

11. CONSTRUCTION INDUSTRY DEVELOPMENT BOARD

- 11.1 Established under the Construction Industry Development Board (CIDB) Act 2008, the CIDB is a body corporate that operates under the *aegis* of the Ministry of National Infrastructure and Community Development.
- 11.2 The CIDB aims to be a global reference in construction and its objectives are, *inter alia*, to: promote the development, improvement and sustainable growth of the construction industry; encourage the participation of the small and medium enterprises in the industry; establish best practices relating to construction; raise awareness pertaining to the need for a safe and healthy work environment in the industry; and encourage research and development in the field of construction.
- 11.3 To cater for the growing construction sector, the mandate of the CIDB has been extended to include: registration of consultants in new fields like environmental engineering, interior design, landscape architecture and urban planning; registration of suppliers of construction materials, plants and equipment; and registration of service providers in CAD Operators and Draughtsman, Technician in Construction and Third Party Certifier.
- 11.4 An Executive Director is at the apex of the organisation and is responsible for its day-to-day management. He is assisted by officers belonging to the technical cadre and support services.
- 11.5 For this Report, Management has requested for a review of conditions of service and the creation of a few grades. The Bureau has studied the submissions and is making relevant recommendation.

Confidential Secretary (New Grade)

- 11.6 Management has submitted that there is need for a dedicated grade to provide secretarial functions to the Executive Director. As the request is justified, we are providing for a level to ease the effective delivery of services.

Recommendation 1

- 11.7 **We recommend the creation of a grade of Confidential Secretary. Appointment, thereto, should be in line with provisions made in the Introductory Chapter of this Volume.**
- 11.8 Incumbent would, *inter alia*, be required to: arrange appointments, receive visitors and deal with enquiries; handle telephone calls and screen incoming calls; take messages and facilitate communication; perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents; operate email and telefax services; deal with routine correspondences; keep track of document and papers; prioritise work on a daily basis and be responsible for ensuring that deadlines are met and appointments honoured; and ensure proper arrangements are made for the organisation of meetings.

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SALARY SCHEDULE

- CIDB 1 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Handy Worker/Driver
- CIDB 2 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
Word Processing Operator/Receptionist
- CIDB 3 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/Higher Clerical Officer
- CIDB 4 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- CIDB 5 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary (New Grade)
- CIDB 6 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Administrative Assistant
ICT Technician
formerly IT Support Officer
Technical Coordinator
- CIDB 7 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Accounting Technician
- CIDB 8 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Technical Executive
- CIDB 9 : Rs 66200 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 91375**
Manager, Corporate Services
Manager, Technical Services

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CIDB 10 : Rs 110125

Executive Director



