

73. PRIVATE SECONDARY EDUCATION AUTHORITY

- 73.1 The Private Secondary Education Authority (PSEA), operating under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology, acts as a regulatory body for Private Secondary Schools (PSS), both grant-aided and fee paying, in Mauritius and Rodrigues. Its objects are, among others: promoting and encouraging education in secondary schools; setting up and operating, with the Minister's approval, schemes to provide aid; the registration and inspection of secondary schools, their Managers, Rectors, members of teaching and non-teaching staff; and ensuring that the terms and conditions of employment of staff in secondary schools are fair and reasonable.
- 73.2 It oversees the standard of infrastructure in PSS and school operations by conducting inspection and periodic quality audits. It also disburses grants to PSS to enable its Managers to run and manage their institutions and provides educational counselling and psychological support to students of PSS. To date, 112 private secondary schools are registered with the PSEA out of which 87 are grant-aided and 24 are non grant-aided. One Private Secondary School is partly grant-aided.
- 73.3 The organisation structure of the PSEA comprises of different sections, namely Administration, Finance, Stores, Information Technology, Registration and Supervision. The Director is at the apex of the organisation and is responsible for the execution of its policy as well as the control and management of its day-to-day business. He is supported by an array of staff belonging to the professional, technical and workmen's Cadres.
- 73.4 In the context of this Report, consultative meetings were held with both the Union and Management of the PSEA. The main representations of the Union pertain to, among others, an upward review in salaries of several grades, restyling of grades as well as improvement in conditions of service. On the other hand, Management requested for the creation of a few grades in its first submission. A second set of proposals were submitted by Management which included new requests, namely for an upgrading in the salary for the grade of Director and the creation of the grades of Accountant and Accounting Technician.
- 73.5 During consultation, parties were apprised that salaries would be looked into by the Bureau; any upgrading would be considered if there is a change following re-assessment of the grade; and creation of additional level would be entertained when there is a functional need in the organisation. The Bureau also perused the additional proposals submitted by Management. The salary of Director has been determined taking into consideration the relative levels of responsibilities, accountabilities and scope of activities, among others. An examination of the request for the creation of the grades of Accountant and Accounting Technician has revealed that the proposed duties to be performed by these grades are already included in those of the Finance Manager; Manager, Financial Operations and other grades in the Finance section. However, the Bureau considers that in an endeavour to respond to the new challenges

of the education sector, there is need to strengthen the existing structure, at a certain level, to enable the PSEA to better deliver on its mandate.

- 73.6 We are, in this Report, creating the grade of Internal Control Officer and restyling the grades of Systems Analyst and Internal Auditor to more appropriate appellations based on the general philosophy adopted for these grades across the public sector.

Internal Control Officer (New Grade)

- 73.7 Management has requested for the creation of a grade of Internal Control Officer for check and balance to ensure good governance in the organisation. Accordingly, incumbent would be required to work independently and provide Management with any observation and remedial action to be taken.
- 73.8 In view of the financial responsibility of the Authority, the Bureau considers that the establishment of such a grade is vital and is recommending accordingly.

Recommendation 1

- 73.9 **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 Board.**
- 73.10 Incumbent would be required, *inter alia*, to audit the finance, stores and other sites of the authority; 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 undertake and examine annual statements and draft reports thereon.

Human Resource Officer/Senior Human Resource Officer formerly Human Resource Officer

- 73.11 Human Resource Officer/Senior Human Resource Officers *formerly 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.**

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SALARY SCHEDULE

**PSEA 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

**PSEA 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

**PSEA 3 : Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325
- 21475 x 375 - 22225 x 400 - 23425**

Surveillant

formerly Security Guard

**PSEA 4 : 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**

Gardener

Office Attendant

**PSEA 5 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 25000**

Senior Gardener

**PSEA 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/Office Attendant

**PSEA 7 : 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**

Binder

**PSEA 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 - 28225**

Senior/Head Office Attendant

**PSEA 9 : 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

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PSEA 10 : 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

PSEA 11 : 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

PSEA 12 : 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

PSEA 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

PSEA 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

Assistant Procurement and Supply Officer

Executive Officer (Personal to officers in post as at 31.12.15)

Statistical Officer

PSEA 15 : 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)

PSEA 16 : 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

PSEA 17 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Computer Officer

Financial Operations Officer

formerly Financial Officer

Higher Executive Officer

Procurement and Supply Officer

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- PSEA 18 : 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 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800**
Educational Social Worker
- PSEA 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**
Human Resource Officer/Senior Human Resource Officer
formerly Human Resource Officer
Public Relations Officer
- PSEA 20 : 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 IT Technician
- PSEA 21 : 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
- PSEA 22 : 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 - 49250 x 1650 - 50900**
Safety and Health Officer/Senior Safety and Health Officer
- PSEA 23 : Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600**
Assistant Manager, Financial Operations
- PSEA 24 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Assistant
Project Coordinating Officer
- PSEA 25 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Educational Psychologist
- PSEA 26 : 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

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PSEA 27 : 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

Systems Analyst/Senior Systems Analyst
formerly Systems Analyst

PSEA 28 : 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

Internal Auditor/Senior Internal Auditor
formerly Internal Auditor

PSEA 29 : 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

Supervisor/Senior Supervisor

PSEA 30 : Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Manager, Financial Operations

PSEA 31 : Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800

Quality Assurance Officer

PSEA 32 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950

Principal Supervisor

PSEA 33 : Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250

Finance Manager

PSEA 34 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375

Secretary

PSEA 35 : Rs 77950 x 2150 - 82250 x 3000 - 88250 x 3125 - 97625

Deputy Director

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PSEA 36 : Rs 119500

Director



