISM PROMOTION AUTHORITY**SALARY SCHEDULE**

- MTPA 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant
- MTPA 2 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver
Driver/Office Attendant
- MTPA 3 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Senior/Head Office Attendant
- MTPA 4 : Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900**
Driver (Roster - day and night)
- MTPA 5 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephonist
- MTPA 6 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Driver/Guide
- MTPA 7 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750**
Assistant Tourism Information Officer
- MTPA 8 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator/Receptionist
- MTPA 9 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- MTPA 10 : Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Tourism Information Officer

19.01 MAURITIUS TOURISM PROMOTION AUTHORITY (Cont'd)

MTPA 11 :	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Accounts Clerk Executive Officer (Personal) Procurement/Documentation Officer
MTPA 12 :	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Secretary
MTPA 13 :	Rs 19500 x 750 – 28500 x 900 – 32100 Accounts Officer
MTPA 14 :	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Web Officer
MTPA 15 :	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Human Resource Officer/Senior Human Resource Officer <i>formerly Senior Human Resource Officer</i>
MTPA 16 :	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Accounts Officer
MTPA 17 :	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Office Superintendent
MTPA 18 :	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Principal Accounts Officer
MTPA 19 :	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Administrative Secretary Internal Auditor
MTPA 20 :	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Information Technology and Research Officer
MTPA 21 :	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Marketer
MTPA 22 :	Rs 35400 x 1200 – 36600 x 1500 – 54600 E-Marketer

19.01 MAURITIUS TOURISM PROMOTION AUTHORITY (Cont'd)

MTPA 23 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200

Finance Manager
Tourism Promotion Officer

MTPA 24 : Rs 44100 x 1500 – 57600 x 1800 – 61200

Marketing Manager (Personal)

MTPA 25 : Rs 53100 x 1500 – 57600 x 1800 – 68400 x 2400 – 75600

Tourism Promotion Manager

MTPA 26 : Rs 78000

Deputy Director

MTPA 27 : Rs 102000

Director



19.02 TOURISM AUTHORITY

- 19.02.01 The Tourism Authority (TA) was set up under the Tourism Act No. 19 of 2004 and operates under the *aegis* of the Ministry of Tourism and Leisure.
- 19.02.02 The objects of the Tourism Authority are, among others, to promote the sustainable development of the tourism industry; and foster and encourage the conduct of activities in the tourism industry in a responsible manner in order to preserve the integrity of the Mauritian destination.
- 19.02.03 With a view to furthering and attaining these objects, the TA fulfils a number of functions including the licensing, regulation and supervision of tourist enterprises as well as the activities pertaining to pleasure crafts, canvassers and skippers; the development of strategies to ensure the security and safety of tourists and other stakeholders; the collection, compilation and publication of statistics relating to tourism industry; and research and development activities to consolidate the sector.
- 19.02.04 The Tourism Authority was initially responsible for the issue of licences pertaining to 18 types of activities in the Tourism Sector. Over time, the mandate of the TA has been extended to license and regulate new activities. As at to date, some 40 types of licences for tourist enterprises (including Tourist Residences, Guesthouses, Restaurants, Beach Hawker, Tour Operators, Travel Agents, Private/Night Clubs, etc.) have been prescribed. In addition, the TA now licenses and regulates other activities, including pleasure crafts (both private and commercial), skippers and canvassers.
- 19.02.05 The present structure enables the organisation to deliver on its mandate efficiently and effectively and is being maintained.

Assistant Public Relations Officer

- 19.02.06 A Qualification Bar has been inserted 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 Qualification Bar in the salary scale recommended for the grade.**
- 19.02.07 It has been reported that the TA faces difficulties in attracting people of the right profile and calibre. This is impeding upon the organisation to deliver on its mandate. We are providing for a mechanism to help in alleviating the situation.

Recommendation

- 19.02.08 **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.

19.02 TOURISM AUTHORITY

SALARY SCHEDULE

TA 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
TA 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
TA 3	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
TA 4	:	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15350 Documentation Assistant
TA 5	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Attendant
TA 6	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
TA 7	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer Clerk/Word Processing Operator
TA 8	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Accounts Clerk Executive Officer

19.02 TOURISM AUTHORITY (Cont'd)

- TA 9 : Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
Tourist Warden
- TA 10 : Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200 QB 32100**
Assistant Public Relations Officer
- TA 11 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- TA 12 : Rs 19500 x 750 – 28500 x 900 – 32100**
Higher Executive Officer
- TA 13 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000**
Tourism Enforcement Officer
- TA 14 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Assistant Examiner
- TA 15 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician
- TA 16 : Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Senior Tourism Enforcement Officer
- TA 17 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Public Relations/Customer Care Officer
- TA 18 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
IT Officer
- TA 19 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
Administrative Officer

19.02 TOURISM AUTHORITY (Cont'd)

TA 20 : Rs 42600 x 1500 – 57600 x 1800 – 61200
Administrative Manager

TA 21 : Rs 102000
Director



19.03 TOURISM EMPLOYEES WELFARE FUND

- 19.03.01 The Tourism Employees Welfare Fund (TEWF) was set up under the Tourism Employees Welfare Fund Act No 15 of 2002. It became operational with effect from August 2003 and functions under the *aegis* of the Ministry of Tourism, Leisure and External Communications.
- 19.03.02 The main objectives of the TEWF are to provide for the economic and social welfare of employees of tourism enterprises and their families and to implement schemes and projects and carry out other activities in line with those projects. Employees and employers in the tourism sector currently contribute to the Fund at a rate decided by the Government.
- 19.03.03 A number of welfare schemes making provision for educational soft loans, marriage gifts, Certificate of Primary Education student's grant and funeral/death grants have already been implemented by the TEWF.
- 19.03.04 Other projects and schemes namely the setting up of Club Houses for providing multidisciplinary services, Nursery to cater for the employees' children and the Best Employee Award are already under way to cater for the welfare and motivation of the employees of tourism enterprises.
- 19.03.05 The Tourism Employees Welfare Fund Act No. 15 of 2002, provides for a Secretary who is the Chief Executive of the organisation. He is responsible for the execution of the policy of the Fund and the control and management of its day-to-day business.
- 19.03.06 The existing organisational structure is appropriate for the TEWF to deliver on its mandate efficiently and effectively and is therefore maintained.

19.03 TOURISM EMPLOYEES WELFARE FUND

SALARY SCHEDULE

TEWF 1	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
TEWF 2	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant <i>formerly Office Attendant/Driver</i>
TEWF 3	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator

19.03 TOURISM EMPLOYEES WELFARE FUND (Cont'd)

- TEWF 4 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- TEWF 5 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Executive Officer
- TEWF 6 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician
- TEWF 7 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Programme Welfare Officer
- TEWF 8 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Accountant
- TEWF 9 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Secretary



20.01 MAURITIUS BLOOD SERVICE

- 20.01.01 The Mauritius Blood Service (MBS) is a corporate body established by the Mauritius Blood Service Act No. 4 of 2010 and operates under the *aegis* of the Ministry of Health and Quality of Life.
- 20.01.02 The main objectives of the Mauritius Blood Service 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.
- 20.01.03 Presently, blood collection and related activities are carried out by staff of the Ministry of Health and Quality of Life.
- 20.01.04 Pending any further development, the present arrangement is maintained.

20.01 MAURITIUS BLOOD SERVICE**SALARY SCHEDULE**

MBS 1 : Rs 102000
Executive Director



20.02 MAURITIUS INSTITUTE OF HEALTH

- 20.02.01 Operating under the *aegis* of the Ministry of Health and Quality of Life, the Mauritius Institute of Health (MIH) which is established under Act No. 36 of 1989, carries out training and research activities in order to promote the health care system. By virtue of an amendment of its Act in April 2003, the MIH is empowered to conduct courses; hold examinations; and grant certificates, diplomas and awards acting on its own or jointly with any other educational institution.
- 20.02.02 The MIH has the mission to contribute to the promotion of health and quality of life of society through training and health systems research. While fulfilling its mission, the MIH envisions to become a world class centre of excellence in research and training in health and health related fields.
- 20.02.03 To meet its objectives, the MIH conducts educational programmes destined for local and overseas health professionals; contributes in strengthening quality of health care; strengthens its training and research capacity; and improves its internal efficiency.
- 20.02.04 Its organisational structure comprises four units, namely the Training Unit, the Media Unit (made up of 3 sections: Documentation, Printing and Publishing, Information Technology) and the Administrative Unit which includes the Finance Section.
- 20.02.05 The organisation is headed by an Executive Director who is responsible for the maintenance and promotion of a sound administration of the MIH. He is supported in his task by a complement of professional, technical and general services staff.
- 20.02.06 As the present structure is meeting the needs of the organisation in terms of its human resources, we are maintaining the existing arrangements.

Executive Assistant – former Development Works Corporation

- 20.02.07 Present provision exists for the Executive Assistant of former Development Works Corporation having reached his top salary to move in the salary scale of Rs 17200 x 600 – 23200 x 800 – 26400.

Recommendation 1

- 20.02.08 We recommend that the Executive Assistant of former Development Works Corporation having reached his top salary should be allowed to move in the salary scale of Rs 19500 x 750 – 28500 x 900 – 32100. Management should ensure that the incumbent is entrusted responsibilities commensurate to his position.**

Training Manager

20.02.09 Training Managers are allowed to proceed incrementally in the master salary scale up to salary point Rs 60000 subject to certain conditions. We are maintaining this provision while revising the salary point.

Recommendation 2

20.02.10 We recommend that Training Managers be allowed to proceed incrementally up to the revised salary point Rs 73200 provided they have:

- (i) drawn the top salary for a year; and**
- (ii) 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.**

Book Allowance and Special Medical Service Allowance for Training Managers

20.02.11 In line with what obtains at the Ministry of Health and Quality of Life, we are revising the quantum of the Book Allowance for the purchase of medical books and the monthly Special Medical Service Allowance for not being allowed the privilege of private practice payable to Training Managers who are members of the medical profession.

Recommendation 3

20.02.12 We recommend that the Book Allowance and the Special Medical Service Allowance payable to the Training Manager be revised as follows:

Allowance	Revised Quantum
Book Allowance	Rs 13200 annually
Special Medical Service Allowance to Training Managers reckoning at least 10 years' service in the grade	7% of the monthly salary

20.02 MAURITIUS INSTITUTE OF HEALTH

SALARY SCHEDULE

MIH 1	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
MIH 2	:	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
MIH 3	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant Handy Worker (Personal) <i>formerly Handy Worker (Office Attendant) (NTFCH)</i>
MIH 4	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Cook
MIH 5	:	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16500 Senior Office Attendant
MIH 6	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
MIH 7	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
MIH 8	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Clerical Assistant (Personal) <i>formerly Clerical Assistant (NTFCH)</i>
MIH 9	:	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator Word Processing Operator (Personal) <i>formerly Word Processing Operator (NTFCH)</i>
MIH 10	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer
MIH 11	:	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Senior Word Processing Operator

20.02 MAURITIUS INSTITUTE OF HEALTH (Cont'd)

- MIH 12 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Executive Assistant (Personal)
- MIH 13 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Assistant Financial Operations Officer
Executive Assistant
Printing and Publishing Officer
- MIH 14 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
Documentalist
- MIH 15 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
Higher Executive Officer
- MIH 16 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Computer Officer
- MIH 17 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Secretary
IT Trainer
Research Assistant
- MIH 18 : Rs 33000 x 1200 – 36600 x 1500 – 53100**
Programme Coordinator, Nursing and Paramedical Studies
- MIH 19 : Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Research Officer/Senior Research Officer
- MIH 20 : Rs 42600 x 1500 – 57600 x 1800 – 68400**
Training Manager
- MIH 21 : Rs 102000**
Executive Director



**20.03 NATIONAL AGENCY FOR THE TREATMENT AND REHABILITATION
OF SUBSTANCE ABUSERS**

- 20.03.01 Set up under Act No. 25 of 1996, 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. Its objectives are, among others, to coordinate and facilitate efforts at national level towards the implementation of programmes for the prevention of substance abuse, the treatment and rehabilitation of substance abusers and provide after-care services for the rehabilitation of substance abusers.
- 20.03.02 Since the past few years, NATReSA has been working in close collaboration with Governmental Organisations, NGO's and Community Support Groups to sensitize the public in general on drug abuse and illicit traffickers. The Agency has so far implemented about 113 Prevention Projects in the areas of Substance Abuse Prevention, HIV and AIDS, among youth; with women in the family; at the workplace and in the community. NATReSA has been collaborating with the Ministry of Health and Quality of Life in the mobilization and preparation of clients for the Methadone Substitution Therapy prior to their admissions at Day Care Clinics.
- 20.03.03 The Agency is headed by an Executive Director who is responsible for the execution of its policy. He is assisted by a group of core professionals, officers of the General Services and other supporting staff.
- 20.03.04 In this Report, we are restyling existing grades to better reflect their nature of duties and responsibilities.

Substance Abuse Prevention Unit

- 20.03.05 Officers of the Substance Abuse Prevention Unit are responsible for the implementation of preventive programmes in the field of substance abuse.
- 20.03.06 In the performance of their duties, these officers are required to additionally perform preventive duties of substance abuse, initiate and coordinate projects as well as to establish contacts with international agencies for mobilization of resources.
- 20.03.07 To better reflect the duties and responsibilities devolving upon officers of the Substance Abuse Prevention Unit, we are restyling the respective grades to more appropriate job appellations.

Recommendation

20.03.08 We recommend that the grades in Substance Abuse Prevention Unit be restyled as hereunder and the respective schemes of service be amended to include the new duties:

From	To
Head, Substance Abuse Prevention Unit	Senior Programme Officer
Substance Abuse Prevention Officer	Programme Officer
Assistant Substance Abuse Prevention Officer	Assistant Programme Officer

**20.03 NATIONAL AGENCY FOR THE TREATMENT AND REHABILITATION
OF SUBSTANCE ABUSERS**

SALARY SCHEDULE

- NATRSA 1 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant
- NATRSA 2 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050**
Field Worker
- NATRSA 3 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
Driver/Handy Worker (Skilled)
- NATRSA 4 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500 x 750 – 23250**
Receptionist/Word Processing Operator
- NATRSA 5 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500 x 750 – 23250**
Assistant Audio-Visual and Documentation Officer
- NATRSA 6 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- NATRSA 7 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Executive Officer
Statistical Officer

**20.03 NATIONAL AGENCY FOR THE TREATMENT AND REHABILITATION
OF SUBSTANCE ABUSERS (Cont'd)**

- NATRSA 8 : Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Audio-Visual and Documentation Officer
- NATRSA 9 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- NATRSA 10 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
- NATRSA 11 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000
x 1200 – 35400**
Assistant Programme Officer
formerly Assistant Substance Abuse Prevention Officer
Documentation Officer
- NATRSA 12 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Accountant (Personal to holder of post as at 1 July 2003)
- NATRSA 13 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Accountant
Programme Officer
formerly Substance Abuse Prevention Officer
Secretary
- NATRSA 14 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Psychologist
- NATRSA 15 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Senior Programme Officer
formerly Head, Substance Abuse Prevention Unit
- NATRSA 16 : Rs 87000**
Executive Director



**20.04 TRUST FUND FOR SPECIALISED MEDICAL CARE
(CARDIAC CENTRE)**

- 20.04.01 The Trust Fund for Specialised Medical Care (Cardiac Centre), a parastatal body, set up under Act No. 52 of 1992 operates under the *aegis* of the Ministry of Health and Quality of Life. The objectives of the Cardiac Centre are to deliver specialised care and services in a timely manner; provide multi-specialised care under one roof by adopting a holistic approach and to carry out continuous upgrading of technology and human resource development activities in a congenial and pleasant atmosphere. To this end, it provides specialised medical care to cardiac patients as well as carries out interventional cardiology and neurosurgery, thoracic and vascular surgeries to patients of all age groups.
- 20.04.02 The Cardiac Centre is managed by a Board of Trustees and is headed by an Executive Director who is responsible for the execution of the policy of the Board and the control and management of the day-to-day business of the Cardiac Centre. There is also a Director, Cardiac Services who is responsible for the clinical management of the Cardiac Centre with a full complement of medical, technical, paramedical and other supporting staff for the running of the medical services.
- 20.04.03 With the policy of providing high-tech specialised medical care, the Cardiac Centre is envisioning to establish itself as a Reference Centre for the provision of specialised care in Mauritius and the regional countries. Consequently, to better organise its services, the Cardiac Centre has made proposals to reinforce its structure.
- 20.04.04 We have carefully examined the submissions and in view of the increasing number of patients attending the Cardiac Centre, we are making appropriate recommendations to improve the overall efficiency and allow the Cardiac Centre to meet the challenges in its operational environment.

Vascular Surgeon (New Grade)

- 20.04.05 The Management of the Cardiac Centre has submitted that there should be a dedicated grade to provide vascular surgery services. We are making appropriate provision to this end.

Recommendation 1

20.04.06 We recommend the creation of a grade of Vascular Surgeon. Appointment thereto should be made by selection from among fully registered medical practitioners possessing a medical degree or diploma together with a specialist qualification in vascular surgery or qualification in general surgery with vascular surgery as subspeciality and at least five years' experience in vascular surgery.

20.04.07 Incumbent would be required to, *inter alia*, perform specialized clinical duties related to vascular surgery, train staff and assist in conducting research.

Chief Specialised Perfusionist (New Grade)**Recommendation 2**

20.04.08 We recommend the creation of a grade of Chief Specialised Perfusionist. The grade should be filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Specialised Perfusionist reckoning at least four years' service in a substantive capacity in the grade.

20.04.09 Incumbent would be required to, among others, supervise and ensure the smooth and effective running of the Perfusionist Unit; attend Evaluation Committees for the advice and recommendation of all appropriate equipment, drugs and medical disposables to be used for Extra-Corporeal Circulation; and attend the committees both at Regional and Ministry Level on matters concerning open Heart Surgery related to Perfusion.

On-Call and In-Attendance Allowances

20.04.10 At present, the Director, Cardiac Services; Cardiac Surgeons; Cardiologists; Cardiac Anaesthetists; and Specialised Physiotherapists are paid allowances when scheduled to be 'on-Call'. An 'In-Attendance' allowance inclusive of travelling time at the rate of Rs 725 per hour is paid to Director, Cardiac Services; Cardiac Surgeons; Cardiologists; and Cardiac Anaesthetists and Rs 165 per hour to Specialised Physiotherapists when required to attend duty while being 'On-Call'. We are revising the 'on-Call' and 'In-Attendance' allowances and extending same to Vascular Surgeons.

Recommendation 3

20.04.11 We recommend that the 'on-Call' allowances payable to Director, Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists, Vascular Surgeons and Specialised Physiotherapists be revised as follows:

On-Call	Grades	Director, Cardiac Services, Cardiologists, Cardiac Surgeons, Cardiac Anaesthetists and Vascular Surgeons	Specialised Physiotherapists
		Rs	Rs
Weekdays 1800 hours to 0800 hours the following day		1035	335
Saturdays 1200 hours to Sunday 0800 hours		1555	475
Sundays and Public Holidays 0800 hours to 0800 hours the following day		1555	570

20.04.12 When attending the Centre while 'on-Call', Director, Cardiac Services; Cardiac Surgeons; Cardiologists; Cardiac Anaesthetists and Vascular Surgeons should be paid at the rate of Rs 890 per hour and Specialised Physiotherapists at the rate of Rs 190 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 only the In-Attendance allowance.

Allowance for coverage at Night, Sunday and Public Holiday

20.04.13 Specialised Registered Medical Officers and Trainee Specialised Registered Medical Officers are, presently paid allowances for work performed over and above their normal working week in order to provide a 24-hour coverage. These allowances are being revised.

Recommendation 4

20.04.14 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 be paid allowances as follows:

Extra Hours of Work	Grades	
	Specialised Registered Medical Officer reckoning less than 10 years' service and Trainee Specialised Registered Medical Officer Rs	Specialised Registered Medical Officer reckoning a minimum of 10 years' service Rs
Weekdays 1800 hours to 0800 hours the following day	2630	2930
Saturdays 1200 hours to Sunday 0800 hours	3325	3660
Sundays and Public Holidays 0800 hours to 0800 hours the following day	3640	4090

Recommendation 5

20.04.15 We also recommend that Specialised Perfusionist and Senior Specialised Perfusionist who are required to continue to work beyond their scheduled departure time should be paid for the additional hours of work at the rate of Rs 175 and Rs 210 per hour respectively.

20.04.16 We additionally recommend that Specialised Perfusionist and Senior Specialised Perfusionist, whenever required to attend to emergencies after their normal working hours, should be paid at the rate of Rs 265 and Rs 315 per hour respectively inclusive of travelling time.

Shift Work and Night Duty Allowance

20.04.17 Presently, officers who effectively work on night shift are paid a Night Duty Allowance equivalent to 17.5% 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.

20.04.18 However, the Night Duty Allowance is computed exceptionally at the rate of 17.5% and on the basis of eight hours in respect of the present night shift of 13½ hours for officers of the Specialised Nursing Officer cadre.

20.04.19 Given that this incentive has contributed towards motivating officers to provide an efficient and effective service, we are maintaining the present provision.

Recommendation 6

20.04.20 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 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

20.04.21 We, however, recommend that the Night Duty Allowance be computed exceptionally at the rate of 17.5% and on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Specialised Nursing Officer cadre.

Night Attendance Bonus

20.04.22 A monthly Night Attendance Bonus is presently paid to Trainee Specialised Nursing Officers, Specialised Nursing Officers and Specialised Head Nurses provided they attend duty on all scheduled night shifts during the month. As this measure is motivating the officers to work on night shift, we are, therefore, maintaining the bonus and revising the quantum.

Recommendation 7

20.04.23 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	520
Specialised Nursing Officer	
Up to 10 years' service	520
Over 10 years' service	660
Specialised Head Nurse	
Up to 10 years' service	660
Over 10 years' service	790

Retention Allowance

20.04.24 Officers in the grades of Trainee Specialised Nursing Officer, Specialised Nursing Officer (Male and Female), Specialised Head Nurse, Deputy Specialised Nursing Superintendent, Specialised Nursing Superintendent and Chief Specialised Nursing Superintendent are presently paid a monthly retention allowance equivalent to two increments at the point they have reached in their salary scale irrespective of wherever they have reached in their salary scales, subject to satisfactory performance and recommendation of the Responsible/Supervising Officer. This provision is maintained.

Recommendation 8

20.04.25 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 the publication of the next Report, a retention allowance equivalent to two increments at the point they have reached in their salary scales, subject to satisfactory performance and upon recommendation of the Responsible/Supervising Officer.

20.04.26 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.

20.04.27 However, the above provision should not apply to officers retiring as per their new compulsory age or on medical grounds.

Allowance to the Medical Profession

20.04.28 At present, members of the medical profession are paid an allowance of Rs 12000 annually 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. This allowance is being revised.

Recommendation 9

20.04.29 The members of the medical profession appointed in a substantive capacity should be paid an allowance of Rs 13200 annually for the purchase of medical books, e-materials, journals and other publications.

Special Medical Service Allowance

Recommendation 10

20.04.30 We recommend that provisions of Recommendation 24 made at paragraph 34.85 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 11

20.04.31 We recommend that the provision of Recommendation 30 at paragraphs 34.98 and 34.99 at chapter 34 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).

Long Service Increment

Recommendation 12

20.04.32 The recommendation made at paragraph 21.8 (i) – (vi) of Volume 1 of this Report would be applicable to members of the medical profession at the Cardiac Centre reckoning 20 years' service in a single grade.

Medical and Dental Specialists

Recommendation 13

20.04.33 We recommend that the Cardiac Surgeon, Cardiac Anaesthetist, Cardiologist and Vascular Surgeon should be known as Consultant on reaching salary point of Rs 81000.

Allowance to Theatre Attendant (Shift) when posted in the Operation Theatre for a whole month

20.04.34 Presently, Theatre Attendants who are posted in the Operation Theatre for a whole month are paid a monthly allowance of Rs 360. This arrangement should continue and we are revising this allowance.

Recommendation 14

20.04.35 We recommend that the allowance paid to Theatre Attendant (Shift) when posted in the Operation Theatre for a whole month be revised to Rs 400.

Refund of Vacation and Casual Leave

20.04.36 Officers of the Specialised Nursing Officer cadre are allowed to accumulate their vacation leave over and above their authorized ceiling as well as their casual leave not taken. If the officers opt to work during the excess accumulated leave, they 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. This provision is being maintained.

Recommendation 15

20.04.37 We recommend that officers of the Specialised Nursing Officer Cadre should be allowed to accumulate their vacation leave over and above their authorised ceiling as well as their casual leave not taken up to the next Review of Pay and Grading Structures and Conditions of Service in the Public Sector. Such leave may be taken as leave prior to retirement. In case officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave and casual leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.

Compensation for work on Public Holidays falling on Night Shift

20.04.38 We are maintaining the provision introduced in the 2008 PRB Report regarding handing over time at the end of the shift and the start of a new one.

Recommendation 16

20.04.39 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.

**20.04 TRUST FUND FOR SPECIALISED MEDICAL CARE
(CARDIAC CENTRE)**

SALARY SCHEDULE

TFSMC 1 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700

Handy Worker

TFSMC 2 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 14650

Handy Worker (Shift)

TFSMC 3 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850

Driver/Office Attendant

formerly Office Attendant/Driver

**20.04 TRUST FUND FOR SPECIALISED MEDICAL CARE
(CARDIAC CENTRE) (Cont'd)**

- TFSMC 4 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Nursing Aid/General Worker
Theatre Attendant (Shift)
- TFSMC 5 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Handy Worker Supervisor
- TFSMC 6 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephonist
- TFSMC 7 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250**
Ambulance Driver (Shift)
- TFSMC 8 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Linen Officer
- TFSMC 9 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Receptionist/Telephonist (Roster)
- TFSMC 10 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
- TFSMC 11 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- TFSMC 12 : Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Bio-Medical Technician
- TFSMC 13 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer
Purchasing and Supply Officer (Personal)

**20.04 TRUST FUND FOR SPECIALISED MEDICAL CARE
(CARDIAC CENTRE) (Cont'd)**

- TFSMC 14 :** Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750
Health Records Clerk/Higher Health Records Clerk
formerly Health Records Clerk
- TFSMC 15 :** Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100
Internal Control Officer
- TFSMC 16 :** Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100
Trainee Specialised Nursing Officer
- TFSMC 17 :** Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100
Confidential Secretary
- TFSMC 18 :** Rs 19500 x 750 – 28500 x 900 – 32100
Accounts Officer
- TFSMC 19 :** Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600
Specialised Nursing Officer (Male and Female)
- TFSMC 20 :** Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600
Human Resource Officer/Senior Human Resource Officer
formerly Senior Human Resource Officer
- TFSMC 21 :** Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600
Specialised Head Nurse
- TFSMC 22 :** Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 45600
Deputy Specialised Nursing Superintendent
- TFSMC 23 :** Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600
Systems Administrator
- TFSMC 24 :** Rs 33000 x 1200 – 36600 x 1500 – 48600
Specialised Perfusionist

**20.04 TRUST FUND FOR SPECIALISED MEDICAL CARE
(CARDIAC CENTRE) (Cont'd)**

- TFSMC 25 : Rs 39600 x 1500 – 51600**
Senior Specialised Perfusionist
- TFSMC 26 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Administrative Secretary
- TFSMC 27 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Specialised Nursing Superintendent
Specialised Physiotherapist
- TFSMC 28 : Rs 44100 x 1500 – 54600**
Chief Specialised Perfusionist (New Grade)
- TFSMC 29 : Rs 41100 x 1500 – 57600 x 1800 – 61200**
Chief Specialised Nursing Superintendent
- TFSMC 30 : Rs 38100 x 1500 – 57600 x 1800 – 63000**
Trainee Specialised Registered Medical Officer
- TFSMC 31 : Rs 42600 x 1500 – 57600 x 1800 – 68400**
Specialised Registered Medical Officer
- TFSMC 32 : Rs 59400 x 1800 – 68400 x 2400 – 78000 x 3000 – 84000**
Medical Registrar
- TFSMC 33 : Rs 59400 x 1800 – 68400 x 2400 – 78000 x 3000 – 93000**
Cardiac Anaesthetist
Cardiac Surgeon
Cardiologist
Vascular Surgeon (New Grade)
- TFSMC 34 : Rs 102000**
Director Cardiac Services (Future Holder)
- TFSMC 35 : Rs 105000**
Director Cardiac Services (Personal)
Executive Director



21.01 MAURITIUS STANDARDS BUREAU

- 21.01.01 The Mauritius Standards Bureau (MSB) is a body corporate established by the Standards Act of 1975 as amended by Act No. 12 of 1993. It operates under the *aegis* of the Ministry of Industry, Commerce and Consumer Protection.
- 21.01.02 The policy of the MSB is to promote and provide market relevant standards, and internationally recognised conformity assessment services to all sectors of the economy in order to enhance competitiveness of both private and public institutions in meeting the challenges of globalisation.
- 21.01.03 The organisation promotes and encourages standardisation and quality assurance in industry and trade; prepares, frames, amends and revises standards; conducts tests on materials and other products; calibrates the secondary measurement standards; tests precision instruments; and measures apparatus so as to determine their degree of accuracy and calibrates them. It also, assesses management system for compliance to international standards; controls the use of the certification mark; and provides training courses in standardisation, quality assurance and related subjects.
- 21.01.04 The overall functions of the MSB are carried out by five technical divisions, namely:- Standards Development; Metrology; Quality Assurance; Engineering; and Chemical Technology with the support of four divisions: namely Finance; Documentation and Information Centre; Administration; and Business Development.
- 21.01.05 The MSB is headed by a Director who is supported by a Deputy Director and assisted by officers in professional, technical, and general services grades.
- 21.01.06 In this Report, we are making provision to better equip the MSB with a fit-for-purpose organisation structure in order to facilitate improved service delivery; and restyling grades to reflect the true nature of work performed.

Assistant Technical Manager

Manager

- 21.01.07 Following a restructure exercise carried out by the ITC Expert, a new grade of Manager was created in our last Report. Moreover, the grade of Assistant Technical Manager and that of Senior Technical Manager were made evanescent and incumbents in both grades were granted personal salaries.
- 21.01.08 In the context of this Report, the Management as well as the staff associations have informed this office that the post of Manager has not yet been filled.

21.01.09 We have compared the current duties of Assistant Technical Manager and those prescribed for the grade of Manager and found that there is considerable overlapping of duties. All the Assistant Technical Managers are actually performing the duties of the new grade of Manager. On this account, we are making provision for the incumbents in the grade of Assistant Technical Manager to move in the salary scale of the grade of Manager.

Recommendation 1

21.01.10 We recommend that Assistant Technical Managers who have drawn their top salary for a year should proceed incrementally in the salary scale of Manager, provided they have been efficient and effective in their performance, as evidenced by their Performance Appraisal Report and have not been adversely reported upon on ground of conduct. This recommendation should not preclude Assistant Technical Managers from being promoted to Manager before they have reached the top point of their salary scale.

Administrative Secretary *formerly Administrative Officer*

21.01.11 The Management of MSB has submitted that the Head of Units have been invested with the responsibility of marketing their products and an important public relation wing is still lacking to provide the necessary thrust to the marketing strategies. Given the nature of work and the complexity of duties and responsibilities devolving upon the Administrative Officer, we are restyling the grade to a more appropriate appellation to reflect the level at which the incumbent is operating and providing for the Administrative Officer to proceed incrementally in the master salary scale, subject to certain conditions.

Recommendation 2

21.01.12 We recommend that:

- (a) the grade of Administrative Officer be restyled Administrative Secretary;**
- (b) the Administrative Secretary *formerly Administrative Officer* be allowed to move incrementally in the master salary scale up to salary point of Rs 54600 provided he has drawn the top salary for a year; and has been consistently efficient and effective in his performance, as evidenced by the Performance Appraisal Report during the preceding period of two years and has not been adversely reported upon on ground of conduct; and**

- (c) the duties of the Administrative Secretary *formerly Administrative Officer* be enlarged to include, among others, advising the Director on administrative matters; preparing budget estimates of the administration in accordance with programme based budgeting; dealing with matters relating to tenders and contracts; ensuring the implementation of Performance Management System in the organisation; assisting the Director in implementing good corporate governance in the organisation; promoting the corporate image of MSB through Information, Education and Communication campaigns; and preparing legal documents with technical inputs from Heads of Units.

Assistant Technical Manager and Manager in Non-Destructive Testing Section (NDT)

21.01.13 At present, Assistant Technical Managers and Managers performing the NDT work and holding relevant qualifications in the required discipline and who have successfully completed courses up to Level II of Non-Destructive Testing are granted incremental credits as per provisions at Chapter 18 of Volume 1 of the 2008 PRB Report. We are maintaining the provision in this Report.

Recommendation 3

21.01.14 We recommend that Assistant Technical Managers and Managers who have successfully completed the courses up to Level II of Non-Destructive Testing should be granted incremental credits as per provision at Chapter 18 of Volume 1 of this Report.

21.01 MAURITIUS STANDARDS BUREAU

SALARY SCHEDULE

MSB 1	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
MSB 2	:	Rs 14300 Safety and Health Officer (Part-Time)
MSB 3	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Attendant (Personal to employees in post as at 30.06.08)
MSB 4	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver/Office Attendant

21.01 MAURITIUS STANDARDS BUREAU (Cont'd)

- MSB 5 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Receptionist/Telephonist
- MSB 6 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Technical Assistant
- MSB 7 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
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 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer (Personal to officers in post as at 30.06.08)
Clerk/Word Processing Operator
Standards Information Clerk
- MSB 9 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Senior Word Processing Operator
- MSB 10 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer
Stores Officer (Personal)
- MSB 11 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- MSB 12 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
- MSB 13 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Marketing Assistant
Standards Information Officer
Technical Officer (Personal)
- MSB 14 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Internal Auditor
-

21.01 MAURITIUS STANDARDS BUREAU (Cont'd)

- MSB 15 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Senior Human Resource Officer
- MSB 16 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Stores and Utilities Superintendent
- MSB 17 : Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 QB 42600 x 1500 – 48600**
Quality Officer
- MSB 18 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Administrative Secretary
formerly Administrative Officer
Marketing Officer
- MSB 19 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Financial Manager
- MSB 20 : Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
IT Officer/Systems Administrator
Assistant Technical Manager (Personal to Officers in post as at
30.06.08)
- MSB 21 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Manager
Standards Information Manager
- MSB 22 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Head of Unit
- MSB 23 : Rs 87000**
Deputy Director
- MSB 24 : Rs 102000**
Director



21.02 STATE TRADING CORPORATION

- 21.02.01 The State Trading Corporation (STC), a parastatal body, set up by an Act of Parliament in October 1982, is the trading arm of the Government for the importation of essential commodities, namely Petroleum Products, Cement, Rice, Wheat Flour and Liquefied Petroleum Gas (LPG), with an annual turnover of around MUR 27 Billion. It operates under the *aegis* of the Ministry of Industry, Commerce and Consumer Protection.
- 21.02.02 Its mission is to ensure the continuous supply and provision of foodstuffs, construction materials and petroleum products; distribute efficiently and effectively the basic and essential commodities that meet national needs; cover Mauritius and its outer Islands with the supply of basic and essential commodities; and make full use of IT/ICT equipment, means, methods and techniques to transform STC into an IT based operating organisation with a well established International network.
- 21.02.03 In pursuance of its mission, the STC envisions to be the undisputed leader and the benchmark trading organisation within the Indian Ocean region, specialising in the import and distribution of basic and essential commodities.
- 21.02.04 The State Trading Corporation is headed by a General Manager who is responsible for the day-to-day management and the execution of the policy of the Board. The organisation structure of the STC comprises different Divisions namely: Commercial, Supplies, Administrative, Information Technology, Risk and Treasury, Audit and Business Development and Finance.
- 21.02.05 Presently, the STC is awaiting Government's decision regarding the enunciation of its policy decisions and pending the outcome of this exercise, we are maintaining the existing structure of the organisation except for restyling the grades of Administrative Secretary and Public Relations Officer.

Secretary

formerly Administrative Secretary

- 21.02.06 Management has submitted that the duties performed by the Administrative Secretary do not incorporate all the responsibilities devolving upon incumbent given that the Administrative Secretary is called upon, *inter alia*, to be responsible to advise Management about compliance and corporate governance requirements; prepare, issue and publish tender documents, expression of interest documents and notices; and advise on all legal matters. Consequently, the qualifications requirement and appellation should be amended to reflect the nature of duties and responsibilities of the incumbent. We are restyling the grade and reviewing the qualifications requirements accordingly.

Recommendation

21.02.07 We recommend that:

- (i) the grade of Administrative Secretary be restyled Secretary;
- (ii) the scheme of service of the grade of Secretary *formerly Administrative Secretary* be amended so that in future, appointment be made by selection from among candidates:
 - (a) possessing a Degree in Law or Law and Management or the Associateship or Membership of the Institute of Chartered Secretaries and Administrators; and
 - (b) reckoning at least five years' post qualification experience.

21.02 STATE TRADING CORPORATION

SALARY SCHEDULE

STC 1	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700
		Handy Worker
STC 2	:	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000
		Watchman
STC 3	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350
		Office Attendant
STC 4	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 15350
		Granary Operative
STC 5	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850
		Driver
STC 6	:	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
		Tradesman
STC 7	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
		Senior/Head Office Attendant
STC 8	:	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500
		Receptionist/Telephone Operator

21.02 STATE TRADING CORPORATION (Cont'd)

- STC 9 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Forklift Driver
- STC 10 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Word Processing Operator
- STC 11 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
- STC 12 : Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Chief Tradesman
Chief Tradesman (Fitter)
- STC 13 : Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250**
Senior Word Processing Operator
- STC 14 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Supplies and Sales Officer
- STC 15 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Executive Officer
- STC 16 : Rs 18300 x 600 – 19500 x 750 – 27000**
Workshop Supervisor
- STC 17 : Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Clearing and Forwarding Officer
- STC 18 : Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Confidential Secretary
- STC 19 : Rs 19500 x 750 – 28500 x 900 – 32100**
Higher Executive Officer
Higher Supplies and Sales Officer

21.02 STATE TRADING CORPORATION (Cont'd)

- STC 20 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
IT Technician
Safety and Health Officer/Senior Safety and Health Officer
- STC 21 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Senior Supplies and Sales Officer
- STC 22 : Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 38100**
Accounting Technician
- STC 23 : Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600**
Office Superintendent
- STC 24 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100**
Senior Technical and Facilities Officer
- STC 25 : Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100**
Principal Supplies and Sales Officer
Senior Accounting Technician
- STC 26 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 QB 34200 x 1200 – 36600 x 1500 – 48600**
Administrative Assistant
- STC 27 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Communication Officer
formerly Public Relations Officer
- STC 28 : Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Systems Administrator
Systems Analyst
- STC 29 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Human Resource Management Officer
Internal Auditor
- STC 30 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600**
Business Development Officer (Marketing)
Business Development Officer (Research and Development)
Commercial Analyst
Risk and Treasury Officer

21.02 STATE TRADING CORPORATION (Cont'd)

- STC 31 : Rs 35400 x 1200 – 36600 x 1500 – 54600**
Assistant Financial Manager
Human Resource Manager
Secretary
formerly Administrative Secretary
- STC 32 : Rs 36600 x 1500 – 56100**
Chief Supplies and Sales Officer
- STC 33 : Rs 35400 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200**
Assistant Risk and Treasury Manager
Audit Manager
IT Manager
- STC 34 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Business Development Manager
Commercial Manager
Financial Manager
Risk and Treasury Manager
- STC 35 : Rs 102000**
General Manager



23.01 NATIONAL INSTITUTE FOR CO-OPERATIVE ENTREPRENEURSHIP

- 23.01.01 The National Institute for Co-operative Entrepreneurship (NICE), established under the Cooperatives Act 2005 (as amended), operates as a corporate body under the *aegis* of the Ministry of Business, Enterprise and Cooperatives. It envisions to be the centre of excellence of capacity building for cooperative entrepreneurship. In this respect, NICE acts as a centre for research, provides training and promotes capacity building. It also conducts examinations on the training programmes and awards certificates on its own or in collaboration with other recognised bodies.
- 23.01.02 NICE has about 160,000 members, both in Mauritius and Rodrigues grouped into 1000 active co-operatives societies to set up micro enterprises on cooperative models.
- 23.01.03 The Director is the accounting and responsible officer for the execution of the policy of the Board and the running of the day-to-day activities of the Institute. He is assisted by a Programme Officer and officers of the General Services grades.
- 23.01.04 The demand for training programmes is on the rise and Management has to reorganise its operations.
- 23.01.05 In order to enable Management to achieve its objectives, we are maintaining the structure which is adequate and fit-for-purpose but we are restyling the grade of Programme Officer to a more appropriate appellation.

Programme/Research Officer *formerly Programme Officer*

- 23.01.06 With the increase in the demand for NICE activities, there is need to carry out market research along with organising training programmes. The grade of Programme Officer is vacant and we are enlarging the duties to include “providing advice on entrepreneurial activities”. We are further restyling the grade of Programme Officer to Programme/Research Officer to encompass both duties.

Recommendation 1

- 23.01.07 We recommend that the grade of Programme Officer be restyled Programme/Research Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Management or Economics or Social Studies or Business Studies or Entrepreneurship or an equivalent qualification and should reckon at least five years’ post qualification experience in the field of training, capacity building and research.**

23.01.08 Incumbent would be required, among others, to: assist the Director in the discharge of his duties and giving administrative support; undertake research activities as required by the Institute; provide professional advice on entrepreneurship; coordinate the human and physical resources and establish the annual training programmes of the Institute; liaise with appropriate examining bodies to arrange/conduct examinations/tests; assist cooperative entrepreneurs in writing projects and business plan; and organise workshops and seminars for the development and consolidation of cooperative movement.

23.01 NATIONAL INSTITUTE FOR CO-OPERATIVE ENTREPRENEURSHIP

SALARY SCHEDULE

- NICE 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250**
General Worker
- NICE 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees in post as at 30.06.08)
- NICE 3 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Office Attendant/Driver
- NICE 4 : Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500**
Information Desk Operator
- NICE 5 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing
- NICE 6 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Executive Officer
- NICE 7 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Programme/Research Officer
formerly Programme Officer
- NICE 8 : Rs 59400 x 1800 – 68400 x 2400 – 75600**
Director



23.02 SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AUTHORITY

- 23.02.01 The Small and Medium Enterprises Development Authority (SMEDA) is a body corporate established by Act No. 18 of 2009 to make better provision for the promotion and development of small and medium enterprises. It operates under the *aegis* of the Ministry of Business, Enterprise and Cooperatives .
- 23.02.02 The objectives of the SMEDA are, among others, to promote a conducive business environment and empower Small and Medium Enterprises (SMEs) to emerge and grow; provide a service delivery network which increases the contribution of SMEs in the national economy and enhances economic growth; devise and implement development support programmes and schemes for SMEs; and facilitate, assist and provide the necessary support to SMEs to gain market access and business opportunities and to compete successfully in the national and international markets.
- 23.02.03 The SMEDA is administered by a Board known as the Small and Medium Enterprises Development Board which consists of a Chairperson and Members of the various Ministries responsible for the subject of SMEs, Finance, Industry, Cooperatives, Environment, Youth as well as from those organisations directly related for the promotion and development of small and medium enterprises. The Managing Director is the Chief Executive Officer responsible for the execution of the policy of the Board and for the control and management of the day-to-day business and activities of the organisation. He is supported in his task by officers in various cadres.
- 23.02.04 The activities of the Authority are carried out by the six Divisions namely: Business Development; Training and Skills Development; Marketing and Promotion; Business Support; Administration and Finance; and Documentation and Research Centre. The current structure meets the needs of the organisation and is, therefore, maintained.

23.02 SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AUTHORITY

SALARY SCHEDULE

SMEDA 1 :	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
SMEDA 2 :	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
SMEDA 3 :	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant

**23.02 SMALL AND MEDIUM ENTERPRISES DEVELOPMENT
AUTHORITY (Cont'd)**

- SMEDA 4 :** **Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Watchman (Personal)
- SMEDA 5 :** **Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Attendant (Workshop) (Personal)
Office Attendant
- SMEDA 6 :** **Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
17400**
General Assistant (Personal)
- SMEDA 7 :** **Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
17850**
Driver/Office Attendant
formerly Driver/Messenger
Driver (Personal)
Office Attendant/Driver (Personal)
- SMEDA 8 :** **Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300**
Handy Worker (Skilled)
- SMEDA 9 :** **Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300**
Senior/Head Office Attendant
- SMEDA 10 :** **Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500**
Receptionist/Telephone Operator
- SMEDA 11 :** **Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300 x 600 – 19500 x 750 – 21000**
Assistant Handicraft Promotion Officer (Personal)
- SMEDA 12 :** **Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300 x 600 – 19500 x 750 – 23250**
Receptionist/Word Processing Operator (Personal)
- SMEDA 13 :** **Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300 x 600 – 19500 x 750 – 24000**
Clerical Officer/Higher Clerical Officer
Clerk/Word Processing Operator

**23.02 SMALL AND MEDIUM ENTERPRISES DEVELOPMENT
AUTHORITY (Cont'd)**

- SMEDA 14 :** **Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 –
18300 x 600 – 19500 x 750 – 25500**
Technical Assistant (Personal)
- SMEDA 15 :** **Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 –
19500 x 750 – 27000**
Senior Clerk/Word Processing Operator (Personal)
- SMEDA 16 :** **Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 –
19500 x 750 – 27000**
Extension Officer (Personal)
- SMEDA 17 :** **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 –
27000**
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer
- SMEDA 18 :** **Rs 19500 x 750 – 28500 x 900 – 29400**
Senior Extension Officer (Personal)
- SMEDA 19 :** **Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 –
28500 x 900 – 32100**
Marketing Assistant (Handicraft) (Rodrigues)
- SMEDA 20 :** **Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 –
32100**
Confidential Secretary
- SMEDA 21 :** **Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Information, Research and Documentation Officer
formerly Documentation Officer
Information and Documentation Officer (Personal)
- SMEDA 22 :** **Rs 19500 x 750 – 28500 x 900 – 32100**
Higher Executive Officer
- SMEDA 23 :** **Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Business Analyst
Business Development Officer
Marketing Officer
Training Coordinator

**23.02 SMALL AND MEDIUM ENTERPRISES DEVELOPMENT
AUTHORITY (Cont'd)**

- SMEDA 24 :** **Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
IT Officer
- SMEDA 25 :** **Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
48600**
Accountant
- SMEDA 26 :** **Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
54600**
Administrative Officer
Commercial Executive/Senior Commercial Executive (Personal)
- SMEDA 27 :** **Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 –
54600**
Assistant Manager
- SMEDA 28 :** **Rs 59400 x 1800 – 68400 x 2400 – 75600**
Manager
- SMEDA 29 :** **Rs 87000**
Director (Personal)
- SMEDA 30 :** **Rs 102000**
Managing Director



23.03 ST ANTOINE PLANTERS CO-OPERATIVE TRUST

- 23.03.01 The St Antoine Planters Co-operative Trust (The Trust) was set up under Act No. 28 of 1994 and became operational in March 1996. It operates under the Ministry of Business, Enterprise and Cooperatives with the view to assisting sugar cane planters cultivating not more than 6.5 hectares of land of Ex-St Antoine Sugar Factory who are in need of agricultural loans for the enhancement of their sugar cane plantation.
- 23.03.02 The objectives of the organisation are, among others, to: receive and manage funds obtained from the Société Usinière de St Antoine; provide loans to planters for agricultural activities; devise and implement irrigation projects; provide assistance for harvest of sugar canes and acquisition of farm equipment; and provide support services to agricultural co-operative societies in which the planters are members.
- 23.03.03 A Board of Trustees has been appointed by the Parent Ministry to manage the Trust. Currently, there are two established posts, namely the Secretary/Manager and Clerk/Word Processing Operator, which have not been filled as the activities of the Trust do not warrant them to work on full time basis. Moreover, the Trust has to abide to mandatory provisions of the Act to limit management cost up to one per cent (1%).
- 23.03.04 As such, a retired officer from the Co-operative Officer cadre has been appointed on contract on a part-time basis to manage the Trust. The present arrangement is appropriate and the staff organization structure is being maintained.

23.03 ST ANTOINE PLANTERS CO-OPERATIVE TRUST

SALARY SCHEDULE

- SPCT 1 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- SPCT 2 : Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Secretary/Manager



24.01 NATIONAL CHILDREN'S COUNCIL

- 24.01.01 Established under National Children's Council (NCC) Act 2003, the NCC operates under the *aegis* of Ministry of Gender Equality, Child Development and Family Welfare. It envisions to uphold the best interest of the Mauritian child in line with the convention on the Rights of the Child. The objects of the NCC are, among others, to be the key consultative and coordinating national body on all activities and issues related to children; protect the rights of children; promote their interest and well-being; and ensure their participation in matters of interest to them.
- 24.01.02 The Council offers quality Early Child Care Education and child minding services to enhance the mental, physical, creative, cultural and social development of children so as to increase their participations in recreational, educational and social activities. It has set up Children Creativity Centres (CCC) across the island, where over about 10,000 children have benefited from several special programmes and about 1400 children have already attended residential camps. Additionally, 23 kids and Teens (kites) Clubs are run in socially deprived areas of the country for children ranging from three years to under 18 years old. Further, the Child Day Care Centre at Baie du Tombeau offers quality childcare services to babies of low income earners, thus allowing mothers to take up employment. As at date, the Centre looks after 32 babies/toddlers within the age bracket of three months to under three years old.
- 24.01.03 The National Children's Council is administered by the National Children Board, comprising representatives from various Governmental Organisations and Non-Governmental Organisations (NGOs) as per the provisions of NCC Act 2003. It is headed by the Council Secretary, who implements policy decisions of the NCC Board and is supported by the Coordinator, officers of the technical staff and those of the General Services grades.
- 24.01.04 Management has submitted that there is need to redefine the profile of certain grades in order to reflect the nature of work being performed and to review the working arrangement for the smooth running of the NCC's operation.
- 24.01.05 We are, therefore, making appropriate recommendation to that end.

Child Programme Officer

- 24.01.06 Child Programme Officers are required, in addition to their normal duties of planning, coordinating and implementing the children programmes and projects, to attend crack down operation team with Brigade de Mineur, to attend to Community Childwatch Committee and District Child Protection Committee. They also participate in sensitisation campaign in the media,

deliver talks and conduct interactive sessions in primary schools and other organisations on the rights and protection of children.

24.01.07 Management has submitted that these duties be included in the scheme of service of the grade of Child Programme Officer.

Recommendation 1

24.01.08 We recommend that the scheme of service of the grade of Child Programme Officer be enlarged to absorb the new duties. This element has been taken into consideration in determining the recommended salary of the grade.

24.01.09 We have provided for a Qualification Bar (QB) in the salary scale of the grade. Child Programme Officers possessing the Diploma in Social Work or an equivalent qualification would be allowed to proceed beyond the QB in the salary scale.

Assistant Child Programme Officer

24.01.10 Management has requested that the present qualification requirements for the grade of Assistant Child Programme Officer, which is the Cambridge School Certificate with credit in five subjects including English Language and French Language, be upgraded to the Cambridge Higher School Certificate with passes in at least two subjects at principal level so as to enable officers in the grade of Assistant Child Programme Officer to pursue higher studies.

24.01.11 Management has also submitted that Assistant Child Programme Officers usually provide assistance in the handling of children during police investigation and take care of those children who are victims of ill-treatment and abuse and that there is need to include these duties in the scheme of service of the grade.

Recommendation 2

24.01.12 We recommend that, in future, recruitment to the grade of Assistant Child Programme Officer, should be made by selection from among candidates possessing the Cambridge Higher School Certificate with passes in at least two subjects at Principal Level or an equivalent qualification acceptable to the Board.

24.01.13 We also recommend that the scheme of service of the grade of Assistant Child Programme Officer be amended to reflect the new duties. These changes have been taken into consideration in arriving at the recommended salary of the grade.

24.01. NATIONAL CHILDREN'S COUNCIL

SALARY SCHEDULE

NCC 1	:	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Attendant (Nursery)
NCC 2	:	Rs 8750 x 250 – 12500 x 300 – 14300 Child Caregiver
NCC 3	:	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Attendant
NCC 4	:	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Craftworker
NCC 5	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
NCC 6	:	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Assistant Nursery Matron
NCC 7	:	Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Nursery Matron
NCC 8	:	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Assistant Child Programme Officer Clerk/Word Processing Operator
NCC 9	:	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Accounts Clerk Assistant Procurement and Supply Officer Executive Officer
NCC 10	:	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 32100 Child Programme Officer

24.01 NATIONAL CHILDREN'S COUNCIL (Cont'd)

NCC 11 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600
Coordinator

NCC 12 : Rs 35400 x 1200 – 36600 x 1500 – 57600
Council Secretary



24.02 NATIONAL WOMEN ENTREPRENEUR COUNCIL

- 24.02.01 The National Women Entrepreneur Council (NWECC), set up under Act No. 20 of 1999, is a body corporate operating under the *aegis* of the Ministry of Gender Equality, Child Development and Family Welfare. It acts as a facilitator and a driving force in the promotion of women entrepreneurs in both Mauritius and Rodrigues. 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.
- 24.02.02 The NWECC provides institutional support to women entrepreneurs through mentoring, business counselling, capacity building, training and marketing. It also operates two business incubator centres to provide such facilities as office space, product display, exhibition hall, secretarial support, business counseling, mentoring services as well as the holding of buyer/seller meetings and skills development programmes.
- 24.02.03 At present, the activities of the NWECC are organised under three sections, namely: Administration, Finance and Technical.
- 24.02.04 The present structure is adequate to enable the organisation to deliver efficiently and effectively on its mandate.

Business Development Officer (Roster)

- 24.02.05 We created a grade of Business Development Officer (Roster) in our last Report and provided incumbents in the grade of Business Development Officer in post as at 30 June 2008 the option to join the new grade. Consequently, the grade of Business Development Officer was made evanescent. In view of the fact that there are officers still in post in the latter grade, we are providing opportunities anew for these officers to join the grade of Business Development Officer (Roster).

Recommendation

- 24.02.06 We recommend that Business Development Officer in post as at 30 June 2008 should continue to be given option to join the grade of Business Development Officer (Roster) and be granted two additional increments over and above the salary point reached in the salary scale of the grade, subject to the maximum salary of the grade.**

Commercial Activities

- 24.02.07 The Council operates sales outlets to provide commercial facilities to women entrepreneurs. The opening and closing hours of these outlets are aligned with those of private commercial outlets. The remuneration and conditions of employment of persons engaged in these commercial activities are currently

governed by the provision of the relevant remuneration orders applicable in the private sector. We are maintaining this present arrangement.

24.02.08 The remuneration and conditions of employment of employees of the NWECC working in sales outlets should continue to be governed by the provision of the relevant Remuneration Orders applicable in the private sector except for the Salesperson in post as at 30.06.2008.

24.02 NATIONAL WOMEN ENTREPRENEUR COUNCIL

SALARY SCHEDULE

- NWEC 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250**
General Worker
- NWEC 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800**
General Worker (Personal to employees in post as at 30.06.08)
- NWEC 3 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Care Attendant
- NWEC 4 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Office Attendant/Driver
- NWEC 5 : Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500 x 750 – 21000**
Salesperson (Personal to holders in post as at 30.06.2008)
- NWEC 6 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500 x 750 – 23250**
Instructor
- NWEC 7 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300
x 600 – 19500 x 750 – 24000**
Clerical Officer/ Higher Clerical Officer
Clerk/Word Processing Operator
- NWEC 8 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Executive Officer
- NWEC 9 : Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500
x 750 – 28500**
Business Development Assistant

24.02 NATIONAL WOMEN ENTREPRENEUR COUNCIL (Cont'd)

- NWEC 10 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer
- NWEC 11 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Business Development Officer (Personal to officers in post as at 30.06.08)
- NWEC 12 : Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Business Development Officer (Roster)
- NWEC 13 : Rs 35400 x 1200 – 36600 x 1500 – 57600**
Secretary



24.03 NATIONAL WOMEN'S COUNCIL

- 24.03.01 The National Women's Council (NWC) is a corporate body set up under the National Women's Council Act No. 27 of 1985 and operates under the *aegis* of the Ministry of Gender Equality, Child Development and Family Welfare.
- 24.03.02 The objects of the National Women's Council are, among others, to promote women's empowerment and gender equality in order to bring about effective change for sustainable development; ensure and promote the active participation of women in the social, economic and political fields 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 actions and projects that will promote the integration of women in overall development.
- 24.03.03 The Council is managed and administered by the Board and the Chairperson is committed to the cause of Women's empowerment and gender equality.
- 24.03.04 The organisation structure of the National Women's Council consists of five units namely:- Human Resource and Administration; Finance and Procurement; Women's Association; Dressmaking and Craft; and Project.
- 24.03.05 In this Report, the organisation structure is being re-engineered to enable it to cope with the wider span of activities of the NWC whose core functions, among others, are to "advise the Minister on ways of addressing factors impeding the empowerment of women and gender equality". We are restyling a few grades to reflect the nature of duties and responsibilities and providing for new grades against abolition of grades no longer required.

Programme Coordinator *formerly Project Coordinator*

- 24.03.06 The Technical side of the NWC comprises three Units namely:- Women's Association, Dressmaking and Craft, and Project. The Project Coordinator is required to oversee the functioning of these three units, and assist the Secretary in the discharge of the day-to-day business of the NWC. Moreover, the Project Coordinator would be called upon to supervise the work of Programme Officers of the technical units and to deputise for the Administrative Secretary *formerly Secretary*. To reflect the nature of duties actually being performed by the Project Coordinator, we are restyling the grade to a more appropriate job appellation.

Recommendation 1

- 24.03.07 We recommend that the grade of Project Coordinator be restyled Programme Coordinator.**

Programme Officer (New Grade)

24.03.08 With the setting up of Commissions to work on specific issues related to women's empowerment and gender equality including, among others, education, health, youth and poverty, and to render the services offered by the Technical units more effective, there is need for a level to provide technical services and assist the Programme Coordinator in the day-to-day management of the technical units.

Recommendation 2

24.03.09 We recommend the creation of a grade of Programme Officer. Appointment, thereto, should be made by selection from among candidates possessing a Diploma in Social Work or an equivalent qualification acceptable to the Board.

24.03.10 The Programme Officer would be responsible for all activities carried out in the respective units and also assist the Programme Coordinator.

Head, Women's Association Unit

24.03.11 With the creation of the grade of Programme Officer, the permanent post of Head, Women's Association Unit, which is currently vacant, would no longer be required. However, incumbent in the grade of Head, Women's Association Unit (Personal) would continue to perform duties at that level and on the departure of incumbent on retirement, these duties should be integrated in the scheme of service of the Programme Officer.

Recommendation 3

24.03.12 We recommend that the post of Head, Women's Association Unit, which is currently vacant, be abolished. We further recommend that the grade of Head, Women's Association Unit (Personal) be maintained and we are providing a personal salary to incumbent in post.

FINANCE AND PROCUREMENT UNIT

FINANCE SECTION

Accounts Clerk (New Grade)

Accounts Officer (New Grade)

24.03.13 Presently, a Financial Operations Officer from the Prime Minister's Office has been assigned the duties of Treasurer at the National Women's Council on a part-time basis against payment of an all-inclusive monthly allowance of Rs 3,300. Incumbent is responsible to look after the financial activities of the NWC. Taking into consideration the intrinsic direction of the NWC and also the increasing amount of financial transactions, there is need for the creation of the grades of Accounts Clerk and Accounts Officer to enable the Council to maintain a proper accounting system.

Recommendation 4

24.03.14 We recommend the creation of the grades of Accounts Clerk and Accounts Officer on the establishment of the National Women's Council.

24.03.15 Appointment to the grade of Accounts Clerk should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and either a pass at Principal Level in Accounting at the Cambridge Higher School Certificate or a pass in Accounting at Third Level of the London Chamber of Commerce and Industry or an equivalent qualification acceptable to the Board and reckoning at least two years' experience in Finance/Audit duties.

24.03.16 Incumbent would be responsible, among others, to compile schedules and information required for the preparation of statutory reports, annual estimates, final accounts and other reports; verify bank reconciliation statements, payment vouchers, supporting documents and cheques prior to passing for payment and ensure follow-up as well as to outstanding items; monitor allocated budget for each item and prepare regular budgetary control statements; and ensure that all cash transactions have been properly recorded and bank lodgements made in time.

24.03.17 Appointment to the grade of Accounts Officer should be made by selection from among candidates possessing the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and the Cambridge Higher School Certificate with passes at Principal level in at least two subjects including Mathematics or Accounting obtained on one certificate together with either a Diploma in Accounting or a pass in all papers of the Fundamentals (knowledge) or an equivalent qualification acceptable to the Board and reckoning at least two years' experience in financial duties.

24.03.18 Incumbent would be responsible, among others, for the day-to-day financial transactions of the Council, ensure that financial and procurement regulations are correctly applied and fully complied with; prepare paysheets, payment vouchers and cheques for signature; effect payment of salaries, wages, pensions and allowances; keep proper, complete and up-to-date records of all financial transactions in cash book, ledgers and vote book; prepare adhoc statements on income and expenditure; and attend to audit queries on financial issues, provide materials for proper replies and take corrective measures.

Accounts Officer/Purchasing and Supply Officer

24.03.19 The post of Accounts Officer/Purchasing and Supply Officer exists on the establishment of the NWC and has remained vacant since its creation in the 2003 PRB Report. Presently, the Assistant Manager, Procurement and Supply from the parent Ministry is performing the duties of Procurement and Supply and is paid an all-inclusive monthly allowance. It has been submitted that in order to prevent irregularities and for a better internal control, the duties of Procurement and Supply should continue to be performed by the Assistant Manager, Procurement and Supply of the Parent Ministry as the NWC does not require a Procurement and Supply Officer on a full-time basis.

Recommendation 5

24.03.20 We recommend that the grade of Accounts Officer/Purchasing and Supply Officer, which is currently vacant, be abolished.

Family Support Officers

24.03.21 Family Support Officers are required to perform regularly extensive field duties for the purpose of disseminating information and carrying out site visits to women centres. These centres are spread across the island and most of them are situated in remote areas. Representations have been received that on account of regular late working hours, public transport is not easily available and officers have problems to commute, hence the request for loan facilities for the purchase of a car. We are making appropriate provision to this effect.

Recommendation 6

24.03.22 We recommend that Family Support Officers who are required to perform regularly extensive field duties, aged 50 years or more and reckoning at least 15 years' service 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.

24.03 NATIONAL WOMEN'S COUNCIL

SALARY SCHEDULE

NWC 1 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250
General Worker

NWC 2 : Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800
General Worker (Personal to employees in post as at 30.06.08)

24.03 NATIONAL WOMEN'S COUNCIL (Cont'd)

- NWC 3 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Office Attendant
Office/Field Assistant
- NWC 4 : Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16500**
Craftcoach
- NWC 5 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850**
Driver/Office Attendant
formerly Driver
- NWC 6 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000**
Dressmaking Teacher
- NWC 7 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500**
Clerk, National Women's Council (Personal)
- NWC 8 : Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250**
Adult Literacy Instructor/Instructress
Family Support Officer
- NWC 9 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- NWC 10 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750**
Senior Dressmaking and Craft Teacher
formerly Senior Dressmaking Teacher
- NWC 11 : Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Supervisor, Women's Association
- NWC 12 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
Accounts Clerk (New Grade)
Executive Officer
- NWC 13 : Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Programme Officer (New Grade)

24.03 NATIONAL WOMEN'S COUNCIL (Cont'd)

- NWC 14 : Rs 19500 x 750 – 28500 x 900 – 32100**
Accounts Officer (New Grade)
- NWC 15 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600**
Human Resource Officer/Senior Human Resource Officer
formerly Senior Human Resource Officer
- NWC 16 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Head, Women's Association Unit (Personal)
Programme Coordinator
formerly Project Coordinator
- NWC 17 : Rs 35400 x 1200 – 36600 x 1500 – 57600**
Secretary



25.01 PUBLIC OFFICERS' WELFARE COUNCIL

- 25.01.01 The Public Officers' Welfare Council (POWC), set up under the Public Officers' Welfare Act (Act No. 28 of 1992), operates as a body corporate under the *aegis* of the Ministry of Civil Service and Administrative Reforms with a mandate to promote the welfare of public officers and their families.
- 25.01.02 The POWC regularly organises cultural, educational, recreational, sports and leisure activities for public service staff and their families. It provides public officers with opportunities to meet and interact, thus creating greater synergies among public officers of different departments and Ministries. The POWC also maintains effective communication with departmental staff welfare associations; diffuses information on public matters; operates schemes, implements projects for the benefit of public officers and their families, among others.
- 25.01.03 The structure of the POWC comprises grades of Organising Secretary, Senior Officer and Clerk/Word Processing Operator. Officers holding substantive appointment in the grades of Officer and Office Care Attendant in the Civil Service are seconded for duty against payment of an allowance. A Senior Officer is assigned duties of the Organising Secretary. The arrangement is meeting the objectives of the POWC and we are, therefore, maintaining the present structure.

25.01 PUBLIC OFFICERS' WELFARE COUNCIL

SALARY SCHEDULE

- POWC 1 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
- POWC 2 : Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500**
General Services Executive (POWC)
formerly Senior Officer
- POWC 3 : Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600**
Organising Secretary



99. PRIVATE SECONDARY SCHOOLS

- 99.1 The Private Secondary Schools are institutions dispensing education in Mauritius, Rodrigues and Agalega and are funded by Government. The Private Secondary Schools Authority (PSSA), a corporate body operating under the *aegis* of the Ministry of Education and Human Resources, oversees the overall administration of these institutions in as far as pedagogical activities are concerned and manages the disbursement of grants to these institutions. The personnel of the respective private secondary schools are recruited by the Managers and, therefore, are employees of the respective secondary institutions.
- 99.2 There are presently a total of 93 private secondary schools in operation, of which about six are in Rodrigues, one in Agalega, 50 schools run classes up to Form VI and 43 up to Form V. From the two categories of schools, 80 also offer prevocational education to around 5000 students.
- 99.3 In our previous Reports, emphasis was laid in the promotion of a homogeneous secondary education to be dispensed in a uniform manner in both State Secondary Schools and Private Secondary Schools. To this end, the conditions of service, recruitment process, qualifications and skills and competencies of staff of Private Secondary Schools were aligned with those obtaining for staff of the State Secondary Schools. We also recommended that, to the extent that it may be possible and subject to appropriate amendments being brought to legislations/regulations, the school operational hours and duration of school term for the Private Secondary Schools be aligned with those of the State Secondary Schools.
- 99.4 We are, in this Report, making additional provision in the conditions of service of employees of Private Secondary Schools while, at the same time, keeping in view its specificities.

Educator (Private Secondary Schools)

- 99.5 In our last Report, we also recommend that as from 01 July 2012, an Educator's Licence should be a requirement for the post of Educator (Secondary) and as from a date after 2010 to be decided by the Ministry of Education and Human Resources, a Postgraduate Certificate in Education (PGCE) or its equivalent would also be a requirement.
- 99.6 The Ministry of Education and Human Resources has submitted that there is a shortage of graduates holding these qualifications particularly in disciplines which are scarce. On this account, to facilitate recruitment to the post of Educator (Secondary), we are deferring the implementation date for the requirements of an Educator's Licence and the PGCE. **The Ministry of Education and Human Resources should, however, decide on a future date for the implementation of the above qualifications requirement.**

99.7 There are certain specific recommendations for the grades of Educator in the Civil Service which are being extended to Educators (Private Secondary Schools)

Recommendation 1

99.8 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 22500;**
- (ii) Educator (Private Secondary Schools) possessing a post 'A' Level Diploma or post 'O' Level Degree would 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 22500 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 22500;**
- (iv) Educator (Private Secondary Schools) satisfying the requirement to cross the QB, would, on reaching the top salary point of Rs 48600, be allowed to move incrementally in the master salary scale up to salary point of Rs 53100 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.****

99.9 We also recommend that:

- (i) Educator (Private Secondary Schools) should teach during 30 periods in a week, one or more subjects relating to his academic qualifications; and**
- (ii) the monthly allowance of Rs 1800 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 2250. 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 22500 whichever is the higher.**

Rector

99.10 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 our last Report we also recommended that as from 01 July 2013 the Diploma in Management or Educational Management would be a requirement for Deputy Rectors to be appointed as Rector. It has been represented by the Ministry of Education and Human Resources that due to 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 been made for an extension of the transition period for a further 5 years, in order to give a fair chance to a greater number of Deputy Rectors to acquire the new qualification.

Recommendation 2

99.11 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 of this requirement should be determined by the Ministry of Education and Human Resources.

Head of Department

99.12 The PSSA has established a list of subjects and subject combinations for which a headship allowance is paid. It has also elaborated on the criteria for eligibility to the position of Head of Department, namely:

- (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.

99.13 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. They 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 teach up to Form V/Form VI when posted respectively in Form V/Form VI colleges are also considered.

99.14 At present, the monthly headship allowance is Rs 800 for Heads of Department of Form V colleges and Rs 1200 for those of Form VI colleges.

Recommendation 3

99.15 We recommend that assignment of duties of Head of Department should be made from among Educators (Private Secondary Schools) on the basis of years of service. Incumbent assigned duties of Head of Department should continue to teach their subject of specialisation for at least 25 periods weekly and be paid a monthly Headship Allowance as hereunder:

Head of Departments	Monthly Allowance Rs
In schools teaching up to SC	880
In schools teaching up to HSC	1320
In scarcity areas (though not possessing the qualification required to cross the QB)	1320

Section Leader

99.16 At present only incumbents in the grade of Educator (Private Secondary Schools) are assigned the duties of Section Leader. However, there exists a number of teachers who do not satisfy the minimum qualifications prescribed for the post of Educator (Private Secondary Schools) but who have been serving the institution satisfactorily and with dedication for a number of years in the evanescent grades of Grade II Teacher (Others), Grade II Teacher and Grade I Teacher. Requests have been made to open the possibility of assignment of duties of Section Leader to them as well.

99.17 After examining the issue, we consider that opportunity should also be given to these Teachers to be assigned the duties of Section Leader.

Recommendation 4

99.18 We recommend that, henceforth, assignment of duties of Section Leader should be made from among members of the teaching staff including Grade I Teachers, Grade II Teachers, Grade II Teachers (Others) and Educators (Private Secondary Schools) against payment of an allowance equivalent to one increment at the point reached in the respective salary scale.

IT Technician (New Grade)

99.19 With the growing usage of Information Technologies (IT) in schools, there is need for an IT Technician to implement, support and maintain the computerised system.

Recommendation 5

99.20 We recommend the creation of a grade of IT Technician. Appointment thereto, should be made by selection from among candidates possessing a post 'A' Level Diploma in Information Technology or a related field. Incumbent would be responsible for the maintenance of computer equipment of the institution; respond to queries and provide assistance in relation to the school's computer system or other hardware or software; provide support to the school's users; and identify problems and troubleshooting, among others.

Discipline

99.21 Discipline within the school compound should be the concern of each and every member of the staff including the academics. 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.

Casual Leave

99.22 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. **We recommend that the present provision be maintained.**

Tour of Service of Educators who have elected domicile in Mauritius and are serving in Rodrigues for several years

99.23 We have dealt with the conditions of service of employees domiciled in Mauritius and required to serve on a tour of service to Rodrigues and Outer Islands under Chapter 20 of Volume I. For ease of reference, we are reproducing hereunder the relevant conditions of service applicable to Educators (Private Secondary Schools) domiciled in Mauritius and serving in Rodrigues.

Recommendation 6

99.24 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

99.25 Provisions for vacation leave have been made at Chapter 18 of Volume 1. In this Report, we have made provision 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, we have made provisions for some more flexibility for teaching staff to avail of vacation leave in excess of 19 days during term time.

Recommendation 7

- 99.26 (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).

99.27 The term "immediate member of the family", for the purpose of sub paragraphs 99.26 (c) (i) and (c) (iv) is deemed to mean the officer's father, mother, spouse and children.

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

Part-Time Teachers

99.29 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 maintained.

Non-Teaching Staff

99.30 Following a request made by the Federation of Managers of Private Secondary Schools for a review of the establishment size of the number of General Attendant particularly in view of the increase in the new laboratories and introduction of new subjects such as IT, Home Science, Fashion and Design etc., the Private Secondary Schools Authority carried out a survey to determine the number of additional non-teaching staff.

99.31 The Ministry of Education and Human Resources liaised with the Ministry of Finance and Economic Development on this issue and the latter requested the Bureau, in the context of this review exercise, to look into whether there is need for one General Attendant for each Laboratory/Specialist Room.

99.32 The General Attendant is a multifunctional, multiskilled and polyvalent grade and incumbents carry out functions related to cleaning, maintenance, upkeep of laboratories and other specialist rooms to enable effective use of manpower.

99.33 We have examined this issue and consider that the General Attendant should continue to serve the Laboratories/Specialist Rooms and the multifunctional characteristics of the grade should enable maximum utilisation of human resources.

Recommendation 8

99.34 We recommend that the Ministry of Education and Human Resources in consultation with the Private Secondary Schools Authority should determine the needs for additional manpower to serve in Laboratories and Specialist Rooms in Private Secondary Schools.

Roster System for Non-Teaching Staff

99.35 In our previous Report, we recommend that Managers of Private Secondary Schools consider the advisability of setting up a roster system for the non-teaching staff to be in attendance during school vacations. The non-teaching staff has made fresh representations that they are instructed to be in attendance during school vacations even though they do not have full-time occupation during the whole day. We consider the implementation of a roster system may be appropriate and fair.

Recommendation 9

99.36 We recommend that Managers of Private Secondary Schools, subject to the exigencies of the service, should consider the advisability of 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

99.37 It has been represented that Private Secondary Schools are not benefitting from the services of Educational Psychologist and Safety and Health Officer/Senior Safety and Health Officer to look into cases requiring psychological counseling and care. We consider this representation to be valid and are making appropriate recommendations.

Recommendation 10

99.38 We recommend that the Private Secondary Schools Authority should make necessary arrangements with the Ministry of Education and Human Resources to avail of the services of Educational Psychologists on a needs basis.

99.39 We also recommend that the Private Secondary Schools Authority should ensure that its Safety and Health Officer/Senior Safety and Health Officers carry out surveys and assess health and safety requirements and recommend the implementation of health and safety measures in Private Secondary Schools.

Protective Items

99.40 Representation has been made that protective equipments are not issued to a number of employees of the Private Secondary Schools though they are exposed to bodily injuries and/or bad weather. We are made to understand, on the other hand, that the Private Secondary Schools Authority regularly issues a list of protective equipment to be provided to minor grades staff to Managers of Private Secondary Schools.

Recommendation 11

99.41 We recommend that Managers of Private Secondary Schools should provide the necessary protective clothing/equipment to employees in approved grades whose nature of work warrants the use of same.

99.42 We also recommend that the PSSA should ensure compliance to the above recommendation in all Private Secondary Schools.

Conditions of Service

99.43 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

99.44 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 1/690th of pensionable emoluments on retirement for every month of pensionable service, subject to a maximum of 460/690th; and
- (c) the normal qualifying period to benefit from full pension for such employees is 38 1/3 years (460 months).

The above provisions are appropriate and are being maintained.

TRANSITIONAL PERIOD

Retirement Age

Accrual Rate

99.45 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.

This provision is appropriate and is maintained.

Recommendation 12

99.46 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 13

99.47 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

99.48 For employees who did not opt for the pension reforms in 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. We are maintaining this arrangement.

Recommendation 14

99.49 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

99.50 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 15

99.51 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 16

99.52 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 17

99.53 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.

99. PRIVATE SECONDARY SCHOOLS

SALARY SCHEDULE

PSS 1 : Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400
General Worker/Caretaker
Sanitary Attendant

99. PRIVATE SECONDARY SCHOOLS (Cont'd)

- PSS 2 : Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 14650**
Handy Worker (Special Class)
- PSS 3 : Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 15000**
Handy Worker/Groundsman/Gardener (Personal to holders in post at 30.06.98)
- PSS 4 : Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350**
Gardener
- PSS 5 : Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300**
General Attendant
- PSS 6 : Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000**
Clerk/Word Processing Operator
Library Clerk
- PSS 7 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 25500**
Library Clerk (Personal to holders in post at 30.6.93)
- PSS 8 : Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000**
College Clerk
- PSS 9 : Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 QB 27000 x 750 – 28500 x 900 – 32100**
Grade II Teacher (Others) (Personal)
- PSS 10 : Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100**
Grade II Teacher (Personal)
- PSS 11 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400**
Grade I Teacher (Personal)
IT Technician (New Grade)
Library Officer
- PSS 12 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 QB 34200 x 1200 – 36600 x 1500 – 48600**
Educator (Private Secondary Schools)

99. PRIVATE SECONDARY SCHOOLS (Cont'd)

PSS 13 : Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 QB 39600 x 1500 – 48600

Educator (Private Secondary Schools) (Personal to holders in post as at 30.06.03)

PSS 14 : Rs 34200 x 1200 – 36600 x 1500 – 57600

Deputy Rector

PSS 15 : Rs 47100 x 1500 – 57600 x 1800 – 66600

Rector



Master Salary Conversion Table

Salary Point	2008 PRB Basic Salary	Gross Salary December 2012	Revised Salary 1st January 2013	Salary Point	2008 PRB Basic Salary	Gross Salary December 2012	Revised Salary 1st January 2013
02	6,425	7,496	7,825	46	20,200	21,270	24,750
03	6,600	7,673	8,050	47	20,800	21,870	25,500
04	6,800	7,880	8,275	48	21,400	22,470	26,250
05	7,000	8,087	8,500	49	22,000	23,070	27,000
06	7,200	8,294	8,750	50	22,600	23,670	27,750
07	7,400	8,501	9,000	51	23,200	24,270	28,500
08	7,600	8,708	9,250	52	24,000	25,070	29,400
09	7,800	8,915	9,500	53	24,800	25,870	30,300
10	8,000	9,122	9,750	54	25,600	26,670	31,200
11	8,200	9,329	10,000	55	26,400	27,470	32,100
12	8,400	9,536	10,250	56	27,200	28,270	33,000
13	8,600	9,743	10,500	57	28,000	29,070	34,200
14	8,800	9,950	10,750	58	29,000	30,070	35,400
15	9,000	10,157	11,000	59	30,000	30,420	36,600
16	9,200	10,364	11,250	60	31,250	31,670	38,100
17	9,400	10,571	11,500	61	32,500	32,920	39,600
18	9,600	10,778	11,750	62	33,750	34,170	41,100
19	9,800	10,985	12,000	63	35,000	35,420	42,600
20	10,000	11,192	12,250	64	36,250	36,670	44,100
21	10,200	11,399	12,500	65	37,500	37,920	45,600
22	10,450	11,658	12,800	66	38,750	39,170	47,100
23	10,700	11,917	13,100	67	40,000	40,420	48,600
24	10,950	12,175	13,400	68	41,250	41,670	50,100
25	11,200	12,434	13,700	69	42,500	42,920	51,600
26	11,450	12,708	14,000	70	43,750	44,170	53,100
27	11,700	12,967	14,300	71	45,000	45,420	54,600
28	12,000	13,270	14,650	72	46,250	46,670	56,100
29	12,300	13,370	15,000	73	47,500	47,920	57,600
30	12,600	13,670	15,350	74	48,750	49,170	59,400
31	12,900	13,970	15,700	75	50,000	50,420	61,200
32	13,200	14,270	16,050	76	51,500	51,920	63,000
33	13,500	14,570	16,500	77	53,000	53,420	64,800
34	13,800	14,870	16,950	78	54,500	54,920	66,600
35	14,200	15,270	17,400	79	56,000	56,420	68,400
36	14,600	15,670	17,850	80	58,000	58,420	70,800
37	15,000	16,070	18,300	81	60,000	60,420	73,200
38	15,500	16,570	18,900	82	62,000	62,420	75,600
39	16,000	17,070	19,500	83	64,000	64,420	78,000
40	16,600	17,670	20,250	84	66,000	66,420	81,000
41	17,200	18,270	21,000	85	68,000	68,420	84,000
42	17,800	18,870	21,750	86	70,000	70,420	87,000
43	18,400	19,470	22,500	87	72,500	72,920	90,000
44	19,000	20,070	23,250	88	75,000	75,420	93,000
45	19,600	20,670	24,000				

Master Salary Scale: Rs 7825 x 225 - 8500 x 250 - 12500 x 300 - 14300 x 350 - 16050 x 450 - 18300 x 600 - 19500 x 750 - 28500 x 900 - 33000 x 1200 - 36600 x 1500 - 57600 x 1800 - 68400 x 2400 - 78000 x 3000 - 93000

