

54. MAURITIUS STANDARDS BUREAU

- 54.1 The Mauritius Standards Bureau (MSB), a parastatal body set up under the Mauritius Standards Bureau Act of 1993 and operating under the *aegis* of the Ministry of Industrial Development, SMEs and Cooperatives, is the National Standards Body for the Republic of Mauritius. It is mandated to promote and provide market relevant standards, metrology and internationally recognised conformity assessment services for the Government, business community and society at large. As custodian of National Measurement Standards, the MSB maintains the primary measurement standards in Mauritius to ensure their traceability with the International Systems of Units.
- 54.2 Its main activities are carried out through five technical units, namely Standards Development Unit, Quality Assurance Unit, Metrology Unit, Engineering Unit and Chemical Unit. At the support level, the MSB comprises among others: the Finance Division, the Administration Division, the Business Development Division as well as a Documentation and Information Centre.
- 54.3 A Director is at the helm of the organisation who is supported by a Deputy Director and assisted by officers in the professional, technical and General Services grades.
- 54.4 In the context of this Report, both Union and Management have submitted requests for the creation of grades in the Human Resource and Procurement and Supply Cadres; reinstatement of the grade of Internal Auditor; and merging/restyling of grades at the upper echelon of the Finance Section as well as in the Technical Cadre. Representations were also made for the grant of duty remission for the purchase of a car for several grades. During meeting, appropriate clarifications were provided to stakeholders on the general policy of the Bureau for the creation, and restyling/merging of grades.
- 54.5 After examining all the proposals, the Bureau considers that the present organisation structure is adequate to enable the MSB to deliver on its mandate. Nevertheless, the Bureau is providing for the grade of Maintenance Officer on a full-time basis in an attempt to enhance service delivery and to meet the needs and expectations of all stakeholders. Further, the request to reinstate the grade of Internal Auditor could not be acceded to for technical reasons.

Maintenance Officer (New Grade)

- 54.6 In the previous Report, provision was made for the creation of a grade of Maintenance Officer on a part-time basis to lead the Maintenance Section. Due to the expansion of activities and increase in the workload of the Maintenance Section, Management has requested that the grade of Maintenance Officer (Part-Time) be reckoned as a full-fledged officer.

- 54.7 The Bureau, whilst concurring to the proposal of Management, is creating the grade of Maintenance Officer on a full-time basis. As the services of the existing grade of Maintenance Officer (Part-Time) would no longer be required, it is being made evanescent.

Recommendation 1

- 54.8 We recommend the creation of a grade of Maintenance Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil Engineering or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in civil/maintenance work.**

- 54.9 Incumbent would, among others, be leading the Maintenance Section and be responsible for the execution and supervision of Civil, Mechanical and Electrical Engineering works; the maintenance and repairs of plant, furniture and equipment (Laboratory and Office); supervision and control of maintenance staff; preparing detailed specifications and cost estimates for work to be contracted out; responding to emergency calls pertaining to maintenance; ensuring all Safety and Health matters are given priority; and maintaining a safe and healthy working environment in compliance with regulations and legislations.

- 54.10 We further recommend that the grade of Maintenance Officer (Part-Time) be made evanescent and abolished on vacancy. A personal salary has been provided to incumbent.**

Procurement and Supply Section

- 54.11 The Procurement and Supply Section is manned by a Stores and Utilities Superintendent who is responsible for both procurement and supply activities as well as for maintenance.

- 54.12 During consultative meeting, the Bureau was apprised by Management that the National Audit Office and the Independent Commission Against Corruption have pointed out that these two activities should be segregated for the purpose of good governance and transparency. Consequently, Management explained that the grade of Stores and Utilities Superintendent no longer serves the functional needs of the organisation and as such, requested for the creation of the grade of Procurement and Supply Officer against abolition of the former.

- 54.13 The Bureau has examined the issue and considers that Management may, subject to operational needs, proceed with the creation of the grade of Procurement and Supply Officer on an *ad hoc* basis through established procedures, upon abolition of the grade of Stores and Utilities Superintendent. We are making appropriate recommendation to that effect.

Recommendation 2

- 54.14 We recommend that the grade of Stores and Utilities Superintendent be made evanescent and abolished on vacancy. A personal salary has been provided to incumbent.**

Human Resource Officer/Senior Human Resource Officer

54.15 Human Resource Officer/Senior Human Resource 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.**

Incremental Credit

54.16 Presently, it is mandatory for Managers to possess the Level II of Non-Destructive Testing and upon completion of the aforementioned course from South Africa, they are granted incremental credit. This provision is still valid.

Recommendation 3

54.17 **We recommend that Managers should be granted one incremental credit at the salary point reached in their respective salary scale on completing the course up to Level II of the Non-Destructive Testing.**

**54. MAURITIUS STANDARDS BUREAU
SALARY SCHEDULE**

MSB 1	:	Rs 21150 Maintenance Officer (Part-Time) (Personal) Safety and Health Officer (Part-Time)
MSB 2	:	Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 Handy Worker
MSB 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 Attendant (Personal to employees in post as at 30.06.08)
MSB 4	:	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
MSB 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/Telephonist

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- MSB 6 : 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 – 34000**
Technical Assistant
- MSB 7 : 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 (Personal to officers in post as at 30.06.03)
Word Processing Operator (Personal to officers in post as at 30.06.08)
- MSB 8 : 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
Standards Information Clerk
- MSB 9 : 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**
Computer Support Officer
- MSB 10 : 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
- MSB 11 : 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
Stores Officer (Personal)
- MSB 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
- MSB 13 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
- MSB 14 : 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

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- MSB 15** : **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
- MSB 16** : **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**
Assistant Business Development Officer
Maintenance Officer (New Grade)
Standards Information Officer
- MSB 17** : **Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Internal Auditor (Personal to holder in post as at 31.12.15)
- MSB 18** : **Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600**
Stores and Utilities Superintendent (Personal)
- MSB 19** : **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
Business Development Officer
Business Development Officer (Ex-SMEDA) (Personal)
- MSB 20** : **Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Quality Officer
- MSB 21** : **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**
Financial Manager
- MSB 22** : **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**
IT Officer/Systems Administrator
- MSB 23** : **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**
Manager
Standards Information Manager

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**MSB 24 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250
x 3125 – 94500**

Head of Unit

MSB 25 : Rs 94500 x 3125 – 103875

Deputy Director

MSB 26 : Rs 119500

Director



