

7. CHAGOSSIAN WELFARE FUND

- 7.1 Set up under the Chagossian Welfare Fund Act No 21 of 1999, the main objectives of the Chagossian Welfare Fund (CWF), are, among others, to: advance and promote the welfare of the members of the Chagossian community and their descendants as well as develop programmes and projects for their integration in Mauritius; and manage two Chagossian Community Centres. The Fund provides a plethora of educational, cultural, recreational and social activities to the Chagossian community.
- 7.2 As stipulated in its Act, the administration and control of the Fund is vested in the Board. It is managed by a Secretary who serves the Fund on a part-time basis. She is supported by officers belonging to the General Services and other occupational grades. Advice on issues pertaining to Human Resources, Finance and Procurement and Supply are being provided by officers of the parent Ministry, on a part-time basis.
- 7.3 For this review, the representations of Management pertain mainly to the creation of additional levels, viz, Secretary, Accounts Officer, Procurement and Supply Officer, Office Management Assistant and Public Relations and Welfare Officer.
- 7.4 Appropriate explanations were given to Management on requests which could not be acceded to. However, Management was also apprised that salary gradings may also be carried out on an *ad hoc* basis. The Bureau also justified that, given the lean structure of the Fund, creation of the grade of Office Management Assistant is not warranted at this stage. Management was instead advised to increase the number of posts of Management Support Officer to provide the support services.
- 7.5 Following an in-depth study of the representations made by Management, we deem it more appropriate to create a grade of Accounts Clerk in lieu of Accounts Officer. We are recommending accordingly.

Accounts Clerk (New Grade)

Recommendation 1

- 7.6 **We recommend the creation of a grade of Accounts Clerk. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate with a pass in Accounting at Principal Level or ACCA Level 1 and reckoning at least four years' experience in finance/accounting/audit duties.**
- 7.7 Incumbent would be required, *inter alia*, to: ensure that all financial transactions of CWF are properly accounted for in accordance with basic principles of financial Management; to maintain a proper system of accounting to guard against irregularity and fraud; ensure that all financial transactions are correctly recorded and comply with established rules and regulations; collect, verify, analyse and record all financial costing and budget data; prepare paysheets, vouchers and cheques and dispatch cheques; keep proper, complete and up to date records of all financial transactions such as cash books, ledgers and registers; be in charge of the Register of Assets and ensure that it is regularly updated; assist in the preparation and monitoring of

Estimates and the preparation of Final Accounts and other financial statements; and control and discharge expenditure and payments in compliance with regulations.

Allowance to Management Support Officer

7.8 The Bureau has been apprised that presently, a Management Support Officer is, among others, assisting in the organisation of events and other welfare activities for all streams of the Fund; acting as liaison officer between the Chairperson and the Chagossian Community; and ushering/guiding and explaining the Chagossian Community about the services which are provided to them. Management has thus requested for the creation of a grade of Public Relations and Welfare Officer to handle all issues relating to public relations. The Bureau has carried out a study to this effect and considers that creation of this level is not warranted as the services of a Public Relations and Welfare Officer would not be required on a full-time basis. **In view thereof, the present arrangement should continue and Management should consider the advisability of providing some form of compensation to the Management Support Officer for the extra effort.**

Allowance to perform duties of Secretary

7.9 A monthly all-inclusive allowance of Rs 2080 is currently being paid to the officer who is assigned the duties of Secretary to the Board and is assuming the administrative responsibilities of the Chagossian Welfare Fund. As this present arrangement will continue, we are revising the quantum of the allowance.

Recommendation 2

7.10 We recommend the payment of a monthly all-inclusive allowance of Rs 2185 to the officer designated to act as Secretary to the Board and assuming the administrative responsibilities of the Chagossian Welfare Fund.

Abolition of Grade

7.11 The grade of Office Attendant created in the last Report is still vacant and Management has submitted that it would no longer be required. **We are, therefore, abolishing the grade.**

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SALARY SCHEDULE

CWF 1 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425

Surveillant

formerly Security Guard

7. CHAGOSSIAN WELFARE FUND (Contd)

**CWF 2 : Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325
- 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950**

Caretaker/Gardener

**CWF 3 : 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**

Driver/Office Attendant

**CWF 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

**CWF 5 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450**

Accounts Clerk (New Grade)



