

50. MAURITIUS RENEWABLE ENERGY AGENCY

- 50.1 The Mauritius Renewable Energy Agency (MARENA), which has been established under the MARENA Act No 11 of 2015 as a body corporate, operates under the *aegis* of the Ministry of Energy and Public Utilities. It has been set up to oversee and promote the development of renewable energy in Mauritius.
- 50.2 Its mission is to ensure transition to a sustainable lifestyle through the country's energy demand being increasingly met by renewable energy to support sectoral developments in-keeping with international commitments. Its objectives are to, *inter alia*, promote the adoption and use of renewable energy with a view to achieving sustainable development goals; advise on possible uses of liquid natural gas; create an enabling environment for the development of renewable energy; and foster collaboration and networking at regional and international levels with institutions promoting renewable energy.
- 50.3 In accordance with Section 10 of the MARENA Act, the responsibility for the execution of the policy of the Board as well as the control and management of the day-to-day business of the Agency rest upon the Chief Executive Officer.
- 50.4 The organisation is managed by an Officer-in-Charge who is being assisted by the Research (Development) Officer, Administrative Officer, Finance Officer and other support staff who are all employed on contractual basis.
- 50.5 In the context of this Report, proposal has been submitted for the creation of an array of grades on the establishment of MARENA in the professional, technical and administrative fields, among others. The proposals were deeply examined and considering the stage of operations of the organisation, the Bureau is providing grades on the basis of functional needs.
- 50.6 To this effect, in order to enable the Agency to effectively deliver on its objectives and functions, we are providing for the grades of Renewable Energy Development Officer, Administrative Assistant, Clerk/Word Processing Operator, and Driver/Office Attendant.
- 50.7 However, should the need for other grades be felt at a later stage of development of the Agency, request for same may be considered, on an *ad hoc* basis, provided that established procedures are followed.

Renewable Energy Development Officer (New Grade)

Recommendation 1

- 50.8 **We recommend the creation of a grade of Renewable Energy Development Officer. Appointment, thereto, should be made by selection from among candidates possessing a Degree and a Master's Degree in Physical Science or Engineering or Renewable/Sustainable Energy or an equivalent qualification acceptable to the Board and reckoning at least two years' post-qualification experience in energy/renewable energy sector or related areas.**

- 50.9 Incumbent would be required, *inter alia*, to: keep up-to-date with renewable energy policy developments and assist in the preparation of technical, policy and strategy papers; undertake surveys/studies and their management; write proposals and undertake needs analysis; search and retrieve information from various sources using a variety of qualitative and quantitative research methods; initiate, assist and conduct seminars/workshops; participate in the execution of strategic plans for the renewable energy; initiate, develop, conduct and lead sub-programmes/projects of the Agency; and prepare project requirements, objectives and reference terms and to assist with the monitoring of project deadlines.

Administrative Assistant (New Grade)

Recommendation 2

- 50.10 We recommend the creation of a grade of Administrative Assistant. Appointment thereto should be made by selection from among candidates possessing a Diploma in Administration or Management from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least two years' experience in administrative and office management activities.**
- 50.11 Incumbent would be required, among others, to assist in the day-to-day management of the Agency; act as Secretary to the Board and Board Committee, as and when required; deal with matters pertaining to bids, provision of office accommodation including furniture and equipment and leasing of buildings/offices; assist in the formulation and implementation of administrative procedures and systems; and participate in the planning and launching of official functions and welfare activities, as and when required.

Clerk/Word Processing Operator (New Grade)

Recommendation 3

- 50.12 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; 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 who are computer literate. Candidates should also have the ability in typewriting at a speed of at least 30 words per minute.**
- 50.13 Incumbent would be required, *inter alia*, to prepare, scrutinise and process documents/cases; type and collate general office correspondence and documents according to competencies; maintain files, forms, reports and other materials; receive, sort and process mail and to prepare materials for mailing; photocopy reports and other documents and operate telefax and email services; carry out computer/data processing work; and update information in a computer system.

Driver/Office Attendant (New Grade)**Recommendation 4**

50.14 We recommend the creation of a grade of Driver/Office Attendant. Appointment thereto should be made by selection from among candidates who show proof of having sat for Cambridge School Certificate or an equivalent qualification acceptable to the Board and possessing a valid driving licence to drive cars, vans and minibuses.

50.15 Incumbent would be required, *inter alia*, to drive with proper care the vehicles of the Agency for the conveyance of staff, materials and equipment in connection with the activities of the organisation and perform escort related tasks as directed; carry out simple checks/ maintenance tasks; report any defect observed to the Officer-in-Charge and take vehicles to workshop for repair/ servicing as instructed by the latter; attend to minor repairs; keep a log book and record issue of fuel, movements, tyres and battery changes; perform messengerial duties such as running errands, dispatch of correspondence and distribution of files and documents, photocopying of documents, press cuttings, circulars and other papers; operate office equipment such as duplicating binding machine, photocopying machine, fax machine and telephone switchboard/PABX console, whenever required; and open and close offices and keep the premises clean at a good standard.

50. MAURITIUS RENEWABLE ENERGY AGENCY**SALARY SCHEDULE**

MAR 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/Office Attendant (New Grade)

MAR 2 : 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

Clerk/Word Processing Operator (New Grade)

MAR 3 : 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 (New Grade)

MAR 4 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700

Renewable Energy Development Officer (New Grade)



