

## 27. ISLAMIC CULTURAL CENTRE

- 27.1 Set up under the Islamic Cultural Centre Trust Fund Board Act of 1989, the Islamic Cultural Centre (ICC) operates under the *aegis* of the Ministry of Arts and Cultural Heritage. It envisions to be recognised at both national and international levels for its professionalism and efficiency through innovative, artistic, cultural and educational events.
- 27.2 The mission of the ICC is to preserve and promote Islamic arts and culture in Mauritius while elevating public awareness and appreciation of the Islamic history and its cultural and artistic heritage. Its objects are, *inter alia*, to promote Islamic arts and culture, the study of Arabic and Urdu; collect, publish and disseminate Islamic arts and culture by providing the necessary facilities for documentation and research; and to organise lectures, seminars, workshops and exhibitions. In pursuance of its mission, the ICC also deals with all matters pertaining to the organisation, facilitation and supervision of Islamic pilgrimages.
- 27.3 Presently, the Secretary/Treasurer has been assigned the duties of Officer-in-Charge of the ICC as the post of Director is vacant. He is supported by a Hadj/Programme Officer and officers from the General Services Cadre.
- 27.4 Representations have been received for the creation of the grades of Accounts Officer and Senior Hadj/Programme Officer. As regards the grade of the Senior Hadj/Programme Officer, the ICC was advised to increase the establishment size of the grade of Hadj/Programme Officer to cope with the heavy workload, in the first instance, before contemplating the creation of the grade of Senior Hadj/Programme Officer. To help the ICC to better deliver on its mandate as well as to ensure the fundamental principle of segregation of duties as per good corporate governance, we are making provision for a grade of Accounts Officer.

### Accounts Officer (New Grade)

#### Recommendation 1

- 27.5 **We recommend the creation of a grade of Accounts Officer. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Public Sector Financial Management or Accountancy or Finance from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least four years' experience in finance/accounting/audit duties.**
- 27.6 Incumbent would be required, among others, to compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts; maintain accounting records such as cash from budgets and financial forecasts; review reconciliation and ensure smoother follow-up of outstanding items; prepare payroll and examine vouchers before payment, forecast for next quarterly expenses; effect ledger and journal entries; ensure proper safeguard and banking of revenue collected; and monitor allocated budget for each item.

**27. ISLAMIC CULTURAL CENTRE****SALARY SCHEDULE**

<b>ICC 1</b>	<b>:</b>	<b>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</b>
		Gardener Office Attendant
<b>ICC 2</b>	<b>:</b>	<b>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</b>
		Driver Driver/Office Attendant
<b>ICC 3</b>	<b>:</b>	<b>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</b>
		Handy Worker (Multi-skilled)
<b>ICC 4</b>	<b>:</b>	<b>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</b>
		Receptionist/Word Processing Operator
<b>ICC 5</b>	<b>:</b>	<b>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</b>
		Clerk/Word Processing Operator Library Clerk
<b>ICC 6</b>	<b>:</b>	<b>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</b>
		Management Support Officer
<b>ICC 7</b>	<b>:</b>	<b>Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450</b>
		Executive Officer (Personal) Hadj/Programme Officer
<b>ICC 8</b>	<b>:</b>	<b>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</b>
		Confidential Secretary
<b>ICC 9</b>	<b>:</b>	<b>Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500</b>
		Accounts Officer (New Grade)

**27. ISLAMIC CULTURAL CENTRE (Contd)**

**ICC 10 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950  
– 42200 x 1300 – 46100 x 1575 – 47675**

Secretary/Treasurer

**ICC 11 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250  
x 3125 – 94500**

Director



