

89. TOURISM EMPLOYEES WELFARE FUND

- 89.1 Established in 2002, the Tourism Employees Welfare Fund (TEWF) aims to provide for the social and economic welfare of the employees of the tourist enterprises and their families.
- 89.2 To this end, the TEWF has set up and operates around 15 schemes consisting mainly of educational grants, social grants and soft loans to assist its members in improving their quality of life and meeting the educational expenses of their children. In the same breath, it also organises training programmes as well as leisure and welfare activities such as sports tournament and outdoor activities on a regular basis.
- 89.3 The TEWF is managed by a Board and headed by a Secretary who is responsible for the execution of the policy and the control and management of the day-to-day business of the Fund. Overall, the staffing structure of the TEWF is adequate to enable it to meet its objectives.
- 89.4 Nevertheless, we have received a few representations which we have duly examined and thoroughly discussed with the Management of the TEWF during the consultative meeting, providing the rationale of our stand in each case. The request for the upgrading of the salary of the Secretary was given due consideration during the fresh job evaluation exercise carried out in the context of this overall review.
- 89.5 Concerning the creation of the grade of Administrative Assistant, the request could not be acceded to as the proposed duties for the new level fall within the responsibility of the existing grades. The TEWF has, as a result, been advised to maximise the use of its existing human resources. With regards to the request for the creation of the grade of IT Officer, we consider that a grade at operational level would be more suitable to meet the current needs of the organisation.

ICT Technician (New Grade)

- 89.6 Management has submitted that in the absence of a specific grade, the TEWF is having recourse to the services of an officer from the Mauritius Tourism Promotion Authority on a part-time basis to look after its IT functions. As most of the services of the TEWF are now being offered online, the need is felt for an officer on a full-time basis to be responsible for updating the TEWF's website, maintaining the Loan Management System and Accounting System as well as taking charge of the computerised system. Besides, even the National Audit Office has drawn the attention of the TEWF that the present system is not operating as it should. So as to enable the TEWF to efficiently deliver its services, we are, therefore, providing for a grade of ICT Technician.

Recommendation 1

- 89.7 **We recommend the creation of a grade of ICT Technician. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information and Communication Technology or Computer Science**

or an equivalent qualification acceptable to the Board and reckoning at least two years' post qualification experience in the field of IT.

89.8 Incumbent in the grade would, *inter alia*, be responsible for: computer/troubleshooting activities; maintenance and repairs of the peripherals of the TEWF; preparing specification for acquisition of hardware and software and analysis and evaluation of proposals from suppliers; maintaining the TEWF Loan Management System and Accounting system; updating and maintenance of the TEWF's website; performing dedicated work in connection with activities/policies of the Fund and ensuring compliance with ICT standards, guidelines and methodologies; and performing quality assurance on computer systems.

89. TOURISM EMPLOYEES WELFARE FUND

SALARY SCHEDULE

TEWF 1 : 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

TEWF 2 : 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

TEWF 3 : 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

TEWF 4 : 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

TEWF 5 : 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

TEWF 6 : 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 x 950 - 42200 x 1300 - 43500

Programme Welfare Assistant

TEWF 7 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500

Accounts Officer

89. TOURISM EMPLOYEES WELFARE FUND (Contd)

TEWF 8 : 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

TEWF 9 : 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 (New Grade)

TEWF 10 : 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

TEWF 11 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Programme Welfare Officer

TEWF 12 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

Accountant

TEWF 13 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Secretary



