

### 43. MAURITIUS INSTITUTE OF HEALTH

- 43.1 The Mauritius Institute of Health (MIH), established since 1989, serves as the training and research arm of the Ministry of Health and Wellness. It seeks to respond to health care needs of the society by providing high quality training to the medical, paramedical and other personnel in health and health related areas. It also provides decision makers in the country with information to guide policy and strengthen the health sector through its health care systems research.
- 43.2 In addition to the above services, the MIH offers advisory services in matters of healthcare; cooperates with other similar regional and international institutions in areas of training and research; acts as a focal point and resource centre for the production, exchange and promotion of health learning and health information in general as well as runs a virtual health library including e-book, e-journals and reference materials in order to improve access to documentation for public and private health professionals. The MIH is also an awarding body in respect of training it provides.
- 43.3 The activities of the MIH are carried out under four units namely Training, Research, Media and Administration. An Executive Director is at the apex of the MIH who is responsible for maintaining and promoting the proper administration of the Institute. A team of professional, secretarial, administrative and support staff assist the latter.
- 43.4 For this review exercise, the main submissions from the staff side have been geared towards the creation of the grades of General Assistant and Research Manager; absorption of the Clerical Officer/Higher Clerical Officers (CO/HCOs) and Clerk/Word Processing Operators (Clerk/WPOs) into the grade of Management Support Officer (MSO); and restyling and uplifting of salary scales of certain grades. Management, on the other hand, in addition to supporting the proposals of the staff side, has requested for the creation of a grade of Security Guard; review of the salary of the Training Manager; and provision of certain conditions of service specific to the MIH.
- 43.5 After having listened to the parties concerned and perused each of the above proposals, the Bureau considers that the request for the grade of Research Manager may be looked into at a later stage. As regards the grade of General Assistant, Management was requested to submit a proposed scheme of service of same to enable the Bureau to determine the functional need for the level. For want of the information, no recommendation for this grade could be made. The Bureau could not also accede to proposals made for restyling of grades which would have salary implications. Concerning the request for the absorption of the CO/HCOs and Clerk/WPOs in the grade of MSO, this constitutes a promotion which is beyond the mandate of the Bureau. In so far as the issues of upgrading of salaries are concerned, the Bureau has reassessed all the grades on the basis of the prescribed schemes of service and newly written Job Description Questionnaires prior to arriving at the recommended salaries.

- 43.6 We consider the structure in place to be appropriate. Hence, we are bringing no change thereto except for the creation of a grade at support level, restyling the grade of Computer Officer to a more appropriate appellation and improving on the existing conditions of service.

### **Surveillant (New Grade)**

- 43.7 The MIH is located within the compounds of the SSRN Hospital. While its premises are watched over by Office Attendants during business hours, it befalls the Security Guards of the SSRN Hospital to guard the premises of the MIH at night. However, this arrangement is not deemed to be appropriate as the Institution has in the recent past been victim of thefts and pilferage on quite a few occasions. In this perspective, a case has been made for the MIH to have its own Security Guard, which has been renamed Surveillant in this Report. We are agreeable to the proposal.

### **Recommendation 1**

- 43.8 We recommend the creation of a grade of Surveillant. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education or Primary School Achievement Certificate and a Certificate of good conduct.**

- 43.9 Incumbent would be required, among others, to guard premises, buildings, materials, vehicles and other property and equipment of the MIH against fire, theft and illegal entry; make periodic inspection tours around buildings and grounds and examine doors, windows and gates to ensure that they are properly secured and have not been tampered with; watch for other irregularities, such as broken water pipes and fire hazards; report any case of fire, theft and vandalism; and enquire on whereabouts of visitors and direct them, where appropriate.

### **ICT Technician**

#### ***formerly Computer Officer***

- 43.10 While studying the organisation structure of the MIH, the Bureau has observed that the appellation Computer Officer is a misnomer and is not in consonance with the duties and responsibilities devolving upon incumbent in the grade. The views of the Union were sought on the matter and the latter was agreeable for the restyling of the grade. We are, thus, restyling it to a more appropriate appellation to ensure that the job title is meaningful and conveys an immediate understanding of the job performed.

### **Recommendation 2**

- 43.11 We recommend that the grade of Computer Officer be restyled ICT Technician.**

### **Documentalist**

- 43.12 The Documentalist, in addition to his normal duties, is called upon to perform a series of additional duties such as operating the sound system, still and moving camera; performing photo and video editing; converting printed documents into digital formats; taking charge of the maintenance and updating of the MIH website and developing and maintaining the virtual library as well as the Local Area Network. The

incumbent has been granted an allowance equivalent to three increments by the Board for the extra duties performed.

- 43.13 In view of the above, a case has been made for the grade to be restyled Documentalist/Senior Documentalist and for the salary to be reviewed. We could not agree to the proposed restyling. However, given the permanent nature of the extra duties performed, we consider that these should be included in the scheme of service of the grade. We are, therefore, making appropriate recommendations to this effect.

### Recommendation 3

- 43.14 We recommend that the scheme of service of the grade of Documentalist should be amended to include the extra duties performed. This element has been considered in arriving at the recommended salary of the grade.**

- 43.15 We further recommend that the incumbent should be granted one additional increment on conversion and that the allowance currently payable to him for performing the extra duties should, henceforth, be discontinued.**

### Training Manager

- 43.16 In February this year (2021), we received a request for the initial salary of the grade of Training Manager to be reviewed on the ground that the Institute has been facing difficulties to attract candidates for appointment to the grade during the last recruitment exercises. Owing to associated implications, we deferred the matter for consideration in the context of this review exercise.
- 43.17 We have, while examining the above representation, taken note that the scheme of service of the grade has recently been amended so that only the highest qualification is now specified. Further, we have found no empirical evidence suggesting that it is the initial salary and not the previous qualifications requirement that were actually the cause behind the difficulties being faced to attract candidates to the post.
- 43.18 Nonetheless, during our re-assessment of the grade in the context of this review exercise, we have taken care to ensure that the initial salary of the grade is not lower than that of other grades requiring same qualifications and level of duties and responsibilities. All these elements have been taken into consideration in arriving at the recommended salary of the grade.
- 43.19 Presently, provision exists for Training Managers to be allowed movement in the Master Salary Scale up to a certain salary point provided they satisfy the performance criteria. **This provision should continue to be in force and incumbents should continue to be allowed movement in the Master Salary Scale as recommended at paragraph 9.41 under Chapter Review of Schemes of Service and Qualifications in Volume 1 of this Report.**

### Book Allowance and Special Medical Service Allowance

- 43.20 In line with provisions that exist for members of the Medical Profession at the Ministry of Health and Wellness, Training Managers at the MIH are entitled to a yearly book

allowance of Rs 13500 for the purchase of medical books. Further, those reckoning at least 10 years' service in the grade are granted a monthly Special Medical Service Allowance, equivalent to 7% of their monthly salary, for not being allowed the privilege of private practice.

- 43.21 A proposal has been made for the above allowances to be extended to the Executive Director who is also a registered Medical Doctor with the Medical Council. We are recommending accordingly. We are also making provision for the grant of smart phones to the concerned officers so that they can keep abreast of latest developments in the medical field instantaneously. However, on provision of the smart phones, the book allowance should lapse.

#### Recommendation 4

- 43.22 **We recommend that Training Managers and the Executive Director should be paid the Book Allowance and the Special Medical Service Allowance as follows:**

Grades	Book Allowance	Special Medical Service Allowance
	Quantum	
Training Manager	Rs 13500 annually	7% of the monthly salary to those reckoning at least 10 years' service in the grade.
Executive Director	Rs 13500 annually	15% of the monthly salary

- 43.23 **We further recommend that the MIH should provide a smart phone of equivalent value to the Book Allowance to the concerned officers following which, the Book Allowance should lapse.**

#### Executive Assistant of the former Development Works Corporation

- 43.24 The Executive Assistant of the former Development Works Corporation is allowed to move incrementally in the salary scale of Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 after having reached his top salary. **This provision should continue to be in force as recommended in the Introductory Chapter of this Volume.**

### 43. MAURITIUS INSTITUTE OF HEALTH SALARY SCHEDULE

- MIH 1 : 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**  
General Worker

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- MIH 2 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425**  
Surveillant (New Grade)
- MIH 3 : 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**  
Handy Worker (Personal)  
*formerly Handy Worker (Office Attendant) (NTFCH)*  
Office Attendant
- MIH 4 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000**  
Cook
- MIH 5 : Rs 17045 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525**  
Senior Office Attendant
- MIH 6 : 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
- MIH 7 : 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
- MIH 8 : 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 - 31525**  
Clerical Assistant (Personal)  
*formerly Clerical Assistant (NTFCH)*
- MIH 9 : 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**  
Word Processing Operator
- MIH 10 : 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/Higher Clerical Officer (Personal)  
Clerk/Word Processing Operator

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- MIH 11 : Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550**  
Senior Word Processing Operator
- MIH 12 : Rs 17565 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 - 37450**  
Executive Assistant (Ex DWC) (Personal)
- MIH 13 : 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
- MIH 14 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**  
Assistant Financial Operations Officer  
*formerly Assistant Financial Officer*  
Executive Assistant (Personal to officers in post as at 31.12.15)  
Printing and Publishing Officer
- MIH 15 : 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
- MIH 16 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**  
Accounts Officer
- MIH 17 : 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 - 44800**  
Documentalist
- MIH 18 : Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800**  
Office Management Assistant
- MIH 19 : 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**  
ICT Technician  
*formerly Computer Officer*

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**MIH 20 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**

Administrative Secretary  
IT Trainer  
Research Assistant

**MIH 21 : Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 68000**

Programme Coordinator, Nursing and Paramedical Studies

**MIH 22 : Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950**

Research Officer/Senior Research Officer

**MIH 23 : Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375**

Training Manager

**MIH 24 : Rs 119500**

Executive Director







