

63. NATIONAL HERITAGE FUND

- 63.1 The National Heritage Fund (NHF), operating under the *aegis* of Ministry of Arts and Cultural Heritage, is mandated to safeguard, manage and promote the National Heritage of Mauritius; preserve the National Heritage sites; and educate and sensitise the public on cultural values and national heritage. It envisions to develop a sense of belonging by caring for the past and bequeathing it to the future. Since 2010, it has been designated as the National Repository of Intangible Cultural Heritage.
- 63.2 Some 200 sites listed as National Heritage in both Mauritius and Rodrigues, are managed by the Fund, out of which two are listed as World Heritage Sites. It has also been bestowed with the responsibility to implement the 1972 Convention for World Heritage, Hague Convention and Convention for illicit trafficking.
- 63.3 The Director is at the apex of the organisation and is responsible for the execution of the policy and decisions of the Board and for the control and management of the day-to-day business. In the exercise of his functions, the latter is assisted by an array of professional, technical and supporting staff.
- 63.4 In the context of this review exercise, the staff side made several requests, namely payment of overtime; grant of appropriate allowances for performing higher duties; provision of adequate allowances payable to employees in the Workmen's Group; and filling of vacant positions. They also requested for the creation of the grades of Receptionist/Telephone Operator; Head Research Unit; and Field Guide and the demerging of the grade of Research/ Heritage Officer.
- 63.5 On the other hand, the Management has requested for the restyling of the grade of Administrative Secretary and creation of the grades of Receptionist; Office Management Assistant; Marketing and Outreach Officer; IT and Documentation Officer; Site Conservation Officer; and Conservation and Maintenance Worker (Skilled Worker). The Bureau also received a request for the creation of the grade of General Worker, on an *ad hoc* basis. The appropriate salary code and salary scale have been provided in the salary schedule.
- 63.6 During consultative meetings, both staff side and Management were apprised that request for creation of grades are entertained on the basis of the operational needs. Parties concerned were informed that appropriate recommendations already exist in the PRB Report for the payment of allowance to shoulder and perform duties of a higher nature and were guided to the relevant provisions/sections. Upon the observation that several grades created in the previous Report were vacant due to the non-availability of funds, Management was advised to consider filling of existing vacancies wherever warranted; optimise the use of its existing human resources; and amend existing schemes of service of certain grades so as to avoid overlapping of tasks and incorporate new duties to meet the organisational goal.
- 63.7 With a view to allowing the NHF to achieve its objectives and align with different conventions, the Bureau is providing for the grades of ICT Technician, Conservation Officer, Conservation Worker and Receptionist/Telephone Operator.

ICT Technician (New Grade)

63.8 For better information on its activities, the NHF would launch a mobile application on National Heritage. Management has, therefore, informed of the need of a grade to update its website, social media page and the mobile platform. To enable the NHF to deliver on its mandate effectively, the Bureau is providing the grade of ICT Technician.

Recommendation 1

63.9 We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Computer Science or Computer Engineering or Information Technology or Information System from a recognised institution or an equivalent qualification acceptable to the Board.

63.10 Incumbent would, among others, be required to implement support and maintain the IT System of the National Heritage Fund; perform database and server administration; perform network administration and management; set up and configure all computer systems; install and maintain software programs; ensure adequate stock of computer supplies; and maintain and update website and intranet system.

Conservation Officer (New Grade)**Conservation Worker (New Grade)**

63.11 One of the core activities of the NHF is to preserve and promote the Heritage in forms of archaeological sites, historical buildings, monuments or any object or property of cultural significance. Therefore, there is need to carry out regular maintenance and conservation works of these sites in order to better preserve the Heritage. To this end, the assistance of the officers of Ministry of National Infrastructure and Community Development are solicited and the latter perform the maintenance and conservation works after their normal office hours. This is, however, impacting on operational and financial costs of the organisation.

63.12 Hence, Management requested for the creation of the grades of Conservation Officer and Conservation Worker to enable the NHF to better attain its objectives. We are recommending accordingly.

Recommendation 2

63.13 We recommend the creation of a grade of Conservation Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil/Conservation Engineering, Architecture/Conservation Architecture or Archaeology from a recognised institution or an equivalent qualification acceptable to the Board and reckoning at least five years' experience in conservation projects.

63.14 The Conservation Officer would, among others, be required to assist the Head of the Section in the performance of his duties; supervise conservation and maintenance works of heritage sites; assist in management of conservation projects and ensure timely completion of projects and restoration and conservation works; assist in

planning conservation and restoration work of sites; monitor conservation and restoration of work of sites; collaborate with technical team to ensure maintenance of sites; and advise on matters relating to conservation and restoration of heritage sites.

63.15 We further recommend the creation of a grade of Conservation Worker. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education; a National Trade Certificate (NTC) (Level 3) in Electrical Installation Works or Masonry and Concrete Works issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development (MITD) or National Certificate (NC) (Level 3) in Electrical Installation Works or Masonry awarded by the MITD or an equivalent qualification acceptable to the Board; and having knowledge in conservation/restoration work.

63.16 The Conservation Worker would be required to, among others, carry out simple masonry, carpentry, electrical, welding and plumbing works; mix mortar and concrete for use in the structures under construction in accordance with technical specifications; build or construct stone walls with lime mortar; carry out from drawings and specifications the construction of any building; and trowel lime/cement floors to levels.

Receptionist/Telephone Operator (New Grade)

63.17 Both the staff side and Management submitted that at present, the duties of Receptionist/Telephone Operator are being performed by officers in the grade of Office Attendant on a rotational basis. The number of visitors calling at the NHF is on rise and additionally, the number of telephone calls is also increasing gradually. We are, therefore, providing for a grade of Receptionist/Telephone Operator to attend, among others, to the increasing number of calls and guide visitors.

Recommendation 3

63.18 We recommend the creation of a grade of Receptionist/Telephone Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or passes in at least five subjects with at least Grade C in English and French on one Certificate at General Certificate of Education "Ordinary Level".

63.19 Incumbent would, among others, be required to operate the telephone switchboard (PABX) and the reception desk; maintain a register of all visitors and control access to officers; assist visitors by providing information to them; and ensure that calls and messages are properly noted and communicated to officers concerned.

63. NATIONAL HERITAGE FUND**SALARY SCHEDULE**

NHF 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
NHF 2	:	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
		Office Attendant
NHF 3	:	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
NHF 4	:	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
		Conservation Worker (New Grade)
NHF 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/Telephone Operator (New Grade)
NHF 6	:	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 Heritage Protection Assistant
NHF 7	:	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
NHF 8	:	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 Assistant Procurement and Supply Officer (Ex-SMEDA) (Personal)
NHF 9	:	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

63. NATIONAL HERITAGE FUND (Contd)

- NHF 10 : 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**
Conservation Officer (New Grade)
Documentation Officer
Heritage Technical Officer
ICT Technician (New Grade)
- NHF 11 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Accounting Technician
- NHF 12 : 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
Research/Heritage Officer
- NHF 13 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Manager, Technical Section
- NHF 14 : Rs 103875**
Director



