

## 39. MAURITIUS EXAMINATIONS SYNDICATE

- 39.1 Established by Act No. 4 of 1984, as a corporate body, the Mauritius Examinations Syndicate (MES) operates under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology. Its objects are, *inter alia*, to organise and conduct examinations; engage in relevant research and other related activities to promote the development of a sound system of examination; award certificates; and co-operate with other examining bodies, be it national or international.
- 39.2 The Director, being the principal academic and administrative officer of the MES, is responsible to the Board for maintaining and promoting the good order and efficiency of the Syndicate. She is assisted by Deputy Directors as well as technical and administrative staff.
- 39.3 In their submissions for this Report, both Management and the staff side have requested for the creation of levels to further consolidate the organisation structure; change in appellation of a few grades; and enhanced conditions and benefits for officers of the Syndicate. Both parties were apprised on the philosophy for the creation of grades and change in appellation. They were also informed that conditions of service would be looked into holistically.
- 39.4 We have examined all proposals received, in line with the Syndicate's aims and objectives. For want of information, we could not proceed with some requests. However, this does not preclude the MES to work out anew the submissions on an *ad hoc* basis. We are, thus, making recommendations as appropriate to proposals deemed meritorious.

### Research and Development Officer Cadre

- 39.5 During consultations, Management laid much emphasis on the role of the Research and Development Officer Cadre and stressed on the need for an intermediate level between the Principal Research and Development Officer and Research and Development Officer. Incumbents in the new level would provide support to the Principal Research and Development Officer, who is involved mostly in policy matters/Research Analysis/Report writing. In view of the important role of this cadre to provide prompt and well researched reports, we are reviewing its structure.

### Recommendation 1

- 39.6 **We recommend that the grade of Research and Development Officer which exists as at the eve of the publication of this Report should be restyled Senior Research and Development Officer.**
- 39.7 **We also recommend the creation of a grade of Research and Development Officer. Appointment thereto should be made by selection from among candidates possessing a Degree from a recognised institution in a relevant**

**subject together with a Master's Degree in a relevant subject or a postgraduate qualification in the educational field of at least one year.**

39.8 Incumbent would, among others, be responsible to the Principal Research and Development Officer and collaborate with the Senior Research and Development Officer in the development of assessment materials; the preparation of project documents, reports and confidential materials related to assessment and evaluation; development and/or implementation of projects initiated by the Syndicate/Ministry; supervision of all assessment activities such as marking exercises; and carrying out research and other studies.

**39.9 We further recommend that appointment to the grade of Senior Research and Development Officer formerly Research and Development Officer should, henceforth, be made by selection from among officers in the new grade of Research and Development Officer reckoning at least four years' service in a substantive capacity in the grade.**

39.10 Incumbent would, *inter alia*, be responsible to the Principal Research and Development Officer in the : design and conduct of research projects related to education and assessment; supervision of Research and Development Officers; overviewing of statistical analyses of exam performance for different examinations and at different levels; dissemination of findings of educational research projects; setting question papers for national examinations and assessments; and coordinating the Quality Assurance Process as well as the process of syllabus development and review.

**39.11 We additionally recommend that Senior Research and Development Officers should be granted one additional increment on conversion at their respective salary points reached only when incumbents would effectively perform supervisory duties.**

#### **Principal Research and Development Officer**

39.12 With the restyling of the grade of Research and Development Officer to the grade of Senior Research and Development Officer, there is need to bring consequential changes to the scheme of service of the grade of Principal Research and Development Officer.

#### **Recommendation 2**

**39.13 We recommend that, in future, the grade of Principal Research and Development Officer should be filled by selection from among Senior Research and Development Officers formerly Research and Development Officers reckoning at least four years' service in a substantive capacity in the grade.**

39.14 On the basis of fresh information received from the Job Description Questionnaire of the grade of Principal Research and Development Officer, the Bureau carried out

a re-evaluation exercise. **All these issues have been taken into consideration in arriving at the recommended salary for the grade.**

### **IT Manager (New Grade)**

39.15 Representations have been received from Management to the fact that the Syndicate deals with very sensitive inputs which are of highly confidential nature. As such, its IT infrastructure is very complex due to the strict security policies, procedures and measures. Hence, consolidating the IT infrastructure is essential. In this respect, proposal has been made for the creation of a grade of IT Manager. Given the functional need of this grade, we are endorsing the proposal.

### **Recommendation 3**

**39.16 We recommend the creation of a grade of IT Manager. Appointment thereto should be made by selection from among candidates possessing a Master's Degree in Computer Science or related fields and reckoning at least five years' post qualification experience in Information Technology and Management of projects.**

39.17 Incumbent would, *inter alia*, be required to: head the IT Department and ensure its day-to-day running; advise management on the overall IT aspects, strategy and policy; be responsible for the preparation and appraisal of tenders for hardware and software; establish software and data security procedures to protect the IT Department and confidentiality of information of the Syndicate; implement applications for data and information Management; and identify emerging trends to ensure that IT Systems are responsive and meet the on-going needs of the Education Sector.

### **Systems Analyst (New Grade)**

39.18 As the Data Processing Section demands high technical skills, the staff side has requested for the creation of a grade of Systems Analyst. Management is also agreeable to this proposal as the IT infrastructure plays an important part in the context of Reforms in the Education Sector. Against this backdrop, the Bureau is providing for the grade of Systems Analyst to enable the MES to fulfil its activities effectively.

### **Recommendation 4**

**39.19 We recommend the creation of a grade of Systems Analyst. Appointment thereto should be made by selection from among serving officers possessing a Degree in Information Technology or Computer Science or Information Systems or an equivalent qualification acceptable to the Syndicate and reckoning at least two years' practical experience in system development, system analysis, database design and operation of a multi-user system. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing the above required qualifications and experience.**

- 39.20 Incumbent would, among others, be required to: design, develop, maintain and update software/web applications; update and maintain the MES website; and assist users with the day-to-day operational problems and coach them on the use of IT System and office tools to enhance productivity and perform daily tasks required to maintain the MES System in proper operating condition such as database maintenance, backup and other related duties.

#### **Human Resource Officer/Senior Human Resource Officer (New Grade)**

- 39.21 In view of the expanded role of the MES coupled with growing issues pertaining to human resources, request has been made for the creation of a grade of Human Resource Officer/Senior Human Resource Officer to assist the Human Resource Management Officer. We have analysed the proposal and are herewith making the necessary recommendation.

#### **Recommendation 5**

- 39.22 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. Appointment to the grade, the duties to be performed and provision for movement beyond top should be in line with recommendations made in the Introductory Chapter of this Volume.**

#### **Internal Control Officer (New Grade)**

- 39.23 Management has stressed on the fact that there is need for a proper control of all check and balance and processes in the Syndicate and has made a proposal for the creation of a grade of Internal Control Officer on its establishment. Incumbent would work independently of all Departments and report to the Director about any observations and remedial actions to be taken. We are, hence, making necessary provision to this effect.

#### **Recommendation 6**

- 39.24 We recommend the creation of a grade of Internal Control Officer. Appointment thereto, should be made by selection from among serving officers who hold a substantive appointment and who have successfully completed all papers of fundamentals (Knowledge) and Paper F4 of Fundamentals (Skills) or have obtained the Certificate in Business Accounting (Foundation level) of the CIMA Examination (New Syllabus) or an equivalent qualification acceptable to the syndicate.**

- 39.25 Incumbent would be required, among others, to audit the Finance and Stores of the Syndicate; draft queries, memorandum or inspection reports arising out of the examination of the accounts and ensure that the Director is informed promptly of explanations; and supervise, undertake and examine annual statements and draft reports thereon.

## Assistant Procurement and Supply Officer

### Recommendation 7

- 39.26 We recommend that appointment to the grade of Assistant Procurement and Supply Officer should be made in line with provisions made in the Introductory Chapter of this Volume.

## Allowance to Confidential Secretary

### Recommendation 8

- 39.27 We recommend that the Confidential Secretary attached to the office of the Director, MES, who is called upon to work regularly over and above the normal working hours, should exceptionally be paid a monthly *ad hoc* allowance along the same lines as Confidential Secretaries posted with Ministers, Parliamentary Private Secretaries, officers at the level of Permanent Secretary and above and the Cabinet's Office in the Civil Service.

## Civil Engineer

- 39.28 Submission has been received from Management for the provision of a Civil Engineer on a part-time basis so as to help in the realisation of the Syndicate's infrastructural projects as well as to guide and provide advice in the conduct of examinations where building construction is a component. The Bureau has studied this proposal and views that the MES may face difficulty in recruiting and retaining a part-time Civil Engineer. Alternatively, **the Bureau views that the MES may either consider the advisability of recruiting a Civil Engineer on contract basis or seek the services of officers of the said grade from its parent Ministry to enable it to fulfil its mandate.**

## Handy Worker/Tradesman

- 39.29 Both Management and Union have represented that the MES is facing difficulty in the recruitment of Handy Worker/Tradesman owing to the present scheme of service. The Bureau has studied the request and is bringing corrective measures to facilitate recruitment in this grade.

### Recommendation 9

- 39.30 We recommend that the scheme of service of the grade of Handy Worker/Tradesman be amended such that, in future, appointment thereto should be made by selection from among candidates possessing a National Trade Certificate Level 3 in Building Maintenance and who have proficiency in at least three of the following trades: Electrical Installations; Plumbing and Pipe Fitting; Carpentry/Joinery; Masonry and Floor Tiling; Painting; Metal Work; Cabinet Making; Air Conditioning.

**39. MAURITIUS EXAMINATIONS SYNDICATE**

**SALARY SCHEDULE**

<b>MES 1</b>	<b>:</b>	<b>Rs 21150</b>
		Safety and Health Officer (Part time)
<b>MES 2</b>	<b>:</b>	<b>Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150</b>
		General Worker
<b>MES 3</b>	<b>:</b>	<b>Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425</b>
		Surveillant <i>formerly Security Guard</i>
<b>MES 4</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
<b>MES 5</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 – 25000</b>
		Examinations Attendant
<b>MES 6</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 – 25000</b>
		Senior Gardener
<b>MES 7</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
<b>MES 8</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>
		Binder Handy Worker/Tradesman
<b>MES 9</b>	<b>:</b>	<b>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</b>
		Receptionist/Telephone Operator

**39. MAURITIUS EXAMINATIONS SYNDICATE (Contd)**

- MES 10 : Rs 18650 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**  
Senior Examinations Attendant
- MES 11 : 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 – 33175**  
Assistant Stores Officer (Personal)
- MES 12 : 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**  
Technical Assistant (Computer)  
Technical Assistant (Electrical Installation and Maintenance)  
Technical Assistant (Laboratories)  
*formerly Technical Assistant (Practical Examinations)*  
Technical Assistant (Printing)
- MES 13 : 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  
Examinations Clerk
- MES 14 : Rs 18650 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**  
Security Officer
- MES 15 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**  
Foreman
- MES 16 : Rs 21150 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 36550**  
Assistant Head of Printing
- MES 17 : 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  
Data Processing Assistant  
Examinations Assistant  
Stores Officer (Personal)

**39. MAURITIUS EXAMINATIONS SYNDICATE (Contd)**

- MES 18 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 40300**  
Senior Security Officer
- MES 19 : 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**  
Internal Control Officer (New Grade)
- MES 20 : 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
- MES 21 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**  
Financial Operations Officer  
*formerly Financial Officer*  
Procurement and Supply Officer  
Senior Data Processing Assistant  
Senior Examinations Assistant
- MES 22 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**  
Senior Confidential Secretary (Personal)
- MES 23 : 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**  
Human Resource Officer/Senior Human Resource Officer (New Grade)
- MES 24 : 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**  
Computer Technician  
Documentation Officer  
Maintenance Officer
- MES 25 : Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**  
Programmer



**39. MAURITIUS EXAMINATIONS SYNDICATE (Contd)**

- MES 26 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**  
Senior Financial Operations Officer  
*formerly Senior Financial Officer*  
Senior Procurement and Supply Officer
- MES 27 : Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**  
Examinations Superintendent  
Head of Printing
- MES 28 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200**  
Research and Development Assistant  
Senior Programmer
- MES 29 : Rs 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600**  
Principal Financial Operations Officer  
*formerly Principal Financial Officer*
- MES 30 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**  
Administrative Officer
- MES 31 : 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  
Systems Administrator  
Systems Analyst (New Grade)
- MES 32 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**  
Human Resource Management Officer
- MES 33 : Rs 28225 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 Officer (Personal to officers in post as at 30.06.08)

**39. MAURITIUS EXAMINATIONS SYNDICATE (Contd)**

- MES 34 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**  
Examinations Officer (Administration)  
Examinations Officer (Data Processing)  
Research and Development Officer (New Grade)
- MES 35 : Rs 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**  
Manager (Procurement and Supply)
- MES 36 : 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 – 77950**  
IT Manager (New Grade)
- MES 37 : 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**  
Senior Research and Development Officer  
*formerly Research and Development Officer*
- MES 38 : Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250**  
Financial Manager  
Senior Examinations Officer (Administration)  
Senior Examinations Officer (Data Processing)
- MES 39 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 91375**  
Administrative/Deputy Secretary
- MES 40 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**  
Principal Examinations Officer  
Principal Research and Development Officer
- MES 41 : Rs 71800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**  
Secretary

**39. MAURITIUS EXAMINATIONS SYNDICATE (Contd)**

**MES 42 : Rs 107000**  
Deputy Director

**MES 43 : Rs 119500**  
Director





