

25. HUMAN RESOURCE DEVELOPMENT COUNCIL

- 25.1 The Human Resource Development Council (HRDC) was set up as a body corporate by the HRDC Act 2003. Previously under the purview of the Prime Minister's Office, the HRDC now operates under the *aegis* of the Ministry of Labour, Human Resource Development and Training and Commerce and Consumer Protection.
- 25.2 Its main functions are, among others, to advise the Minister on the formulation of human resource development policies and strategies; administer, control and operate the National Training Fund; establish linkages between the education and training systems and the workplace; commission research in the field of human resource development; initiate and monitor studies on the relevance and impact of training activities in relation to the socio-economic development of the country; promote knowledge management and benchmarking at enterprise and national levels to improve the effectiveness of human resource development; and identify and monitor the implementation of appropriate skills development and apprenticeship schemes and programmes.
- 25.3 The HRDC has embarked on several national projects such as the Artificial Intelligence Skills Development support programme; the Oracle Workforce Development Program; the National Skills Development Strategy 2020-2024; and the sectoral Skills Development Scheme in a bid to enhance the overall skills development system in Mauritius such that the existing and potential workforce of the country becomes more responsive to upcoming challenges and also to have a strong pool of in-country talent.
- 25.4 Responsibility for the execution of the policy of the Council and for the carrying out, controlling and managing of the day-to-day business and activities of the Council rests upon the Director, who is at the apex of the organisation. He is supported by one Deputy Director and three Managers. The HRDC is also manned by officers of professional grades and supporting staff.
- 25.5 In the context of this Report, the Bureau carried out consultative meetings with both the Union and Management of the HRDC. The requests of the Union were mainly for the creation and restyling of grades and an upward review of salary while the submissions of Management pertain to the creation of the grades of Human Resource Officer/Senior Human Resource Officer; Head, IT Unit; and Project Coordinator and the review in salary of some specific grades.
- 25.6 Both the Union and Management were apprised of the Bureau's policy for the creation of grades, which is based on the functional needs of the organisation. The request for the creation of a Head, IT Unit was examined and it was observed that the grade of Systems Administrator already exists at the HRDC and is already entrusted with the responsibility for the proper running of online application system of levy grant scheme, among others. They were also explained that restyling a grade is done in cases where there is a mismatch between appellation of the grade and the duties being performed.

- 25.7 However, the Bureau has examined all proposals and is making appropriate recommendations to enable the HRDC to better deliver on its mandate.

Administrative/Human Resource Management Officer

- 25.8 At present, the qualification requirement for appointment to the grade of Administrative/Human Resource Management Officer is a Degree in the relevant field together with at least two years' experience in the administrative field or a Diploma with at least four years' experience in an administrative position. The Bureau considers that there is a mismatch in the qualification requirement since a professional qualification with two years' relevant experience cannot be equated to those of a Diploma with four years' experience. Consequential amendment is being brought to the qualification requirements to better reflect the level of operation and work complexity of the grade.

Recommendation 1

- 25.9 We recommend that, in future, appointment to the grade of Administrative/Human Resource Management Officer at the HRDC should be made by selection from among candidates possessing a Degree in the relevant field and reckoning at least two years' experience at administrative level. The foregoing has been taken into consideration while determining the salary scale of the grade.**

- 25.10 During consultations, both Management and the staff side submitted that the HRDC has an establishment of 62 employees and requested for the creation of a grade of Human Resource Officer/Senior Human Resource Officer to ensure the proper functioning of the HR Department. However, the Bureau, while examining the request, has observed that HR functions are included in the scheme of service for the grade of Administrative/Human Resource Management Officer.

- 25.11 In view of the current staff size at the HRDC and the existing provision for the conduct of HR functions, the Bureau considers that an additional grade is not warranted at this stage. **The Bureau, however, holds that Management of the HRDC should ensure that Administrative/Human Resource Management Officers carry out/monitor HR matters of the organisation, hence ensuring a smooth running of the HR Department as well as the proper implementation of HR policies as stipulated in the scheme of service of the grade.**

Assistant Procurement and Supply Officer (New Grade)

- 25.12 We have been informed that the post of Procurement and Supply Officer/Senior Procurement and Supply Officer at the HRDC is vacant since November 2017. The post was re-advertised in 2019 but none of the two qualified candidates turned up for interview. Management canvassed that there is a dire need to fill in the post or at least to create a level which could provide the service of Procurement and Supply. To enable continuous delivery of service, the Bureau is creating a grade of Assistant Procurement and Supply Officer.

Recommendation 2

25.13 We recommend the creation of a grade of Assistant Procurement and Supply Officer. The mode of appointment to the grade should be in line with the provisions made in the Introductory Chapter of this Volume.

25.14 Incumbent would, among others, be required to perform procurement, store keeping and stock control duties in accordance with regulations in force; carry out daily test checks and report any discrepancy arising out of loss, shortage, deterioration, surplus; ensure that physical quantities tally with quantities in stores ledger; and assist in any assignment related to procurement, supply and warehousing operations.

Procurement and Supply Officer/Senior Procurement and Supply Officer

25.15 Procurement and Supply Officer/Senior Procurement and Supply Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

Senior Research and Development Officer

25.16 In our last Report, specific provisions were made for officers in the grade of Senior Research and Development Officer to move incrementally in the Master Salary Scale. We are revising the salary point.

Recommendation 3

25.17 We recommend that incumbents in the grade of Senior Research and Development Officer should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 75800 provided they satisfy the performance criteria as laid down in the Introductory Chapter of this Volume.

Enhanced Pension Benefits for PhD Holders of the HRDC

25.18 At present, officers of the Research and Project Division holding a relevant PhD degree recognised by the Council and who are performing duties related to research are granted enhanced pension benefits. In the context of this Report, the whole issue has been re-examined with a view to bring some harmonisation across Parastatal Bodies. In the light of the findings of the study, we are revisiting the eligibility criteria, limiting it to officers who are effectively involved in research activities on a regular basis. We are, therefore, recommending in that direction.

Recommendation 4

25.19 We recommend that officers of the Research and Project Division, in a professional level or above, holding a PhD Degree recognised by the Council and who are effectively engaged in research activities on a regular basis, should be eligible for four pensionable months of service for every three years of post-doctoral effective service subject to a maximum of 40 months.

Adhoc allowance to employees in the grade of Driver/Messenger

25.20 In the preceding Report, the Bureau recommended that Management considers the advisability of granting an *adhoc* allowance to officers in the grades of Driver/Messenger and Driver/Messenger (Personal) who are regularly called upon to carry out repairs and maintenance works.

25.21 In the context of this Report, Management apprised the Bureau that repairs and maintenance works were contracted out to external suppliers and same arrangement would prevail in the future. As such incumbents in the grades of Driver/Messenger and Driver/Messenger (Personal) have not been granted any *adhoc* allowance.

25.22 Since the HRDC would continue to contract out repairs and maintenance works, the Bureau considers that the provision for the payment of an *adhoc* allowance to incumbents in the grades of Driver/Messenger and Driver/Messenger (Personal) no longer hold and should lapse.

25. HUMAN RESOURCE DEVELOPMENT COUNCIL

SALARY SCHEDULE

**HRDC 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**

Driver/Messenger

**HRDC 2 : Rs 15745 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 - 28225**

Handy Worker (Skilled)

**HRDC 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 x 825 - 29050**

General Assistant/Senior General Assistant

**HRDC 4 : Rs 16005 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 - 29050**

General Assistant/Senior General Assistant (personal to employees in post as at 30.06.2008)

**HRDC 5 : Rs 15225 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 - 29875**

Receptionist/Telephone Operator

**HRDC 6 : Rs 18375 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400
- 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875**

Driver/Messenger (personal to employees in post as at 30.06.2008)

25. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

- HRDC 7 : 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
- HRDC 8 : 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 - 35650 x 900 - 36550**
Clerk/Word Processing Operator/Senior Clerk/Word Processing Operator
(personal to holder in post as at 30.06.2008)
- HRDC 9 : 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
- HRDC 10 : 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
Assistant Procurement and Supply Officer (New Grade)
- HRDC 11 : Rs 19850 x 325 - 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**
Executive Assistant/Senior Executive Assistant
- HRDC 12 : 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
- HRDC 13 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Procurement and Supply Officer/Senior Procurement and Supply Officer
- HRDC 14 : Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100**
Inspection and Monitoring Officer (Roster)
- HRDC 15 : 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 - 54200 x 1700 - 57600**
Accounting Technician/Senior Accounting Technician

25. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

**HRDC 16 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950
- 42200 x 1300 - 46100 x 1575 - 47675 QB 49250 x 1650 - 54200 x 1700
- 57600**

Accounting Technician/Senior Accounting Technician (Personal to holder in post as at 30.06.2008)

**HRDC 17 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Business Development Officer (Ex-SMEDA) (Personal)
Research and Development Officer

**HRDC 18 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

IT Officer

**HRDC 19 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Accountant (Ex-SMEDA) (Personal)

**HRDC 20 : Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Public Relations and Communication Officer

**HRDC 21 : Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

Administrative/Human Resource Management Officer

**HRDC 22 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

**HRDC 23 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x
1700 - 64400 x 1800 - 69800**

Senior Research and Development Officer
Systems Administrator

HRDC 24 : Rs 55900 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Research and Development Coordinator

25. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

HRDC 25 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Head, National Training Fund Unit

HRDC 26 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 100750

Manager, Corporate
Manager, Finance
Manager, Research and Projects

HRDC 27 : Rs 110125

Deputy Director

HRDC 28 : Rs 119500

Director



