

## 74. PUBLIC OFFICERS' WELFARE COUNCIL

- 74.1 Set up by Act No. 28 of 1992 (subsequently amended in 1995), the Public Officers' Welfare Council (POWC) has as main objects, to: cater for the welfare of public officers and their families through the organisation of recreational and cultural activities; disseminate information on public service matters; set up and operate schemes or projects for the benefit of public officers and their families as well as advise the Minister on matters relating to welfare of public officers.
- 74.2 To ease the conduct of keep-fit activities, workshops, meetings, seminars and brainstorming sessions for public officers, the Council manages two government quarters situated at Gymkhana, Vacoas which have been converted into a Civil Service House. To this end, the POWC envisions becoming a role model in the promotion of welfare and work life balance in the public service.
- 74.3 The Organising Secretary is at the helm of the Council who is supported in his tasks by officers in the grades of Senior Officer and Clerk/Word Processing Operator respectively. As all the posts on the establishment of the Council are vacant, it is presently being serviced by officers in the grades of Management Support Officer, Office Auxiliary/Senior Office Auxiliary and Handy Worker who have been seconded for duty from the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR). Additionally, the Civil Service House is manned by a Liaison Officer employed on contract, who is the Officer-in-Charge and has the responsibility to monitor sports and keep-fit activities.
- 74.4 For this review, the representations of Management were specifically geared towards creation of additional levels. We are, therefore, consolidating the existing structure to enable the Council to deliver on its mandate efficiently.

### **Welfare Events Organiser (New Grade)**

- 74.5 In view of the expansion in the activities of the Council, Management has requested for the creation of a three-level structure, namely Welfare Events Manager, Senior Welfare Events Organiser and Welfare Events Organiser. A scrutiny of the proposed schemes of service has revealed that there is major overlapping of duties among the three grades. It is also observed that the post of the Organising Secretary which is at the head of the Council, is presently vacant. In view thereof and considering the size of the Council as well as its activities which are of a repetitive nature, we deem it appropriate to create only a level of Welfare Events Organiser against abolition of the grade of Organising Secretary. We are recommending accordingly.

### **Recommendation 1**

- 74.6 We recommend the creation of a grade of Welfare Events Organiser against abolition of the grade of Organising Secretary. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Management or Leisure Management or Event Management or Hospitality Management from a recognised institution or an equivalent qualification acceptable to the Council. Candidates should also possess: effective organising**

**and coordinating skills; good interpersonal and communication skills; qualities such as reliability and trustworthiness; and the ability to work on their own initiative and in teams.**

- 74.7 Incumbent would be required, *inter-alia*, to: plan, organise and coordinate the functions, activities and other events at the Council; be responsible for the proper management of activities/events conducted; identify new leisure and recreational, literacy and cultural, information, communication, education, sports and keep fit activities/events; arrange Board meetings, committees and sub-committees and take notes of meetings, as necessary including appropriate follow-up; supervise the work of subordinate staff; regularly conduct site visits and report accordingly; act as group leader and facilitator in respect of activities conducted inland and abroad; ensure timeliness of activities/events conducted by the Council and compilation and safe keeping of relevant and reliable data; draft circulars relating to conduct of activities/events; communicate to customers to promote activities/events; collect payments from participants; and conduct surveys for gauging interests by public officers.
- 74.8 Incumbent would also be required to work outside normal working hours including Saturdays, Sundays and Public Holidays. **These elements have already been considered in arriving at the salary recommended for the grade.**

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##### **SALARY SCHEDULE**

**POWC 1 : 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

**POWC 2 : Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350**

Senior Officer

**POWC 3 : Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**

Welfare Events Organiser (New Grade)



