



Republic of Mauritius

Review of Pay and Grading Structures and Conditions of Service in the Public Sector

*(Civil Service, Parastatal and other Statutory Bodies,
Local Authorities and Rodrigues Regional Assembly)*

and

The Private Secondary Schools

Volume 2

Part IV

Rodrigues Regional Assembly

**Pay Research Bureau
October 2012**

THIS PART IS A CONTINUATION

OF

VOLUME 1

TABLE OF CONTENTS

Chapter	Description	Page
	RODRIGUES REGIONAL ASSEMBLY -----	1
	<i>INTRODUCTION</i> -----	1
1.	OFFICE OF THE CLERK -----	7
2.	CHIEF COMMISSIONER'S OFFICE -----	13
2.1	<i>Central Administration</i> -----	14
2.2	<i>Civil Aviation</i> -----	35
2.3	<i>Civil Status Division</i> -----	38
2.4	<i>Judicial (Administration)</i> -----	41
2.5	<i>Legal Services</i> -----	43
2.6	<i>Meteorological Services</i> -----	45
2.7	<i>Education (Administration)</i> -----	47
2.8	<i>Arts and Culture</i> -----	52
2.9	<i>State Lands and Town and Country Planning Unit</i> -----	55
2.10	<i>Fire Services</i> -----	59
2.11	<i>Prisons and Reforms Institutions (Administration)</i> -----	63
2.12	<i>Cooperatives</i> -----	68
2.13	<i>Agriculture, Food Production, Plant and Animal Quarantine</i> -----	70
2.14	<i>Registration</i> -----	76
3.	DEPUTY CHIEF COMMISSIONER'S OFFICE -----	77
3.1	<i>Gender, Family Welfare and Child Development</i> -----	78
3.2	<i>Vocational Training and Training Unit</i> -----	81
3.3	<i>Information and Communication Technology Department</i> -----	82
3.4	<i>Industrial Development Division</i> -----	86
3.5	<i>Human Resource Development Centre</i> -----	87
4.	COMMISSION FOR PUBLIC INFRASTRUCTURE, UTILITIES, HOUSING, TRANSPORT AND WATER RESOURCES -----	91
4.1	<i>Public Infrastructure</i> -----	91
4.2	<i>Housing</i> -----	99
4.3	<i>Transport</i> -----	100
4.3.1	<i>National Transport Authority</i> -----	102

4.4	<i>Mechanical Workshop</i>	103
4.5	<i>Water Resources Unit</i>	106
5.	COMMISSION FOR SOCIAL SECURITY, EMPLOYMENT, LABOUR AND INDUSTRIAL RELATIONS, CONSUMER PROTECTION, TRADE, COMMERCE AND LICENSING	111
5.1	<i>Social Security</i>	111
5.2	<i>Employment</i>	115
5.3	<i>Labour and Industrial Relations</i>	116
5.4	<i>Consumer Protection Unit</i>	118
5.5	<i>Trade, Commerce and Licensing</i>	120
6.	COMMISSION FOR HEALTH AND SPORTS	121
6.1	<i>Medical and Health (Administration)</i>	121
6.2	<i>Sports Division</i>	142
7.	COMMISSION FOR ENVIRONMENT, FORESTRY SERVICES, FISHERIES, MARINE PARKS AND TOURISM	147
7.1	<i>Environment</i>	147
7.2	<i>Forestry Services</i>	151
7.3	<i>Fisheries</i>	155
7.4	<i>Marine Parks</i>	160
7.5	<i>Tourism Division</i>	162
8.	COMMISSION FOR YOUTH, COMMUNITY DEVELOPMENT, LIBRARY SERVICES, ARCHIVES AND MUSEUM	165
8.1	<i>Youth Division</i>	165
8.2	<i>Community Development</i>	169
8.3	<i>Library Services</i>	170
8.4	<i>Archives</i>	172
	<i>Specific Conditions</i>	173

MASTER SALARY CONVERSION TABLE -----Annex

RODRIGUES REGIONAL ASSEMBLY

INTRODUCTION

Background

1. Established as a body corporate under the Rodrigues Regional Assembly Act (No. 39 of 2001), the Rodrigues Regional Assembly (RRA) is empowered to make regulations for matters falling within its purview. It may initiate legislation which, however, has to be ushered into the National Assembly to become law for Rodrigues.
2. The RRA carries out its functions through its Executive Council which develops policies on matters related to Rodrigues. As members of the Council, the Chief Commissioner, the Deputy Chief Commissioner and five Commissioners have the responsibility of one or more Departments of the Rodrigues Regional Assembly over which they exercise general direction and control in line with the set policy. Following regional elections in February 2012 and the swearing in of the new Executive Council, the portfolio of each Commission of the RRA has been reviewed and this has been taken into account in the present review exercise.
3. The efficient administration of all the functions of the Executive Council rests upon the Island Chief Executive. He has under his administrative control all the staff of the Rodrigues Regional Assembly. The Island Chief Executive is empowered to exercise additional functions pertaining to law enforcement such as those of Magistrate (in the latter's absence), of Director of Environment and of Director of Tourism Authority.
4. Departments of the Rodrigues Regional Assembly have been grouped and placed under the supervision of Departmental Heads who are also the Accounting Officers.

Work Session with Parties

5. Around mid July 2011, the top team of the Bureau comprising the Director and Deputy Director paid a two-day visit to Rodrigues to meet Federation of trade unions, staff associations and Management of the RRA and individual employee/staff in order to apprise them of the roles and objectives of the PRB and to offer them the opportunity to express their views on general issues related to the review exercise under way since 08 December 2010. The programme of visit was communicated to all parties concerned beforehand.
6. It was rather unfortunate that the two main unions of the island, namely, the Rodrigues Government Employees' Union (RGEU) and the Rodrigues Public Service Workers' Union (RPSWU) did not agree to meet the delegation. The Bureau, however, proceeded with its mission as per its already established work schedule. In the first instance, the team met the Island Chief Executive

(ICE) and Departmental Heads who were explained the different activities and stages involved (from job description writing, site visits, to hearing of the different parties) in the general review process underway. The ICE was also requested to liaise with the two unions to solicit their participation in view of the next working session that had been planned for January 2012 in Rodrigues.

7. Afterwards, meetings were held with Departmental Heads and staff/employees both unionized and non unionized. They were clearly explained about the approach and methodology adopted by the PRB which comprised consultations – oral and written with stakeholders, the conduct of surveys/site visits and job description writing as part of the job analysis process, amongst others. Non unionized staff in different cadres were given explanations on how to make submissions to the Bureau through their respective memoranda.
8. As part of its established plan of work, the Bureau intended to proceed on its next official mission to Rodrigues during the period 11-14 January 2012. However, because of the Regional election and at the request of the RGEU and the RPSWU, the mission was postponed for March 2012. Prior to the visit, meetings were held with the aforementioned unions in the presence of the Federation of Public Sector and Other Unions (FPSOU), and the Ministry of Civil Service and Administrative Reforms to clarify matters regarding the visit. As serious reservations were being expressed about the findings of the Manpower Assessment Report, the Bureau informed the parties that it would make an independent assessment of the situation in Rodrigues whereby fullest consideration would be given to the specificities of the island. Thereafter, it would make recommendations on the basis of its findings and in line with its philosophy.
9. A two-stage visit was carried out in Rodrigues during the period 25 March to 31 March 2012. In the first instance, a team of seven officers proceeded to the island for conducting interviews, and to write job descriptions for some 160 incumbents covering all grades in the workmen's class. Officers of the PRB called at each Commission of the RRA to interview the sampled incumbents. Written job descriptions were vetted and signed by the immediate Supervisor to validate the information provided by the interviewees. Information about organisation structure, work environment and IT usage and its impact on work processes were also collected and recorded during site visits that were effected in the different Commissions and some departments/units.

10. The Director and Deputy Director of the PRB joined the delegation on 27 March 2012. Consultations started shortly after their arrival with the State Employees' Federation, followed by the FPSOU in the presence of representatives of the RGEU and RPSWU. On the next day, meetings were held in the forenoon with individuals and other parties directly or indirectly concerned with the PRB Report and who had expressed their wish to depone. In the absence of representatives of the FCSOU, the time slot was enlarged for meetings with individuals to provide them with maximum opportunity to make their representations and to be heard.
11. In the afternoon of 28 March 2012, the Bureau started consultations with the different Commissions of the RRA. As the two main Unions (RGEU and RPSWU) and Management had opted to make common submissions, they were heard jointly. Though memoranda were only submitted at the time of meetings, the Bureau examined and discussed thoroughly each issue that was raised. The main representations, amongst others, related to the restructuring of different units through the creation of levels to meet the specific needs of the units in the RRA, restyling of existing grades to more appropriate appellations, uplifting of salary scales of grades, filling of long standing vacant posts, requests for work related allowances, payment of Rodriguan COLA and provision of training and development opportunities. Wherever submissions were found incoherent, parties were requested to review them and submit anew to the Bureau for examination.
12. Meetings with Commissions extended over three days up till late Friday evening followed by a wrap-up meeting to close the mission. However, in view of the discontent of parties on the duration of the visit and to enable them to reformulate all their demands to be attuned with the RRA new programme, the Bureau agreed to visit Rodrigues again for an intensive consultation to finalise issues. The ICE proposed to work in collaboration with Unions and to submit the final representations for consideration during the next visit that was tentatively scheduled for May 2012. The delegation left the Island of Rodrigues on Saturday 31 March 2012.
13. The Bureau started receiving memoranda containing revised proposals from each Commission towards the end of April 2012. These were scrupulously examined and points/issues that needed further clarifications were noted for onward discussion during the planned visit. A schedule of meetings was worked out and sent to the ICE so that necessary adjustments could be made, if any, to ensure that all parties were available within the set time frame.
14. A team of four officers comprising the Director, Pay Research Bureau, one Principal Job Analyst, one Job Analyst and one Survey Officer proceeded to Rodrigues on 30 May 2012 for an official mission of 2½ days to clarify and finalise issues with the Management of each Commission of the RRA in view

of formulating appropriate recommendations to provide fit-for-purpose structures for the different Commissions.

15. The delegation reached Rodrigues on Wednesday afternoon and set to work immediately. A meeting was held with the ICE to discuss and examine the structure of each unit falling under the portfolio of the Chief Commissioner's Office. Existing grades on the establishment of the Commission were scrutinized individually and problems reported, in terms of filling of the posts/qualification requirements/scheme of service/ implementation of past recommendations, were noted. Existing *lacunae* in structures were also highlighted and proposals to remedy the current situation together with possible options for the Report were identified. The same *modus operandi* was adopted for each Commission where in-depth discussions were held with respective Heads of Department. In a nutshell, the demands related mainly to creation of additional levels, restyling and upgrading of existing grades, payment of allowances and providing better conditions of service.
16. Over and above its planned schedule of work with Management of the RRA, the delegation also acceded to requests for meeting the two main Unions and all those who expressed their wish to depone to the extent it was possible within the available tight time frame.

Need for Reforms

17. During detailed discussions the Bureau had with Management and Unions, strong feelings were voiced out for the need of some sort of reform. The emphasis was laid on a befitting organisation structure that would improve effectiveness and performance and also cater for the specificity of Rodrigues. Parties were opposed to the concept of aligning grading structures on what obtains on the Mauritian establishment without having regard to the availability of skills locally. Need for intensive training was evoked to better equip existing human resources to assume changed, added and new responsibilities. Requirement for additional human resources with professional and technical competence was highlighted. Demand was also made to review certain processes like recruitment/promotion to ease the filling of long standing vacant posts.

Organisation Structure

18. In the context of this review, all Commissions came up with a restructuring plan, requesting for the creation of additional levels and restyling of existing ones. We were made to understand that some existing posts on the establishment were not filled for one reason or another.
19. In face of such submissions, the Bureau carried out an in-depth analysis of the structures obtaining in each Commission. The vision, mission and objectives of each constituent organisation and their respective deliverables

were considered along with applicable legislations. The Bureau equally took stock of past recommendations made in respect of structures.

20. Our findings revealed that some recommendations made in the 2008 PRB Report had yet to be assimilated. In recommending the creation of new levels, we have based ourselves on the functional requirement of each organisation. We have been careful about the need for new grades especially those which were proposed merely for promotional sake. Grades at the apex were created for greater accountability and the drive required to deliver on the set objectives. Some existing grades were restyled and made more polyvalent, through an enlarged set of duties for greater flexibility of deployment.

1. OFFICE OF THE CLERK

- 1.1 The Office of the Clerk has as mission, to provide effective scrutiny, oversight and representation functions for the Rodriguan according to the democratic principles as enshrined in the Constitution of the Republic of Mauritius and the Rodrigues Regional Assembly Act 2001. Its primary objectives are to:
- (i) enable the Regional Assembly (House) and its Committees to conduct their business effectively;
 - (ii) enable individual members to perform their parliamentary duties effectively; and
 - (iii) promote public knowledge and understanding of the work and role of the Assembly.
- 1.2 The Clerk, Regional Assembly who is the Accounting Officer is responsible for the secretariat of the Assembly and the efficient discharge of such functions as may be assigned to him. He is supported in his tasks by the Deputy Clerk, Regional Assembly.
- 1.3 Other staff on the establishment of the Office of the Clerk includes officers in the Reporter cadre, General Services cadre and Workmen's Group.

Clerk, Regional Assembly

Deputy Clerk, Regional Assembly

- 1.4 The grades of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly exist on the permanent and pensionable establishment of the Office of the Clerk. Both positions are, at present, filled on contractual basis.
- 1.5 It has been represented that incumbents in the two grades deal with parliamentary matters and very sensitive information which if used unethically could be a potential threat to the principle of democracy itself. Proposal has, therefore, been made for the filling of these posts on assignment or contractual basis for greater flexibility of appointment of the right candidate.

Recommendation 1

- 1.6 **We recommend that, henceforth, the post of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should be filled on assignment basis or contractual terms.**
- 1.7 **We further recommend that the retirement benefits of a public officer who has been assigned the duties of Clerk, Regional Assembly or Deputy Clerk, Regional Assembly by the appropriate Service Commission or through delegation of power by the Public Service Commission and retires or is subsequently reverted to his substantive post, should be computed on the prevailing pensionable emoluments of the office to which he was assigned duties provided he satisfies the**

provisions made at paragraph 15.30 at Chapter 15 of Volume 1 of the Report.

Reporter Cadre

- 1.8 The staffing structure of the Reporting Section of the (RRA) comprises the grades of Audio Typist, Trainee Reporter and Reporter, Regional Assembly. The grade of Audio Typist was created in the last Report as a temporary measure to palliate the shortage of staff in the Reporter cadre as difficulties were encountered to recruit candidates with the required profile. Management has submitted that difficulties of recruitment to the cadre is persisting and that having both the Audio Typist and Reporter, Regional Assembly grades at the same time is not practically justified. We are, therefore, making fresh recommendations to address the issue.

Recommendation 2

- 1.9 **We recommend that the grade of Audio Typist be restyled Assistant Reporter, Regional Assembly. In future, appointment to the grade of Assistant Reporter, Regional Assembly should be made by selection from among candidates possessing a Cambridge Higher School Certificate with English and French at Principal Level together with the IC3 (Internet and Computing Core Certification) as a minimum or equivalent IT related Certification..**
- 1.10 The Assistant Reporter, Regional Assembly would, *interalia*, be required to assist Reporters, Regional Assembly in their duties, take shorthand notes of the debates of the Rodrigues Regional Assembly and its committees both in English and French and recommend corrections for publications.
- 1.11 **We also recommend that appointment to the grade of Reporter, Regional Assembly be henceforth made by selection from among officers in the grade of Assistant Reporter, Regional Assembly possessing a Certificate in English Shorthand of 120 words a minute from a recognised examining body and reckoning at least 4 years' service in substantive capacity in the grade.**
- 1.12 **We further recommend that the grade of Trainee Reporter which is presently vacant, be abolished as it would no longer be required.**

Editor, Regional Assembly (New Grade)

- 1.13 Currently, all the debates of the Rodrigues Regional Assembly are sent to the National Assembly in Mauritius for editing. Management has submitted that this practice is impeding the proper functioning of the RRA given the time taken and the backlog accumulated. We are, therefore, providing for a new grade of Editor on the establishment of the RRA.

Recommendation 3

- 1.14 We recommend the creation of a grade of Editor, Regional Assembly on the establishment of the Rodrigues Regional Assembly. Recruitment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate with passes in English and French at Principal Level and a Degree in English or French. Incumbents will be required to undergo on-the-job training, both theoretical and practical, for a period of at least six months before being appointed substantively.
- 1.15 Incumbent would, *inter alia*, be required to undertake editorial duties, prepare and oversee the publishing of reports of the proceedings of the Rodrigues Regional Assembly and develop, monitor and implement editing and publishing protocols and policies.

Sergeant-at-Arms

- 1.16 The Police Officer currently performing the duties of Sergeant-at-Arms is paid a monthly allowance of Rs 2400. This allowance is being revised.

Recommendation 4

- 1.17 We recommend the payment of a revised monthly allowance of Rs 2640 to the Police Officer who is performing the duties of Sergeant-at-Arms.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>OFFICE OF THE CLERK</i>
02 00 87	Rs 90000 Clerk, Regional Assembly
02 50 71	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Deputy Clerk, Regional Assembly
08 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Editor, Regional Assembly (New Grade)

Salary Code	Salary Scale and Grade
08 40 56	Rs 20250 x 750 – 28500 x 900 – 33000 Reporter, Regional Assembly <i>formerly Reporter</i>
08 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Reporter, Regional Assembly <i>formerly Audio Typist</i>
08 32 55	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Clerk/Senior Confidential Clerk
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
24 16 37	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior/Head Office Caretaker
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker

Salary Code	Salary Scale and Grade
05 12 14	Rs 10250 x 250 – 10750 Trainee Library Clerk

2. CHIEF COMMISSIONER'S OFFICE

- 2.0.1 The mission of the Chief Commissioner's Office is, amongst others, to provide overall policy direction and coordinate the activities of the Commission of the RRA, promote the Rodriguan specificity within the Republic of Mauritius and ensure development of the Port and Civil Aviation Sector to meet the economic and social requirements of the island.
- 2.0.2 Under its portfolio lie the following departments:
- Central Administration
 - Civil Aviation (Administration)
 - Civil Status
 - Customs and Excise (Administration)
 - Judicial (Administration)
 - Legal Services
 - Marine Services (Administration)
 - Meteorology Services (Administration)
 - Education (Administration)
 - Arts and Culture
 - Historical sites and Buildings
 - State Lands
 - Town and Country Planning
 - Fire Services
 - Prisons and Reform Institutions (Administration)
 - Cooperatives
 - Agriculture
 - Food Production
 - Plant and Animal Quarantine
 - Statistics in respect of Rodrigues
 - Registration
 - Postal Services (Administration)

2.1 Central Administration

2.1.1 The Central Administration comprises, amongst others, the following: Human Resource Section, Secretariat of the Executive Council, Finance, Procurement and Supply Unit, Internal Control Unit, Transport/Booking/Residency and Registration Unit. It falls under the responsibility of the Island Chief Executive who is the Responsible Officer of all staff of the RRA. The ICE is assisted in his tasks by two Departmental Heads.

Island Chief Executive

2.1.2 Recommendation was made in the Errors, Omissions and Clarifications of the 2008 PRB Report for appointment to or filling of the post of Island Chief Executive on contractual terms from outside candidates or assignment basis from among officers holding a substantive post of Departmental Head along more or less similar lines with what obtains for the grades of Permanent Secretary and Senior Chief Executive in the Civil Service. **We are maintaining this provision.**

Departmental Head

Recommendation 1

2.1.3 **We recommend that appointment to or filling of the position of Departmental Head should continue to be on contractual terms or on an assignment basis for a period of two years and after the expiry of a five-year period, incumbents on establishment and those employed on contract may be appointed in a substantive capacity, subject to their performance and the continued relevance of their competence.**

Administrative Officer

2.1.4 We are providing for the Administrative Officer to proceed incrementally in the master salary scale subject to certain conditions.

Recommendation 2

2.1.5 **We recommend that Administrative Officers be allowed to proceed incrementally up to salary point Rs 53100 in the master salary scale through the grant of one increment every year provided they have:**

- (i) **drawn their top salary of Rs 48600 for a year; and**
- (ii) **been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding period of two years and not been adversely reported upon on ground of conduct.**

Analyst, RRA

formerly Economist

2.1.6 The grade of Economist exists on the establishment of the Chief Commissioner's Office. Appointment thereto is made by selection from among candidates possessing a post 'A' Level Degree, the major subject of which is Economics.

2.1.7 Further to representations received and to encourage functional multi-skilling, the qualification requirements of the grade are being broadened and the job appellation changed to a more generic one.

Recommendation 3

2.1.8 We recommend that:

- (i) the grade of Economist be restyled Analyst, RRA;**
- (ii) appointment thereto should henceforth be made by selection from among candidates possessing a post 'A' Level Degree or an equivalent qualification in one of the following subjects: Finance, Economics, Business Studies, Law, Accounting, Mathematics, Computer Science, Information Technology, Philosophy, Sociology, Psychology, Environmental Science, Civil Engineering; and**
- (iii) the scheme of service of the grade should be enlarged to include, amongst others, collection and analysis of economic, budgetary and financial data for the purpose of Programme Based Budget preparation and monitoring; assisting in the formulation and implementation of economic, social, financial and management policies; carrying out management analysis and consultancy work, project management and development of quality management systems. When posted to Commissions, incumbents would, *inter alia*, be required to advise the Departmental Heads on economic and financial/accounting issues.**

2.1.9 The above have been taken into consideration in arriving at the recommended salary of the grade.

Senior Analyst, RRA

formerly Project Manager

2.1.10 Appointment to the grade of Project Manager is, at present, made by selection from among candidates possessing a post 'A' Level Degree in either Civil Engineering or Environmental Management or Economics.

2.1.11 The RRA has submitted that despite public advertisement, the post has up to now, remained vacant for want of qualified candidates. To circumvent this problem and allow for optimum use of the available qualified staff in post, it

has now been proposed that the grade be restyled as Senior Analyst so that in future it is filled by promotion of officers in the grade of Analyst, RRA *formerly Economist*. Though we concur with the proposal, we are also making provision for filling the post on contractual basis.

Recommendation 4

2.1.12 We recommend that the grade of Project Manager be restyled Senior Analyst, RRA and its mode of recruitment be amended so that in future the post be filled by promotion on the basis of experience and merit of Analyst RRA reckoning at least three years' experience in the grade. In the absence of qualified serving officers, the post should be filled on contractual terms from among candidates possessing the qualification mentioned at paragraph 2.1.8 (ii) above. The scheme of service of the grade of Project Manager now restyled Senior Analyst, RRA should include the supervision and work of the Analyst, RRA.

Establishment of Offices

- 2.1.13 Activities of the Rodrigues Regional Assembly are organised by Commissions which have their own offices. Presently grades in the Administrative Class, Financial Operations cadre, Procurement and Supply cadre and the General Services cadre are established in the Chief Commissioner's Office under the Central Administration. Officers in these grades service all the Commissions of the Rodrigues Regional Assembly.
- 2.1.14 Representations have been made to create grades of the above mentioned class/cadres on the establishment of each Commission of the Rodrigues Regional Assembly.
- 2.1.15 The Bureau has examined the proposals and holds the view that for greater efficiency and effectiveness, the Administrative, Finance, Procurement and General Services functions should continue to be provided centrally by the Central Administration as per the existing organisational set up. Depending on operational needs, the required Administrative or support staff may be posted to the different Commissions. This arrangement has the merit of limiting the creation of departmental/dead end posts, providing a career structure for the officers and encouraging greater staff mobility.

Human Resource Management Section

- 2.1.16 Rodrigues has a staff strength of around 3000. In view of such a large and diverse staff population comprising a whole gamut of grades, the RRA needs to have a well organised and structured cadre to manage its Human Resource.
- 2.1.17 We believe that Human Resource is an integral part of any organisation where great stress is laid on implementing effective human resource system to achieve the strategic goals and set objectives.

- 2.1.18 Moreover, the RRA is fully conscious of the need to ensure sustainable staff development to improve performance at all levels and the expediency of introducing Performance Management System with a view to improving service delivery.
- 2.1.19 In order to achieve all these, it is essential to equip the Rodrigues Regional Assembly with a professional Human Resource Management cadre to discharge the Human Resource functions effectively and efficiently.
- 2.1.20 We are, for this purpose, recommending the creation of appropriate levels in a cadre structure.

Recommendation 5

- 2.1.21 We recommend the creation of a three level structure comprising the grades of Human Resource Officer/Senior Human Resource Officer; Assistant Manager, Human Resources; and Manager, Human Resources for the HRM Cadre on the establishment of the RRA.**

Human Resource Officer/Senior Human Resource Officer (New Grade)

- 2.1.22 Appointment to the grade of Human Resource Officer/Senior Human Resource Officer (HRO/SHRO) should be made by selection from among officers holding a substantive appointment in the grades of Office Superintendent, Higher Executive Officer (Rodrigues), General Services Executive (RRA) or Executive Officer (Rodrigues) reckoning at least four years' service in the grade or an aggregate of at least 4 years' service in the grades of General Services Executive (RRA) and Executive Officer (Rodrigues).**
- 2.1.23 We also recommend that progression beyond the QB in the salary scale for the grade of HRO/SHRO should be subject to the officer possessing a Diploma in HRM.**
- 2.1.24 We further recommend that incumbents in the merged grade of HRO/SHRO possessing the Diploma in Human Resource Management should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 38100 provided that they have:**
- (a) drawn the top salary for a year; and**
 - (b) been consistently efficient and effective as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**
- 2.1.25 Incumbent in the grade of Human Resource Officer/Senior Human Resource Officer would, *inter alia*, be responsible for providing, in accordance with standing rules and regulations, advice on matters related to the management of human resources; supervising and providing proper guidance and training to junior staff; performing duties of Secretary of Committees/Boards

concerning human resource issues; carrying out human resource planning and training needs and manpower assessments; assisting in organisation design and development of work procedures and ensuring the promotion of good employee relations.

Assistant Manager, Human Resources (New Grade)

- 2.1.26 Appointment to the grade of Assistant Manager, Human Resources should be made by promotion, on the basis of experience and merit, of officers in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Degree in HRM and reckoning at least four years' service in a substantive capacity in the grade.**
- 2.1.27 We also recommend that progression beyond the QB in the salary scale for the grade of Assistant Manager, Human Resources should be subject to the officer possessing the Degree in HRM.**
- 2.1.28 Incumbent in the grade of Assistant Manager, Human Resources, would, *inter alia*, be in charge of the Human Resource Division of a Department; provide professional human resource services; carry out human resource planning to match manpower requirements and conduct regular manpower assessments to ensure optimum use of human resources; conduct training need analysis, develop and implement organisation design and work processes; manage the attendance of staff; act as chairperson/member of Committees and Boards on human resource matters and attend to court cases in connection with human resource matters.

Manager, Human Resources (New Grade)

- 2.1.29 Appointment to the grade of Manager, Human Resources should be made by promotion, on the basis of experience and merit, of incumbents in the grade of Assistant Manager, Human Resources reckoning at least three years' experience in a substantive capacity in the grade and who are conversant with human resource policies, practices and related legislations for the public sector; have the ability to work in a multi-disciplinary team; and possess excellent leadership, communication and negotiation skills.**
- 2.1.30 Incumbent in the grade of Manager, Human Resources would, *inter alia*, be responsible for providing advice, functional guidance and assistance on all human resource policies and related matters; providing support to the Departmental Heads and Supervisors of divisions/sections to make the most efficient use of human resources; advising on the determination of human resource needs and structural efficiency of the RRA; drafting schemes of service; and promoting good industrial relations and staff welfare.
- 2.1.31 We also recommend that, as a transitory measure an officer at the level of Assistant Manager, Human Resources and above of the Ministry of**

Civil Service and Administrative Reforms be posted to the Central Administration of the Rodrigues Regional Assembly, as a mentor on a tour of service.

General Services Officer (RRA)

2.1.32 The grade of General Services Officer *formerly Officer* was created in the 2008 PRB Report for the Civil Service as a multifunctional, polyvalent grade. In this position, incumbents are required to perform a variety of duties – clerical, finance, stores and word processing, amongst others. This has allowed greater flexibility in the use of manpower.

2.1.33 The grade of General Services Officer *formerly Officer* is multi-tasked and the need for fine-tuning of schedule of duties is not required each time there is change in operations of the organisation. However, in view of certain specific duties it is not possible to create the grade with a typical scheme of service for the whole public sector. That would not give the desired flexibility of posting and making effective use of human resource.

2.1.34 Both, staff side and Management have expressed their wish for the creation of the grade of General Services Officer *formerly Officer* in the Rodrigues Regional Assembly. The idea was thoroughly canvassed during meetings the Bureau had with Staff and Management of the RRA. We are, therefore, providing for the new grade of General Services Officer (RRA). **Recruitment to the grade should be by selection from among candidates possessing:**

- (a) the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or an equivalent qualification;**
- (b) the Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education 'Advanced level' or an equivalent qualification; and**
- (c) Internet and Computing Core Certificate (IC3) as a minimum or equivalent IT related Certification.**

Candidates should also possess good communication skills, be customer oriented and have the ability to work in teams.

2.1.35 Incumbent would, *inter alia*, be required to perform both Clerical and Word Processing duties including the preparation, scrutiny and processing of documents and records; work related to registry and finance, including pay and cashier duties, drafting of replies to correspondence, data entry and updating of information in computer systems, operation of modern office equipment such as telefax machine, electronic photocopying machine and using Information and Communication Technologies (ICT) in the performance of their duties. Incumbents would also be required to type and collate official documents, perform word processing and computer/data processing work, operate e-mail services and replace Confidential Clerk/Senior Confidential

Clerks, as and when required. Additionally, they would be called upon to perform duties related to human resource, and procurement and supply.

2.1.36 Clerical Officer/Higher Clerical Officers, Word Processing Operators and Senior Word Processing Operators in post as at 31 December 2012, possessing the qualifications prescribed for the new grade of General Services Officer (RRA) should be given the option to join the grade

(a) on 1 July 2013 for Clerical Officer/Higher Clerical Officer; and

(b) on 1 August 2013 for Word Processing Operator and Senior Word Processing Operator

and on joining be granted one additional increment subject to the top salary of the grade.

2.1.37 Senior Word Processing Operators who have reached the revised top salary of their scale on 1 January 2013, on joining the grade of General Services Officer (RRA) formerly Officer, should be granted one additional increment to be read from the Master Salary Scale.

General Services Executive (RRA)

2.1.38 In the same line as the foregoing, the grade of General Services Executive (RRA) formerly Senior Officer was created at the supervisory level in the cadre to take over the functions of Executive Officer. Here too, the duties are of general nature and specific duties prescribed in respect of each organisation.

2.1.39 We are additionally providing for the grade of General Services Executive. Appointment thereto should be made by selection from among incumbents in the grade of General Services Officer (RRA) reckoning at least four years' service as from the date they joined service and possessing good analytical, technical and interpersonal skills together with ability to demonstrate initiatives in various situations.

2.1.40 In addition to the duties presently devolving on Executive Officers, incumbents would be required to, *inter alia*, organise, implement and direct office operations; give administrative support in general administration; human resource management, finance and stores; prioritise tasks; and meet deadlines.

2.1.41 Executive Officers (Rodrigues) in post as at 31 December 2012 should be given the option to join the new grade of General Services Executive (RRA) and be granted one increment on joining subject to the top salary of the grade.

Principal Executive Officer (Rodrigues)

2.1.42 Presently, a Principal Executive Officer (Rodrigues) is paid an allowance of Rs 1200 monthly for combining the duties of Head of Executive cadre and the responsibility for personnel functions.

Recommendation 6

2.1.43 We recommend that the Principal Executive Officer (Rodrigues) should be paid a revised monthly allowance of Rs1320 for combining the duties mentioned above.

Social Worker, RRA (New Grade)

2.1.44 Requests have been made for the creation of the grades of Educational Social Worker and Medical Social Worker to attend to the needs of children and patients respectively, who are facing social problems.

2.1.45 After examining the proposals, the Bureau considers that there is need for only one multi-tasked grade to service both the Education Services and the Medical and Health Services. Besides reducing the multiplicity of grades, this measure would bring the added benefit of flexibility of staff redeployment for an optimal use of Human Resources.

Recommendation 7

2.1.46 We recommend the creation of a grade of Social Worker, RRA on the establishment of the Chief Commissioner's Office. Appointment thereto should be made by selection from among candidates possessing a Diploma in Social Work.

2.1.47 Incumbent would among others, be required when posted in the Education Services, to liaise with the schools, the community to identify cases of children needing special attention; establish links between home, school and community or other relevant institutions in respect of children suffering from social, emotional and behavioral problems; visit students' families and provide practical assistance.

2.1.48 When posted in the Medical and Health Services, the incumbent would, *inter alia*, assist patients and immediate relatives in assessing and overcoming social/personal consequences of diseases and provide the necessary support to patients to enable their adaptation and adjustment in their immediate environment.

2.1.49 We further recommend that the Chief Commissioner's Office should ensure that there is proper rotation of officers in the grade of Social Worker, RRA between the Education Services and the Medical and Health Services to avoid specialisation in only one service.

Workmen's Group-General

Driver (Roster)

2.1.50 At present, there is the grade of Driver and Driver (Roster) on the establishment of Rodrigues Regional Assembly. Both Management and Union have jointly submitted that the grade of Driver on the Rodriguan establishment be placed on roster. We subscribe to the submission.

Recommendation 8

2.1.51 **We recommend that incumbent in the grade of Driver should be given the option to join the grade of Driver (Roster) and on joining the grade be granted one additional increment at the point reached in their salary scale subject to the top salary of the grade.**

2.1.52 **We further recommend that the grade of Driver should be gradually phased out.**

Handy Worker

Handy Worker (Special Class)

2.1.53 In our previous Reports, we recommended the creation of the multitasked grades of Handy Worker and Handy Worker (Special Class) on the Rodriguan establishment on the basis of operational needs to allow employees in the grades of Lorry Loader, Sanitary Attendant, Sanitary Attendant *formerly Nightsoilman*, Gateman and Filterman to join the grade of Handy Worker. We also made provision for employees in the grades of Stone Breaker and Social Security Attendant to join the grade of Handy Worker (Special Class).

2.1.54 The above recommendation has not been implemented in *toto* and the desired effect of the reduction in the number of grades performing similar duties with different appellations and optimal use of resources has not been achieved. We are, therefore, making fresh recommendations.

Recommendation 9

2.1.55 **We recommend that the grades of Handy Worker and Handy Worker (Special Class) be created on the Rodriguan establishment wherever operational requirement warrant.**

Recommendation 10

2.1.56 **We recommend that employees in the grades mentioned at paragraph 2.1.53 should be given the option to join the grades of Handy Worker and Handy Worker (Special Class) as appropriate and on joining should be granted one additional increment at the point reached in their salary scale subject to the maximum salary of the respective grades.**

- 2.1.57 We also recommend that the following grades: Lorry Loader, Sanitary Attendant and Sanitary Attendant formerly Nightsoilman, Gateman, Filterman, Stone Breaker and Social Security Attendant, should gradually be phased out.**

Workmen's Group Tradesman Cadre

- 2.1.58 Presently, there exist distinct schemes of service for different trades in the grade of Tradesman. Given that the same level of skills and competencies are needed to carry out the duties of the trades and in line with the general policy of reduction of number of schemes of service, we consider that there can be one single scheme of service for the grade of Tradesman specifying the duties and responsibilities of incumbent in each trade.

Recommendation 11

- 2.1.59 We recommend that Commissions should consolidate the scheme of service for the grade of Tradesman into one single scheme of service specifying the duties and responsibilities of incumbent in each trade.**
- 2.1.60 We further recommend that Commissions should consolidate the schemes of service for the grades of Tradesman's Assistant and Chief Tradesman into one single scheme of service of the corresponding levels so as to allow greater flexibility and deployment.**

Financial Operations Cadre

- 2.1.61 Officers of the Financial Operations Cadre are responsible for assisting and advising Accounting Officers of the Commissions in the preparation of budgets; collection of revenue; processing and control of expenditure; preparation of financial reports; and for the efficient and effective implementation of policies and programmes. They also ensure that financial resources are mobilised and judiciously utilised in the most economical, efficient, effective and transparent manner.
- 2.1.62 Currently, the Financial Operations cadre comprises officers in the grades of; Assistant Manager, Financial Operations; Senior Financial Operations Officer; Financial Operations Officer and Assistant Financial Operations Officer.

Financial Operations Officer/ Senior Financial Operations Officer

formerly Financial Operations Officer

Senior Financial Operations Officer

- 2.1.63 In view of considerable overlapping of duties and responsibilities between the grades of Financial Operations Officer and Senior Financial Operations Officer, the merger of the two lower levels of the Financial Operations cadre would improve operational efficiency and allow greater flexibility in the posting of officers.

- 2.1.64 We have examined the schemes of service and the job descriptions of both grades and considering the general policy of providing flatter structures for greater efficiency, we are making appropriate provision for the merger.

Recommendation 12

- 2.1.65 **We recommend that the grades of Financial Operations Officer and Senior Financial Operations Officer be merged and restyled Financial Operations Officer/Senior Financial Operations Officer and be filled by promotion of officers in the grade of Assistant Financial Operations Officer on the basis of experience and merit. On complete phasing out of the grade of Assistant Financial Operations Officer, appointment to the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Operations Officer and Senior Financial Operations Officer* should be made by selection from among incumbents in the grade of General Services Executive *formerly Senior Officer* reckoning at least four years' service in a substantive capacity in the grade.**
- 2.1.66 **We also recommend that incumbent in the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Operations Officer and Senior Financial Operations Officer* possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy from a recognised institution or an equivalent qualification be allowed to proceed beyond the QB in the salary scale of the grade.**
- 2.1.67 **We further recommend that incumbent in the grades of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Operations Officer and Senior Financial Operations Officer* in post as at 31 December 2012 possessing the Diploma in Public Sector Financial Management or an equivalent qualification and having reached the top salary in the salary scale should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 38100 provided they have:**
- (i) drawn the top salary for a year; and**
 - (ii) been consistently efficient and effective on their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

Assistant Manager, Financial Operations

- 2.1.68 At present, the grade of Assistant Manager, Financial Operations is filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Financial Operations Officer who reckon at least four years' service in a substantive capacity in the grade. In the 2008 PRB Report, provision was made that as from 1 July 2013, appointment to the grade of Assistant

Manager, Financial Operations Officer be made from among Senior Financial Operations Officers possessing a Degree in Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or an equivalent qualification or a pass at the final examination required for admission to membership of a recognized professional accountancy body and be registered with the Mauritius Institute of Professional Accountants (MIPA).

- 2.1.69 With the merger of the grades of Financial Operations Officer and Senior Financial Operations Officer, the mode of appointment to the grade of Assistant Manager, Financial Operations should be amended.

Recommendation 13

- 2.1.70 **We recommend that, as from 1 July 2013, the grade of Assistant Manager, Financial Operations be filled by promotion, on the basis of experience and merit, of incumbents in the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Operations Officer and Senior Financial Operations Officer* possessing a Degree in Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or an equivalent qualification or a pass at the final examination required for admission to membership of a recognized professional accountancy body and reckoning at least four years' service in a substantive capacity in the grade or an aggregate of four years' service in the grades of Financial Operations Officer, Senior Financial Operations Officer and Financial Operations Officer/Senior Financial Operations Officer.**
- 2.1.71 **We also recommend that incumbent in the grade of Assistant Manager, Financial Operations in post as at 31 December 2012 and possessing a Degree in Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accountancy body be allowed to proceed beyond the QB inserted in the salary scale provided they have:**
- (i) drawn the top salary for a year; and**
 - (ii) been consistently efficient and effective on their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

Internal Control Cadre

- 2.1.72 The Internal Control Cadre is responsible for conducting the internal audit of all Commissions in order to ensure that good governance principles are put into practice and to promote operational effectiveness and efficiency.

- 2.1.73 Presently, the structure of the Internal Control cadre comprises the grades of Internal Control Officer and Senior Internal Control Officer.

Internal Control Officer/ Senior Internal Control Officer

formerly Internal Control Officer

Senior Internal Control Officer

- 2.1.74 In view of the considerable overlapping of duties and responsibilities in the grades of Internal Control Officer and Senior Internal Control Officer, the merging of the two lower levels of the Internal Control cadre would improve operational efficiency and allow greater flexibility in the posting of officers.
- 2.1.75 We have examined the schemes of service and the job descriptions of both grades and considering the general policy of providing flatter structures for greater efficiency, we are making appropriate provision for the merger.

Recommendation 14

- 2.1.76 **We recommend that the grades of Internal Control Officer and Senior Internal Control Officer be merged and restyled Internal Control Officer/Senior Internal Control Officer.**
- 2.1.77 **Appointment to the grade of Internal Control Officer/Senior Internal Control Officer *formerly Internal Control Officer and Senior Internal Control Officer* 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.**
- 2.1.78 **We also recommend that incumbent in the grade of Internal Control Officer/Senior Internal Control Officer *formerly Internal Control Officer and Senior Internal Control Officer* possessing all Papers of Fundamentals (Knowledge) and who have obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) or possess the Certificate in Business Accounting (Foundation Level) and have obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification be allowed to proceed beyond the QB in the salary scale of the grade.**
- 2.1.79 **We further recommend that incumbent in the grade of Internal Control Officer/Senior Internal Control Officer *formerly Internal Control Officer and Senior Internal Control Officer* having reached the top salary in the salary scale should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 38100 provided they have:**
- (i) **drawn the top salary for a year; and**

- (ii) **been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

Procurement and Supply Cadre

- 2.1.80 The duties and responsibilities of officers of the Procurement and Supply cadre concern procurement, receipts, issues, handling, warehousing and distribution of goods. Besides, officers of the cadre are also responsible for the procurement of services and works.
- 2.1.81 In line with the recommendations made for the Civil Service, we are merging and restyling the grades of Procurement and Supply Officer and Senior Procurement and Supply Officer. We are also reviewing the qualification requirements for the grade of Assistant Manager (Procurement and Supply).

Recommendation 15

2.1.82 We recommend that:

- (i) **the grades of Procurement and Supply Officer and Senior Procurement and Supply Officer be merged and restyled Procurement and Supply Officer/Senior Procurement and Supply Officer and be filled by promotion, on the basis of experience and merit, of Assistant Procurement and Supply Officer (Personal) reckoning at least two years' experience in a substantive capacity. On complete phasing out of the grade of Assistant Procurement and Supply Officer (Personal), appointment to the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should be made by selection from among officers in the grade of General Services Executive (RRA) *formerly Senior Officer* reckoning at least four years' service in the grade;**
- (ii) **Procurement and Supply Officer/Senior Procurement and Supply Officers in post should possess the Diploma in Purchasing and Supply Management or the Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 to proceed beyond the QB inserted in the salary scale; and**
- (iii) **Procurement and Supply Officer/Senior Procurement and Supply Officers possessing the Diploma in Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 38100 provided that they have:**
 - (a) **drawn their top salary for a year; and**
 - (b) **been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during**

the preceding two years and have not been adversely reported upon on ground of conduct.

- 2.1.83 We also recommend that as from 1 July 2013 the grade of Assistant Manager (Procurement and Supply) should be filled by promotion, on the basis of experience and merit, of officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer possessing the Degree in Purchasing and Supply Management and reckoning an aggregate of at least three years' service in a substantive capacity in the grades of Senior Procurement and Supply Officer and Procurement and Supply Officer/Senior Procurement and Supply Officer.
- 2.1.84 We also recommend that Assistant Managers (Procurement and Supply) in post should possess the Degree in Purchasing and Supply Management or an equivalent qualification to proceed beyond the QB inserted in the salary scale.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	CHIEF COMMISSIONER'S OFFICE <i>CENTRAL ADMINISTRATION</i>
02 00 93	Rs 111000 Island Chief Executive
02 00 87	Rs 90000 Departmental Head
01 79 82	Rs 68400 x 2400 – 75600 Director of Finance
02 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Analyst, RRA <i>formerly Project Manager</i>
08 59 71	Rs 36600 x 1500 – 54600 Manager, Human Resources (New Grade)

Salary Code	Salary Scale and Grade
08 53 67	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 QB 45600 x 1500 – 48600 Assistant Manager, Human Resources (New Grade)
08 39 59	Rs 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 36600 Human Resource Officer/Senior Human Resource Officer (New Grade)
02 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Administrative Officer
02 50 71	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Administrative Officer (Personal)
18 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Safety and Health Officer/Senior Safety and Health Officer
08 54 70	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 53100 Principal Executive Officer (Rodrigues)
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 38100 Senior Executive Officer (Rodrigues)
08 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Higher Executive Officer (Rodrigues)
08 29 51	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 General Services Executive (RRA) (New Grade)
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)

Salary Code	Salary Scale and Grade
08 27 58	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Citizen's Advice Bureau Organiser
08 46 61	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Office Superintendent
08 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Office Supervisor
08 32 55	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Clerk/Senior Confidential Clerk
08 16 48	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 General Services Officer (RRA) (New Grade)
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
23 23 55	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 32100 Social Worker, RRA (New Grade)
10 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Audio Visual Assistant
08 25 48	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Senior Word Processing Operator
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator

Salary Code	Salary Scale and Grade
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Butler
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Gangman
16 13 43	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Machine Minder (Bindery) (Rodrigues) (Personal)
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Heavy vehicles above 5 tons) Driver (Mechanical Unit)
24 16 37	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior/Head Office Caretaker
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Carpenter</i> <i>Mason</i>
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Cook Senior Gardener/Nurseryman

Salary Code	Salary Scale and Grade
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 06 28	Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 14650 Handy Worker (Special Class)
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stone Breaker Stores Attendant
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
<i>FINANCE CADRE</i>	
01 59 71	Rs 36600 x 1500 – 54600 Manager, Financial Operations
01 53 67	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 QB 45600 x 1500 – 48600 Assistant Manager, Financial Operations

Salary Code	Salary Scale and Grade
01 39 59	Rs 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 36600 Financial Operations Officer/Senior Financial Operations Officer <i>formerly Financial Operations Officer</i> <i>Senior Financial Operations Officer</i>
01 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant Financial Operations Officer <i>INTERNAL CONTROL CADRE</i>
01 27 59	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 36600 Internal Control Officer/Senior Internal Control Officer <i>formerly Internal Control Officer</i> <i>Senior Internal Control Officer</i> <i>PROCUREMENT AND SUPPLY CADRE</i>
21 59 71	Rs 36600 x 1500 – 54600 Manager (Procurement and Supply)
21 53 67	Rs 30300 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 QB 45600 x 1500 – 48600 Assistant Manager (Procurement and Supply)
21 39 59	Rs 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 36600 Procurement and Supply Officer/Senior Procurement and Supply Officer <i>formerly Procurement and Supply Officer</i> <i>Senior Procurement and Supply Officer</i>
21 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant Procurement and Supply Officer (Personal) <i>ELECTORAL COMMISSION</i>
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)

Salary Code	Salary Scale and Grade
	<i>ECONOMIC PLANNING & MONITORING UNIT</i>
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst, RRA <i>formerly Economist</i>
20 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Statistician
20 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Senior Statistical Assistant (Rodrigues)
20 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Statistical Assistant (Rodrigues)

2.2 Civil Aviation

- 2.2.1 The Civil Aviation of Rodrigues, falls under the responsibility of the Chief Commissioner's Office. Its mission is to ensure the development of Civil Aviation to meet the economic and social requirements of the island. It is responsible, *inter alia*, to develop the infrastructure of the Sir Gaëtan Duval Airport; ensure that Civil Aviation operations are compliant with ICAO standards and practices and; provide safe and expeditious flow of air traffic and safety and security of premises. The Civil Aviation of Rodrigues works in close collaboration with the Department of Civil Aviation of Mauritius and the Prime Minister's Office, Ministry of Defence, Home Affairs and External Communications for the provision of best aviation services of Rodrigues.
- 2.2.2 The Civil Aviation of Rodrigues is presently being re-engineered following the appointment of Airports of Rodrigues Limited as the aerodrome operator and the signature of a Memorandum of Understanding between the Airports of Rodrigues Limited and the Department of Civil Aviation in Mauritius. The staff requirements are being examined by a Steering Committee set up to look at the transfer of part of the staff to Airport of Rodrigues Limited and the re-engineering to meet the future objectives of Civil Aviation of Rodrigues.
- 2.2.3 Pending the outcome of this exercise, we are maintaining the organisation structure of the Civil Aviation of Rodrigues.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>CIVIL AVIATION</i>
03 48 63	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Air Traffic Controller Grade I (Rodrigues) <i>formerly Air Traffic Controller Grade I</i>
03 34 56	Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 Assistant Air Traffic Controller (Rodrigues)
03 19 55	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Flight Data Officer

Salary Code	Salary Scale and Grade
22 39 58	Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Technician
07 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Airport Fire Officer
07 37 54	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200 Station Officer
07 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Sub-Officer
07 20 48	Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 15350 QB 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Firefighter
03 22 49	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Assistant Ground Supervisor (Rodrigues)
03 14 44	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Patrol Officer (Rodrigues) <i>formerly Patrolman</i>
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Electrician</i> <i>Motor Diesel Mechanic</i>
25 15 40	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250 Tradesman (Shift) <i>formerly Electrician (Shift)</i> <i>Fitter (Shift)</i>

Salary Code	Salary Scale and Grade
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Sanitary Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

2.3 Civil Status Division

- 2.3.1 The Civil Status Division in Rodrigues is responsible to provide timely delivery of all birth, marriage and death certificates and issue of National Identity Cards. The Chief Commissioner's Office ensures efficiency in service delivery of the Division.
- 2.3.2 There are two Civil Status Offices in Rodrigues. The Officer-in-Charge, Civil Status reports to the Departmental Head for general administration issues and to the Registrar of Civil Status, Mauritius on technical matters. He is supported in his tasks by one Senior Civil Status Officer, four Civil Status Officers and officers of the General Services cadre.
- 2.3.3 The present organisation structure is appropriate and is being maintained.

Allowance to open Civil Status Offices after office time

- 2.3.4 Officers of the Civil Status Officer cadre provide emergency service from 1200 to 1700 hours on Saturdays, Sundays and Public Holidays. They are paid an On-Call Allowance of Rs 180 per day, a travelling allowance of Rs 130 or appropriate mileage allowance at approved rates for official travelling on the distance travelled between residence and site of work each time they open office, inclusive of the collection from and the handing over of keys to the Police Station, and an allowance of Rs 210 for each registration of death including the issue of burial/cremation permit.
- 2.3.5 We are maintaining the arrangement and revising the quantum of allowances.

Recommendation 1

- 2.3.6 **We recommend that officers of the Civil Status Officer cadre providing emergency services from 1200 hours to 1700 hours on Saturdays, Sundays and Public Holidays be paid:**
- (a) **an On-Call Allowance of Rs 200 per day;**
 - (b) **a travelling allowance of Rs 140 or appropriate mileage allowance at approved rates for official travelling on distance travelled between residence and site of work each time they open office, inclusive of the collection from and the handing over of keys to the Police Station; and**
 - (c) **an allowance of Rs 230 for each registration of death including the issue of burial/cremation permit.**

Allowance for Registration of Religious Marriage to give Civil Effect.

- 2.3.7 At present, Civil Status Officers are paid an allowance of Rs 400 for each registration to give civil effect to a religious marriage, provided that such registration is done outside normal working hours.

Recommendation 2

- 2.3.8 We recommend that the allowance paid to Civil Status Officers for each registration to give civil effect to a religious marriage be revised to Rs 440, provided that such registration is done outside normal working hours.**

Registration of deaths for burial during cyclonic conditions Class III and IV

- 2.3.9** Presently, an officer of the Civil Status Officer cadre is on-call to register deaths requiring burial permit during cyclonic conditions Class III and IV and he is paid an On-Call Allowance of Rs 180 per day and an allowance of Rs 210 for each registration of death including the issue of burial permit. The Management of the Civil Status Division has to make arrangement with the Police Department for the conveyance of the officer on call from his place of residence to office and back.

Recommendation 3

- 2.3.10 We recommend that an officer of the Civil Status Officer cadre should be on call to register deaths requiring burial permit during cyclonic conditions Class III and IV and should be paid;**
- (a) an On-Call Allowance of Rs 200 per day; and**
 - (b) an allowance of Rs 230 for each registration of death including the issue of burial permit.**
- 2.3.11 We further recommend that Management of Civil Status Division should make arrangement with the Police Department for the conveyance of the officer on call from his place of residence to office and back to register deaths which require burial during cyclonic conditions Class III and IV.**

Loan Facilities to Civil Status Officers

- 2.3.12** Officers of the Civil Status Officer cadre are granted loan facilities for the purchase of a car on the same terms and conditions laid down as per relevant provisions at paragraph 18.2.49(c) of Volume I of the 2008 PRB Report and are paid the appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work on Saturdays, Sundays and Public Holidays after 1200 hours.

Recommendation 4

- 2.3.13 We recommend that officers of the Civil Status Officer cadre should continue to be granted loan facilities for the purchase of a car on the same terms and conditions as laid down as per relevant provisions at paragraph 18.2.46 of Volume 1 of the 2013 PRB Report and be paid the appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work on Saturdays, Sundays and Public Holidays after 1200 hours.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>CIVIL STATUS DIVISION</i>
18 47 59	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Officer-in-Charge, Civil Status
18 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Senior Civil Status Officer
18 16 46	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Civil Status Officer
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

2.4 Judicial (Administration)

- 2.4.1 The Judiciary at the RRA is entrusted with the administration of justice in the Island. The Court of Rodrigues is the only Court in Rodrigues, responsible for administration of justice in the island of Rodrigues.
- 2.4.2 It is vested with different jurisdictions at the District Court level, the Intermediate Court level and the Industrial Court level; and services the Medical Tribunal and the Board of Assessment. At the Supreme Court level, the Court of Rodrigues is empowered to deal with Chambers Cases, Matrimonial Cases and Civil Cases.
- 2.4.3 A District Magistrate or a Senior District Magistrate is posted on a tour of service from Mauritius to preside the Court of Rodrigues. In the performance of his duties, he is assisted by officers of the Court Officer cadre, a Court Usher and other ancillary staff. Other members of the Judiciary visit Rodrigues, as and when required.
- 2.4.4 The present structure of the Judiciary is appropriate and is being maintained.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>JUDICIAL (Administration)</i>
12 39 56	Rs 19500 x 750 – 28500 x 900 – 33000 Senior Court Officer
12 24 52	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Court Officer Court Usher
12 16 18	Rs 11250 x 250 – 11750 Trainee Court Officer
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker

Salary Code	Salary Scale and Grade
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

2.5 Legal Services

2.5.1 The Chief Commissioner's Office has proposed that a Legal Section be created on the establishment of the Rodrigues Regional Assembly which would be responsible to look after and advise on all legal matters of the Commissions of the RRA. The section would be manned by an Attorney-at-Law and a Legal Officer and the incumbents would be recruited either on a full time basis or on a part time basis or on a contract basis, depending upon the operational requirements. **We are recommending accordingly.**

Attorney (RRA) (New Grade)

Legal Officer (RRA) (New Grade)

Recommendation 1

2.5.2 **We recommend:**

- (i) **the creation of a grade of Attorney (RRA) on the establishment of the Rodrigues Regional Assembly. Appointment, thereto, should be made by selection from among candidates who are Attorney-at-Law with at least two years' standing or an equivalent qualification acceptable to the Public Service Commission;**
- (ii) **the creation of a grade of Legal Officer (RRA) on the establishment of the Rodrigues Regional Assembly. Appointment thereto, should be made by selection from among Barristers-at-law reckoning at least two years' post qualification experience in the legal field.**

However, keeping in view the difficulty to attract and retain the services of qualified full-time Attorneys and Legal Officers, we are equally providing the remuneration for officers to be employed on a part-time basis. Officers who would be employed on a part-time basis would be required to put in a minimum of 10 hours weekly.

Allowance to Attorneys

2.5.3 At present, Attorneys on the permanent and pensionable establishment of the Attorney-General's Office, the Office of the Director of Public Prosecutions and those of the Municipal Councils are entitled to an all-inclusive yearly allowance of Rs 20000 as an assistance to cover certain items of expenditure related to the exercise of the profession. We are providing this allowance on the same basis to the full-time Attorneys on the establishment of the Rodrigues Regional Assembly.

Recommendation 2

2.5.4 **We recommend that Attorneys employed on a full-time basis by the Rodrigues Regional Assembly be paid an all-inclusive yearly allowance of Rs 22000 as an assistance to cover certain items of expenditure related to the exercise of the profession.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<p style="text-align: center;"><i>LEGAL SERVICES</i></p> <p>Rs 24750 (All-inclusive Allowance) Attorney (RRA) (Part-Time) Legal Officer (RRA) (Part-Time)</p> <p>12 55 71 Rs 32100 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Attorney (RRA) (New Grade)</p> <p>12 54 71 Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 54600 Legal Officer (RRA) (New Grade)</p>

2.6 Meteorological Services

- 2.6.1 The main objectives of the Meteorological Services of Rodrigues are to provide daily climatological reports to Mauritius Meteorological Services, aeronautical observation to aviation sectors and weather forecast to its stakeholders including the fishermen and the farming community in Rodrigues.
- 2.6.2 There are two meteorological stations in Rodrigues, one at Pointe Canon and one at Plaine Corail. Rainfall stations are also scattered throughout the island.
- 2.6.3 A Principal Meteorological Technician is responsible for the day-to-day business and administration of the Rodrigues Meteorological Services. A Meteorological Observer's cadre comprising officers in the grades of Principal Meteorological Observer, Senior Meteorological Observer and Meteorological Observer provides technical support.
- 2.6.4 In this Report, we are maintaining the organisation structure.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>METEOROLOGICAL SERVICES</i>
19 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Principal Meteorological Technician
19 49 60	Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Principal Meteorological Observer
19 24 52	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Meteorological Technician
19 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Meteorological Observer
19 20 50	Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Meteorological Observer

Salary Code	Salary Scale and Grade
19 12 14	Rs 10250 x 250 – 10750 Trainee Meteorological Observer
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

2.7 Education (Administration)

- 2.7.1 The mission of the Education Division is to promote the highest standard in human resource development through learning, training, counseling, placement and to support capacity building in Rodrigues in line with the general government policy. The Division is responsible for the overall administration of education at pre-primary, primary and secondary levels, the implementation of policies pertaining to education, the admission and transfer of pupils and the provision of adequate infrastructure, equipment and furniture as well as for the setting up of tertiary facility in line with the policy of the Ministry of Tertiary Education, Science, Research and Technology.
- 2.7.2 The Division ensures that pre-primary school age going children are enrolled and are provided with proper school environment. In the primary education sector, it is responsible for improving learning outcomes; ensuring literacy and numeracy skills as from Standard III; implementation of special coaching scheme; upgrading of school environment; implementation of school feeding project and ensuring continuous staff development through various learning opportunities. On the secondary education level, it ensures that a maximum number of students complete secondary schooling up to Form VI.
- 2.7.3 The Division equally promotes access to technical, vocational and tertiary education.
- 2.7.4 The structure of the Education Division comprises a Head of Education (Primary) and officers in the grades of Secondary Inspector, Senior School Inspector, School Inspector, as well as officers of the Educator (Primary) cadre, among others. We are reinforcing the structure with a level of Director of Education.

Director of Education (RRA) (New Grade)

- 2.7.5 At present, the Head of Education (Primary) is responsible for the administration of the Division and is in charge of the pre-primary and primary education. With the introduction of a tertiary education sector in Rodrigues, there is need for a level to deal with education matters pertaining to secondary and tertiary levels. We are providing for a level of Director of Education (RRA).

Recommendation

- 2.7.6 **We recommend the creation of a grade of Director of Education (RRA). Appointment thereto should be made from among candidates possessing a Master's Degree in Education Management and reckoning at least 10 years' proven experience in the field of education.**
- 2.7.7 Incumbent would be required to, among others, provide support to the Departmental Head; prepare sectoral development plan and effectively

monitor its implementation; carry out research pertaining to specific areas of responsibilities in order to better advise on policy matters.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>EDUCATION</i> (Administration)
06 66 78	Rs 47100 x 1500 – 57600 x 1800 – 66600 Director of Education (RRA) (New Grade)
06 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Head of Education (Primary) Secondary School Inspector
06 57 68	Rs 34200 x 1200 – 36600 x 1500 – 50100 Senior School Inspector
06 53 65	Rs 30300 x 900 - 33000 x 1200 – 36600 x 1500 – 45600 School Inspector
02 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Administrative Officer
06 48 63	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)
06 46 61	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Head Master
06 43 58	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Deputy Head Master (possessing Certificate in Educational Management)

Salary Code	Salary Scale and Grade
06 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Mentor
06 41 56	Rs 21000 x 750 – 28500 x 900 – 33000 Deputy Head Master Health and Physical Education Instructor (Personal)
06 23 55	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Educator (Primary)
06 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Teacher/Senior Teacher (possessing Advanced Certificate in Education)
06 23 51	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Teacher/Senior Teacher
06 16 18	Rs 11250 x 250 – 11750 Trainee Educator (Primary)
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Senior School Clerk
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 School Clerk
08 32 55	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Clerk/Senior Confidential Clerk
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)

Salary Code	Salary Scale and Grade
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
24 16 37	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior/Head School Caretaker
04 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 ICT Support Officer
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Electrician</i>
21 08 31	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15700 Storekeeper (Rodrigues)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker School Caretaker
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman

Salary Code	Salary Scale and Grade
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Sanitary Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

2.8 Arts and Culture

- 2.8.1 The objectives of the Arts and Culture Division are to promote harmony, stability, solidarity and patriotism among the Rodriguan population through programmes and activities of inter-cultural dialogues. The Division promotes the conservation and management of the social cultural heritage of the island and is responsible for safeguarding, preserving and promoting declared historical sites.
- 2.8.2 The present structure of the Arts and Culture Division at the RRA comprising, among others, grade of Arts Officer and officers of the Culture Officer cadre, is appropriate and is maintained.

Time-Off

- 2.8.3 It is submitted that Arts Officers and officers of the Culture Officer cadre are often required to work outside normal working hours and need to be compensated for the extra hours put in.

Recommendation 1

- 2.8.4 We recommend that Arts Officers and officers of the Culture Officer cadre, who are required to regularly work outside normal working hours to cope with the demand of their job, should as soon as it is practicably possible be granted equivalent time off on a monthly basis. However, where it is not possible for management to grant time off, upon application, within a period of six consecutive months, the officers should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours per month.**

Arts Officer

- 2.8.5 Incumbents in the grade of Arts Officer possessing a Diploma in one of the areas of Arts (Music, Dance, Dramatic Arts, Cinema) would be allowed to proceed beyond the Qualification Bar inserted in the salary scale. We recommend accordingly.**

Height Allowance

- 2.8.6 At present, Technicians (Light/Sound) at the Ministry of Arts and Culture who are required to climb scaffolding at a height ranging from 20 to 30 feet for rigging and focusing projectors in the course of their work, are paid a non-pensionable height allowance at 80% of the normal hourly rate for each hour of such work.
- 2.8.7 The Chief Commissioner's Office has requested that the height allowance be extended to the Electrician/Public Address Operator and Technician (Light and Sound) posted at Cultural and Leisure Centres who are required to climb scaffolding at a height ranging from 20 to 30 feet for rigging and focusing

projectors in the course of their work and on account of the risk involved. We are recommending accordingly.

Recommendation 2

2.8.8 We recommend that Electrician/Public Address Operator and Technician (Light and Sound) be paid a non-pensionable height allowance whenever they are required to climb above 20 feet. The computation of the allowance should be at 80% of the normal hourly rate for each hour of such work.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>ARTS AND CULTURE</i>
05 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Culture Officer
05 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Culture Officer
05 16 18	Rs 11250 x 250 – 11750 Trainee Arts Officer (Rodrigues)
05 22 55	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 QB 29400 x 900 - 32100 Arts Officer (Rodrigues)
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator

Salary Code	Salary Scale and Grade
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
10 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Operator Video Unit (Personal)
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
05 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Library Clerk (Rodrigues)
<i>CULTURAL AND LEISURE CENTRES</i>	
22 21 51	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Technician (Light and Sound)

2.9 State Lands and Town and Country Planning Unit

- 2.9.1 The State Lands and Town and Country Planning Unit is under the Chief Commissioner's Office. It is responsible for the management of the state lands, cadastral activities and town and country planning in Rodrigues. Its objectives are to ensure the efficient and effective land management and planning while taking into consideration the harmonious integration of environmental, social and economic dimensions of development.
- 2.9.2 The activities devolving upon this Unit are, namely to carry out surveys and grant of leases; process applications for the transfer and extension of leases, pledging of rights on leases; enforce the State Land Act; prepare planning guidelines and regulations and enforce planning regulations; and compile and manage data concerning land use.
- 2.9.3 In order to achieve its objectives, the Unit ensures that projects are in line with defined strategies; provides accurate information on state lands; aligns and revises rental of land in accordance with market rates; regulates all eligible occupiers of state lands; and responds to the land requirements of all Commissions for timely implementation of public projects.
- 2.9.4 The Unit is under the responsibility of the Principal Surveyor who is supported by officers in the grades of Senior Surveyor, Surveyor, Senior Cartographer, Cartographer, Survey Technician, among others.

Allowance for the Principal Surveyor

- 2.9.5 The Principal Surveyor from the Ministry of Housing and Lands is presently paid a monthly allowance of Rs 1000 for acting as the Officer-in-Charge of the State Lands and Town and Country Planning Unit in Rodrigues and also for performing additional duties. We are maintaining the present arrangement and revising the allowance.

Recommendation

- 2.9.6 **We recommend that the Principal Surveyor acting as the Officer-in-Charge of Rodrigues be paid a monthly allowance of Rs 1100.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>STATE LANDS AND TOWN AND COUNTRY PLANNING UNIT</i>
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Principal Surveyor
26 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Senior Surveyor
26 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Surveyor
26 16 19	Rs 11250 x 250 – 12000 Trainee Surveyor
26 29 60	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Cartographer/Senior Cartographer <i>formerly Cartographer</i> <i>Senior Cartographer</i>
26 16 18	Rs 11250 x 250 – 11750 Trainee Cartographer
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Survey Technician
24 26 43	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Head Survey Field Worker
24 07 36	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Survey Field Worker/Senior Survey Field Worker
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)

Salary Code	Salary Scale and Grade
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
04 12 42	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Plan Printing Operator
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

Salary Code	Salary Scale and Grade
	<i>PLANNING UNIT</i>
26 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Town and Country Planning Officer
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Development Control Officer
26 41 43	Rs 21000 x 750 – 22500 Cadet Planner
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Planning Assistant

2.10 Fire Services

- 2.10.1 The Fire Services ensures the safety of the population through fire prevention, protection and prompt firefighting and rescue services. It aims at providing a prompt response to fire, rescue, oil spillage, floods and other emergency operations for the safety of the community and prevention of damage to property.
- 2.10.2 The department is headed by an Officer-in-Charge, Fire Services and comprises a six-level hierarchy, which is appropriate.
- 2.10.3 Both Unions and Management have made representations for the payment of allowances recommended for officers in the Firefighter cadre in the Government Fire Services in Mauritius, to employees of the Fire Services of RRA. For this review exercise, we are therefore making a few provisions in line with what obtains in the Government Fire Services.

Risk Allowance

Recommendation 1

- 2.10.4 **We recommend the payment of a monthly Risk Allowance equivalent to 1½ increments at the initial of their respective salary scale, subject to a maximum of Rs 700 to Firefighters, Sub-Officers and Station Officers, performing operations duties.**

Bank of Fire Officers Scheme

formerly Bank of Firefighters

Recommendation 2

- 2.10.5 **We recommend that Firefighters, Sub-Officers and Station Officers who are off duty or on leave and forming part of the “Bank of Fire Officers Scheme” formerly “Bank of Firefighters”, be called upon to attend duty to palliate any shortage of staff and to perform duties on private premises in connection with fire prevention.**
- 2.10.6 **We also recommend that the allowance payable to each officer of the “Bank of Fire Officers Scheme” should be revised to Rs 450 for up to three hours work and on a pro-rata basis for all hours of work put in beyond the specified number of hours.**

Night Duty Allowance

Recommendation 3

- 2.10.7 **We recommend that a monthly Night Duty Allowance should be paid to officers of the Firefighter cadre who effectively perform night shift, equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours including a maximum of two hours lying-in period.**

Maintenance and Repair Allowance**Recommendation 4**

2.10.8 We recommend that officers of the Firefighter cadre who perform maintenance and repair duties in respect of radio telephone equipment and breathing apparatus should be paid a monthly allowance of Rs 330.

Allowance to drive Heavy Specialised Vehicles**Recommendation 5**

2.10.9 We recommend that officers possessing the heavy vehicle driver's licence and who are designated to drive heavy specialised vehicles, should be paid a monthly allowance equivalent to one increment at the initial of their respective salary scales.

Rent Allowance**Recommendation 6**

2.10.10 We recommend that the monthly Rent Allowance payable to eligible officers, not occupying government quarters, should be revised as hereunder:

Grade	Amount (Rs)
Firefighter	735
Sub-Officer	790
Station Officer	815
Senior Station Officer	915
Divisional Officer	1010
Officer-in -Charge, Fire Services	1095
Airport Fire Officer (Civil Aviation Department)	1010

Time-Off**Recommendation 7**

2.10.11 We recommend that officers of the Firefighter cadre who are on leave or off duty and who are recalled for duty to cope with emergencies should be granted, subject to the exigencies of the service, equivalent time-off for the extra hours put in.

Medical Examination**Recommendation 8**

2.10.12 We recommend that:

- (i) management should make the necessary arrangements for all officers of the Firefighter cadre to undergo a complete medical check-up once every two years in view of ensuring their fitness for the job; and
- (ii) an officer who elects to work beyond the age of 60 should be required to undergo a yearly medical examination on reaching this age, to certify his fitness for continued employment.

Early Retirement Scheme**Recommendation 9**

2.10.13 We recommend that officers of the Firefighter cadre appointed as from 1 July 2008 should:

- (a) be allowed to retire on a proportionate pension after completing $28\frac{3}{4}$ years of service; and
- (b) be eligible to earn pension at an enhanced rate of $\frac{1}{414}^{\text{th}}$ of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing $34\frac{1}{2}$ years of service.

2.10.14 We also recommend that officers of the Firefighter cadre who are in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
07 56 65	<i>FIRE SERVICES</i> Rs 33000 x 1200 – 36600 x 1500 – 45600 Officer-in-Charge, Fire Services
07 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Divisional Officer

Salary Code	Salary Scale and Grade
07 43 57	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Senior Station Officer
07 37 54	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200 Station Officer
07 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Sub Officer
07 20 48	Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 15350 QB 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Firefighter
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
21 08 31	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15700 Storekeeper (Rodrigues)
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

2.11 Prisons and Reforms Institutions (Administration)

- 2.11.1 The Prisons and Reforms Institutions (Administration) Division manages prisons in accordance with existing Prisons Regulations and provides probation and rehabilitation services. It is responsible for protecting the public by keeping detainees in safe custody whilst exercising a duty of care.
- 2.11.2 The Prisons Service aims at improving the prison standard for better custody and security of detainees with the view to rehabilitating them through educational and vocational training and rehabilitation programmes. At present the Prisons population consists of about 27 male detainees and one female detainee.
- 2.11.3 The Rodriguan Prisons Service is headed by an Assistant Superintendent of Prisons, who is supported by officers in the grades of Prisons Officer/Senior Prisons Officer (both male and female), Prisons Officer Grade 1 (Personal) and Principal Prisons Officer and General Services staff.
- 2.11.4 During consultations, Management has submitted that there is need for a grade of Superintendent of Prisons/Senior Superintendent of Prisons where incumbent would be responsible for the observance of all rules and regulations and orders and to supervise over security, custody and discipline at the Rodrigues' Prison.
- 2.11.5 The Bureau has been apprised by the Commissioner of Prisons that owing to the specificity of Rodrigues, the existing arrangement of having an Assistant Superintendent of Prisons at the head of the Prison Services is appropriate. We are, therefore, maintaining the present structure and making a few recommendations as applicable in the Mauritius Prisons Service.

Risk Allowance

Recommendation 1

- 2.11.6 **We recommend that a monthly Risk Allowance should be paid to staff of the Prisons Service performing operations duties, up to Assistant Superintendent of Prisons, equivalent to 1½ increments at the initial of their respective salary scales, subject to a maximum of Rs 700.**

Bank of Prisons Officers Scheme

Recommendation 2

- 2.11.7 **We recommend that officers of the Bank of Prisons Officers Scheme who are called upon to attend duty in emergency cases, be paid an allowance of Rs 450 for the first three hours of work and on a pro-rata basis for additional hours of work put in.**

Attending duty during emergencies**Recommendation 3**

2.11.8 We recommend that Prisons Officers, below the rank of Assistant Superintendent of Prisons, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, should continue to be paid, by way of allowance, at the normal hourly rate, for such period of duty, if they cannot be granted time off within a period of six months.

Special Allowance to Prisons Security Squad**Recommendation 4**

2.11.9 We recommend that the monthly Special Allowance paid to officers of the Prisons Security Squad be revised to Rs 1265.

Night Duty Allowance**Recommendation 5**

2.11.10 We recommend that a monthly Night Duty Allowance should be paid to officers of the Prisons Officer cadre who effectively perform night shift, equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours and 0500 hours, including a maximum of two hours lying-in period.

Night Attendance Bonus**Recommendation 6**

2.11.11 We recommend that the payment of the monthly Night Attendance Bonus to Prisons Staff up to Principal Prisons Officer, who attend duty on all scheduled nights during the month should be as follows:

Grades	Amount (Rs)
Principal Prisons Officer reckoning	
Up to 10 years' service	660
Over 10 years' service	790
Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer reckoning:	
(i) an aggregate of up to 10 years' service as Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer;	520
(ii) an aggregate of over 10 years' service as Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer.	660

Rent Allowance**Recommendation 7**

2.11.12 We recommend that eligible officers of the Prisons Service who perform operations duties and do not occupy Government quarters should be paid a monthly Rent Allowance as follows:

Grade	Amount (Rs)
Assistant Superintendent of Prisons	1180
Principal Prisons Officer	1010
Prisons Officer Grade 1 (Personal)	815
Female Prisons Officer/Senior Female Prisons Officer	815
Prisons Officer/Senior Prisons Officer	815

Injury Leave**Recommendation 8**

2.11.13 We recommend that an officer of the Prisons Officer Cadre who sustains injury, as a result of assault, on his way to attend duty or when returning home after leaving his site of work, should also be considered for Injury Leave as per provisions laid down at Chapter 18.4 in Volume 1 of this Report, provided the incident has occurred within two hours from the time duty starts or finishes.

Medical Examination**Recommendation 9**

2.11.14 We recommend that:

- (i) Management should make the necessary arrangements for all officers of the Prisons Officer cadre to undergo a complete medical examination once every two years to ensure their fitness for the job; and**
- (ii) An officer who elects to work beyond the age of 60 should be required to undergo a yearly medical examination on reaching this age, to certify his fitness for continued employment.**

Early Retirement Scheme**Recommendation 10**

2.11.15 We recommend that officers of the Prisons Officer cadre appointed as from 1 July 2008 should:

- (a) be allowed to retire on a proportionate pension after completing 28¾ years of service; and**

- (b) be eligible to earn pension at an enhanced rate of 1/414th of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service.

2.11.16 We also recommend that officers of the Prisons Officer cadre, in post as at 30 June 2008, should continue to benefit from the early retirement scheme applicable as at that date.

Probation Service

2.11.17 The Probation Service is headed by an Officer-in-Charge, Probation Service who is assisted by officers in the grades of Senior Probation Officer and Probation Officer.

2.11.18 The Probation Service works in collaboration with the Court, the Commission for Social Security and Family Welfare to, *inter alia*, counsel and provide support to members of the family in case of conflicts; assist the Court in passing sentences and sensitizing people on ways and means of preventing and reducing criminality; supervise offenders placed on probation and those benefitting from Community Service Orders; and implement the Probation of Offenders Act.

2.11.19 The present structure of the Probation Service is appropriate.

Probation Officer

2.11.20 A Qualification Bar (QB) has been inserted in the salary scale of the grade of Probation Officer. **Incumbent should possess a Diploma in Social Work or an equivalent qualification to proceed incrementally beyond the Qualification Bar in the salary scale recommended for the grade.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
17 47 60	<i>PRISONS AND REFORM INSTITUTIONS</i> (Administration) Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Assistant Superintendent of Prisons
17 40 54	Rs 20250 x 750 – 28500 x 900 – 31200 Principal Prisons Officer

Salary Code	Salary Scale and Grade
17 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Prisons Officer Grade I (Personal)
17 20 51	Rs 12250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Female Prisons Officer/Senior Female Prisons Officer Prisons Officer/Senior Prisons Officer
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Prisons Attendant (Roster)
23 46 60	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Officer-in-Charge, Probation Service
23 41 57	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Senior Probation Officer
23 24 55	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200 QB 32100 Probation Officer
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

2.12 Cooperatives

- 2.12.1 The Cooperatives Division in Rodrigues has the statutory role to ensure that the Cooperative Societies/Federations operate within the cooperative legal/regulatory framework of the Cooperative Act 2005. It acts as a facilitator in the consolidation, promotion and development of the Cooperative movement. Its main functions include registration, auditing, supervision, inspection and monitoring of Cooperative Societies; providing training to cooperative entrepreneurs; assisting cooperative societies in professionalising their activities to attain financial and functional autonomy and the settlement of disputes through Arbitration and Liquidation.
- 2.12.2 The Division is headed by an Officer-in-Charge, Cooperatives and supported by an Assistant Officer-in-Charge, Cooperatives and staff of the Cooperative Officer cadre and General Services.
- 2.12.3 The present arrangement is appropriate.

Cooperative Officer

- 2.12.4 A Qualification Bar (QB) has been inserted in the salary scale of the grade. Cooperative Officers possessing the Diploma in Cooperatives or the Diploma in Development Studies or who have successfully completed all papers of Fundamentals (Skills) formerly Part II of the ACCA Examination or an equivalent qualification should be allowed to proceed beyond the QB.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>COOPERATIVES</i>
18 52 63	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Officer-in-Charge, Cooperatives
18 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Assistant Officer-in-Charge, Cooperatives
18 43 58	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Cooperative Officer

Salary Code	Salary Scale and Grade
18 23 55	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 29400 QB 30300 x 900 – 32100 Cooperative Officer
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker

2.13 Agriculture, Food Production, Plant and Animal Quarantine

- 2.13.1 The mission of the Agricultural Services is to manage state land efficiently; strengthen and modernise the agricultural and agri-business sectors; achieve self-sufficiency in food production and security; protect and conserve wild life and forest bio-diversity and ensure sustainable use of natural resources.
- 2.13.2 The Agricultural Services cater for animal production, crop production and honey culture. The main services provided are, *inter alia*, production and sales of improved animal breed to local farmers; production and sales of livestock feed; sales of fruit trees and seeds; production and sales of queen bees; and provision of honey extractor and other related equipment to beekeepers.
- 2.13.3 The agricultural sector aims at becoming the third pillar of the local economy behind tourism and fishing, while at the same time providing the short term solution to alleviate poverty.
- 2.13.4 The Agricultural Sector in Rodrigues is headed by an Officer-in-Charge, Agriculture on the technical side supported by officers in the professional and technical grades. A number of employees in the Workmen's Group provide support services. We are maintaining the present set up and revising the different allowances.

Field Assistant

- 2.13.5 At present, Field Assistants who have drawn their top salary for a year are allowed to proceed in the scale of Senior Field Assistant (Personal), provided they have been efficient and effective and have not been adversely reported upon. We are maintaining this arrangement.

Recommendation 1

- 2.13.6 **We recommend that Field Assistants who have drawn their top salary for a year should be allowed to proceed incrementally in the scale of Senior Field Assistant (Personal) i.e. Rs 17400 x 450 - 8300 x 600 -19500 x 750 - 28500 provided they have been efficient and effective and have not been adversely reported upon.**

General Worker posted at Port and Airport

- 2.13.7 Presently, Technical Officers and Senior Technical Officers are posted at the port and airport to cover arrival and departure of ships and planes for the purpose of control of plants and derivatives of animal products which may be a threat to the Rodriguan fauna and flora. The officers posted at the port and airport need manual support in the disposal of plants and animal products that are seized.

Recommendation 2

2.13.8 We recommend that a General Worker be posted at the Port and Airport, as and when required, to provide assistance to the Technical Officers and Senior Technical Officers.

Variable Hours of Work

2.13.9 Officers in the grades of Technical Officer, Field Assistant, Senior Technical Assistant, Agricultural Assistant and Agricultural Trainee performing extension duties are regularly required to work outside normal working hours to deliver talks and perform demonstrations to farmers. In the 2003 PRB Report, we introduced the concept of variable hours of work for officers working in the Extension Unit of the Agricultural Services. We are maintaining this provision.

Recommendation 3

2.13.10 We again recommend that Management should introduce variable hours of work as deemed expedient, for officers working in the Extension Unit of the Agricultural Services in accordance with the recommendations made in the relevant chapter of Volume 1 of this Report.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>AGRICULTURE</i>
19 69 81	Rs 51600 x 1500 – 57600 x 1800 – 68400 x 2400 – 73200 Officer-in-Charge, Agriculture
19 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Veterinary Officer
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Scientific Officer (Agronomy) (Rodrigues) Scientific Officer (Animal Husbandry) (Rodrigues)
19 56 67	Rs 33000 x 1200 – 36600 x 1500 – 48600 Agricultural Superintendent
19 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Technical Officer (Agriculture)

Salary Code	Salary Scale and Grade
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Apicultural Officer Technical Officer (Agriculture)
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 38100 Senior Executive Officer (Rodrigues)
08 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Higher Executive Officer (Rodrigues)
26 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Draughtsman
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 32 55	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Clerk/Senior Confidential Clerk
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Senior Technical Assistant

Salary Code	Salary Scale and Grade
19 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Technical Assistant
19 12 42	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Agricultural Assistant (Personal)
19 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Veterinary Pathological Laboratory Assistant
19 17 43	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Field Assistant (Rodrigues)
19 12 14	Rs 10250 x 250 – 10750 Agricultural Trainee
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Foreman
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Gangman
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Heavy Vehicle above 5 tons)
24 14 39	Rs 10750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Agricultural Implement Operator
24 19 38	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Senior Stockman (Shift)

Salary Code	Salary Scale and Grade
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Carpenter</i> <i>Mason</i> <i>Panel Beater</i>
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman Senior Stockman
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Stockman (Shift)
24 25 37	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 Head Gardener/Nurseryman
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman Insecticide Sprayerman Office Caretaker
21 08 31	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15700 Storekeeper (Rodrigues)
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stone Breaker Stores Attendant

Salary Code	Salary Scale and Grade
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant <i>formerly Tradesman's Assistant (Carpenter)</i> <i>Tradesman's Assistant (Mason)</i>
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

2.14 Registration

- 2.14.1 The main functions of the Registration Unit are, among others, to register information regarding land ownership and obligations and to safeguard the interest of creditors and debtors and of parties in sales and leases of immovable properties; registration of particulars of deeds and documents presented by members of the legal, professional and the public including the transfer of vehicles; follow up action after reassessment of values of immovable properties by the Chief Government Valuer, including representation before the Tax Appeal Tribunal; and collection of annual tax payable by campement site owners and campement owners.
- 2.14.2 The Unit is presently manned by a complement of staff comprising the Principal Registration Officer, Senior Registration Officer, Registration Officer and staff of the general services.
- 2.14.3 We are merging the grades of Registration Officer and Senior Registration Officer and maintaining the present structure.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>REGISTRATION</i>
18 47 59	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Principal Registration Officer
18 19 53	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Registration Officer/Senior Registration Officer <i>formerly Registration Officer</i> <i>Senior Registration Officer</i>
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker

3. DEPUTY CHIEF COMMISSIONER'S OFFICE

- 3.0.1 The Deputy Chief Commissioner's Office is responsible for the areas of Women's Affairs, Family Welfare, Child Development, Handicraft, Vocational Training, Information & Communication Technologies and Industrial Development.
- 3.0.2 Its objectives are therefore, to:
- (i) promote gender mainstreaming and empowerment by adopting appropriate policies and programme;
 - (ii) improve the local business climate and facilitate the implementation of new business;
 - (iii) develop and nurture an entrepreneurial culture among local artisans; and
 - (iv) develop the sector.

3.1 Gender, Family Welfare and Child Development

- 3.1.1 The mission of this Division is to promote gender mainstreaming and empowerment by adopting appropriate policies and programmes.
- 3.1.2 Its main objectives are, among others, to formulate policies and programmes to promote gender equality, family welfare, economic empowerment of women and protection of children from abuse; provide inclusive education through greater parental involvement and social responsibility; combat domestic violence; empower women socially; organize parental empowerment programmes; provide shelter for victims of abuse; conduct sensitization campaigns on the Convention of the Rights of the child; and develop and nurture an entrepreneurial culture among local artisans.
- 3.1.3 The Family protection Unit provides adequate support to the family for the promotion of values, traditions and unity in the family by attending to problems facing any member of the family, investigating and following referred cases, providing counselling service and conducting sensitization programmes on the responsibilities of members of the family.
- 3.1.4 The Child Development Unit, on the other hand, ensures that the rights of children are respected by their parents as well as by society and protects children against any form of abuse and ill treatment.
- 3.1.5 The activities in the Women's Unit of this Division are geared towards the empowerment of women and enhancement of their status.
- 3.1.6 In order to reflect the role of this Unit in the promotion of gender equality, it is deemed appropriate to change the appellation of "Women's Unit" to a more appropriate one. We are recommending accordingly.

Recommendation 1

- 3.1.7 We recommend that the appellation of "Women's Unit" of the Women's Affairs, Family Welfare and Child Development be changed to "Gender Unit".**

Recommendation 2

- 3.1.8 We further recommend that the appellation of Women's Affairs, Family Welfare and Child Development be changed to Gender, Family Welfare and Child Development.**

Officer-in-Charge, Gender, Family Welfare and Child Development (New Grade)

- 3.1.9 Management has submitted that there is need for a grade to impart professional guidance; monitor and coordinate the work of different units of this Division; and oversee the implementation of gender related policies and strategies. We are making appropriate provision to this effect.

Recommendation 3

- 3.1.10 We recommend the creation of a grade of Officer-in-Charge, Gender, Family Welfare and Child Development. Appointment thereto should be made by selection from among officers in the grade of Family Welfare and Protection Officer possessing a post 'A' Level Degree in Economics/Social Work/Sociology/Psychology/Social Policy/Social Studies or an equivalent qualification.**
- 3.1.11 Incumbent would be required, among others, to be responsible for the sound management of the Gender, Family Welfare and Child Development Unit; advise on the formulation of policies on projects and programmes aiming at promoting the advancement and enhancing the women's and families contribution to development, for Women, Family Welfare and Protection of the Child; be responsible for training related to the advancement of women, gender analysis and gender planning; work in close collaboration with Commissions, Parastatal Bodies, Non-Governmental Organisations and International organisations working for the welfare of children; advise on the framing of appropriate legislations relating to women's rights and welfare; and ensure follow-up of cases of women in distress, domestic violence, placement of women in shelters, child abuse, placement of children in shelters and in the foster care system.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>GENDER, FAMILY WELFARE AND CHILD DEVELOPMENT</i>
02 00 87	Rs 90000 Departmental Head
08 47 60	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Senior Executive Officer (Rodrigues)
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
23 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Officer-in-Charge, Gender, Family Welfare and Child Development (New Grade)

Salary Code	Salary Scale and Grade
23 27 55	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Family Welfare and Protection Officer
23 23 52	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Organising Officer, Women's Centre
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
23 19 47	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 25500 Matron
24 07 27	Rs 9000 x 250 – 12500 x 300 – 14300 Shelter Care Attendant (Shift)
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

3.2 Vocational Training and Training Unit

- 3.2.1. Training is a process that modifies behaviour and skills to achieve desired results and improve performance at work. It is instrumental for the development of the individuals to meet current and future challenges posed by the rapidly changing technological environment.
- 3.2.2. The core functions of the Vocational and Training Unit are, among others to: advise on the formulation of Human Resource Development policies and strategies; implement training and capacity building activities for the different segments of the Rodriguan population; advise on training programmes and career path; commission research and studies in the field of Human Resource Development; design and develop training and development programmes; offer career guidance services; facilitate the lifelong learning process; facilitate access to post secondary and tertiary institutions; establish linkages between the education, training systems and the work place; identify training and development needs of the Rodriguan population; develop and update a database on Rodriguan graduates; and initiate and monitor capacity building projects (Internet and Computing Core Certification (IC3) course, literacy and numeracy programme, etc.)
- 3.2.3. The targeted beneficiaries and customers are namely: Public Officers, Private Sector Personnel, Members of the NGO's and associations, Entrepreneurs, Students, Job Seekers, and Out of school youth.
- 3.2.4. Vocational training plays a vital role in forming multi-skilled employees and therefore organisations need to identify the appropriate skills which have to be part of their forward-looking strategy that would reduce skills gaps and enable the best fit between jobs and skills.
- 3.2.5. In the light of the above, we are making recommendations to boost up the development of vocational training.

Recommendation

3.2.6 We recommend that:

- (i) a training strategy should be developed with emphasis on the changing skills needed. Appropriate curricula have to be devised where emphasis should be more on customized vocational training.**
- (ii) as far as possible, effort should be made to mount training programmes for public officers including employees in the Workmen's Class to adapt with technological developments evolving in the service.**

3.3 Information and Communication Technology Department

- 3.3.1 The IT Department operates under the Deputy Chief Commissioner's Office and aims at developing a proper framework for the Information and Communication Technology (ICT) Sector and satisfying its internal and external customers through an efficient, responsive and timely service delivery through IT usage. It is also responsible for the development and implementation of the ICT policies, procurement and maintenance of all IT equipment, development of new systems/software, management of projects and websites and promotion of the ICT sector as a whole in Rodrigues.
- 3.3.2 The use of ICT in Rodrigues is increasing gradually. Government has signified its intention to develop the ICT Sector in Rodrigues and boost e-government along with the on-going development of ICT in Mauritius. There are plans for the laying of a submarine fibre optic cable which would link the island to Mauritius and the RRA will be provided with fast and reliable bandwidth whilst being connected to the rest of the world.
- 3.3.3 At present, the few existing government websites are designed and maintained by staff of the Central Information Systems Division of the Ministry of Information and Communication Technology and hosted by the National Computer Board. The Rodrigues Regional Assembly (RRA) is faced with certain constraints related to IT infrastructure and qualified personnel.
- 3.3.4 Management has submitted that there has been a rise in the provision of IT equipment with a view to embracing more information technologies. The RRA is envisaging to increase the use of ICT to attain higher levels of efficiency and effectiveness and move more and more towards online delivery of services. On these accounts, there is need to redesign the organisational set up of the ICT sector in Rodrigues.
- 3.3.5 At present, the IT Department comprises the grades of Head, Information and Communication Technology, which is vacant, Systems Analyst, Computer Support Officer and Data Entry Officer, the latter grade being equally vacant. With the consent of Management and in line with our policy for multifunctional and polyvalent grades, we are reviewing the structure and the qualification requirements and restyling grades so as to better reflect the duties to be performed.

ICT Manager, formerly Head, Information and Communication Technology

- 3.3.6 At present, recruitment to the grade of Head, Information and Communication Technology is made by selection from candidates holding a Degree in Computer Science or Computer Engineering or Information Systems or Information Technology and reckoning at least four years' experience in systems analysis, database design, operation of multiuser systems and systems administration. Incumbent is responsible for the running and

maintenance of all IT infrastructure of the RRA, the development of new systems/software and overall promotion of the ICT Sector in Rodrigues.

- 3.3.7 In view of development in the IT Sector and e-Government initiatives undertaken by the various Commissions, the Bureau considers that additional higher responsibilities should be assigned to the grade of Head, Information and Communication Technology and the appellation be reviewed as well as its qualifications' requirements.

Recommendation 1

- 3.3.8 **We recommend that the grade of Head, Information and Communication Technology be restyled ICT Manager and be filled by selection from among candidates possessing a Degree in Computer Science or Computer Engineering or Information Systems or Information Technology or any degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology and reckoning at least four years' post qualification experience in the field of IT, including two years' involvement in managing IT projects.**

- 3.3.9 Incumbent would be required, in addition to existing duties and formulation of policies to, *inter alia*, advise on IT matters; provide guidance and consultancy on the choice of appropriate IT solutions; conceive, develop and implement projects; identify IT training needs; and coordinate training activities. **This element has been taken into consideration when arriving at the recommended salary.**

Assistant Systems Analyst/Senior Assistant Systems Analyst (New Grade)

- 3.3.10 The Bureau considers that there should be a sub-professional grade to provide technical support to the Systems Analyst, so as to enable the latter to focus more on the design, development and implementation of projects. We are recommending accordingly.

Recommendation 2

- 3.3.11 **We recommend the creation of a grade of Assistant Systems Analyst/Senior Assistant Systems Analyst. Appointment thereto should be made by selection from among candidates possessing a Diploma in Computer Science or Software Engineering or an equivalent qualification from a recognised institution.**

- 3.3.12 Incumbents would be required to assist the Systems Analyst in, *inter alia*, preparing specific and non-specific requirements for ICT projects; setting up and configuring systems; performing network, system and database administration; providing first level technical support on computer hardware and software; training end-users on existing applications; and evaluating system specifications for business requirements.

Recommendation 3

3.3.13 We recommend that Assistant Systems Analyst/Senior Assistant Systems Analysts who possess a Degree in Computer Science or an equivalent qualification and who have reached the top of their salary scale, should be allowed to move incrementally in the master salary scale up to salary point Rs 47100, provided they have:

- (i) drawn the top salary for a year; and**
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

Data Entry Officer

3.3.14 The Bureau has been apprised that, in general, data entry duties are being phased out. In the Civil Service, such duties have been taken over by officers operating at clerical officer's level in each Ministry/Department. We consider that the same arrangements should exist in the RRA, the more so the grade of Data Entry Officer is vacant. We are recommending accordingly.

Recommendation 4

3.3.15 We recommend that the duties devolving on officers of the grade of Data Entry Officer be henceforth performed by officers of the General Services.

3.3.16 We further recommend that the grade of Data Entry Officer be made evanescent.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
04 61 75	<i>INFORMATION AND COMMUNICATION TECHNOLOGY</i> Rs 39600 x 1500 – 57600 x 1800 – 61200 ICT Manager <i>formerly Head, Information and Communication Technology</i>
04 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Systems Analyst
04 33 64	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Assistant Systems Analyst/Senior Assistant Systems Analyst (New Grade)

Salary Code	Salary Scale and Grade
04 19 49	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Computer Support Officer (Roster)
04 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Data Entry Officer (Personal)

3.4 Industrial Development Division

- 3.4.1 The Industrial Development Division has as mission to promote the development of Small and Medium Enterprises in order to make Rodrigues more self sufficient and to raise the standard of living of its inhabitants.
- 3.4.2 The major services provided by the Division include: provision of advice and support to the business community; training of entrepreneurs in SME's and upgrading of their product and market information and acting as a single interface with all the investors.
- 3.4.3 At present, the Division is staffed by two Compliance Officers posted on a tour of service from Mauritius and a newly recruited Industrial Analyst.
- 3.4.4 This arrangement which is working well is being maintained.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>INDUSTRIAL DEVELOPMENT DIVISION</i>
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst (Industry) <i>formerly Industrial Analyst</i>
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator

3.5 Human Resource Development Centre *formerly Human Resource Centre*

- 3.5.1 The Human Resource Development Centre (HRDC), *formerly Human Resource Centre*, provides training to the different segments of the Rodriguan population as well as career guidance services to students and trainees. In collaboration with recognised institutions in Mauritius, it organises part-time courses at Diploma, Graduate and Post-Graduate level in Rodrigues. It also mounts and provides specialised training programmes in collaboration with the Ministry of Civil Service and Administrative Reforms.
- 3.5.2 Its objectives are, among others, to: promote Human Resource Development; stimulate a culture of training and lifelong learning and provide information; advice and guidance to students and trainees.
- 3.5.3 The HRDC is managed by a Head who is assisted by a Coordinator and a Library Officer. Grades of the General Services, Binder cadre and Worksmen group also form part of the staffing complement.
- 3.5.4 In the context of this review, representations have been received for the creation of new grades, restyling of existing ones, upgrading of salaries, and provision of duty free facilities amongst others. The Bureau has gone carefully through each submission and is maintaining the present structure which is appropriate. However, some appellations are being changed and duty free facilities extended to certain grades.

Duty free facilities for the grade of Coordinator, Human Resource Development Centre

- 3.5.5 It has been submitted that by the very nature of his duties, the Coordinator, Human Resource Development Centre is required to carry out regular meetings outside the office with training institutions, secondary schools and other stakeholders. Additionally, he has to conduct or direct research in the field of training such as tracer studies etc. A case has, therefore, been made to extend the 70% duty free facilities to the grade.

Recommendation

- 3.5.6 **We recommend that officers in the grade of Coordinator, Human Resource Development Centre formerly Coordinator, Human Resource Centre drawing a monthly salary of at least Rs 35400 should be eligible to loan and duty free facilities on terms and conditions as per relevant provisions at paragraphs 18.2.23 and 18.2.46 of Volume 1 of this Report.**
- 3.5.7 **The above recommendation should equally apply for the grade of Head, Human Resource Development Centre *formerly Head, Human Resource Centre*.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>HUMAN RESOURCE DEVELOPMENT CENTRE</i>
02 57 75	Rs 34200 x 1200 – 36600 x 1500 – 57600 x 1800 – 61200 Head, Human Resource Development Centre <i>formerly Head, Human Resource Centre</i>
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Co-ordinator, Human Resource Development Centre <i>formerly Co-ordinator, Human Resource Centre</i>
05 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Library Officer
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
16 29 50	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Binding Supervisor
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
16 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Machine Minder (Bindery) (Rodrigues)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)

Salary Code	Salary Scale and Grade
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

4. COMMISSION FOR PUBLIC INFRASTRUCTURE, UTILITIES, HOUSING, TRANSPORT AND WATER RESOURCES

- 4.01 The Commission for Public Infrastructure encompasses the Public Infrastructure, Utilities, Housing, Transport and Water Resources.
- 4.02 The Commission has, as mission, to ensure overall sustainable infrastructural development of Rodrigues; ensure that the needy segments of the population have access to housing facilities; promote excellence in the management of inland transport; and ensure that the Rodrigues Regional Assembly has an efficient transport fleet, plant and equipment; and ensure sustainable provision of good quality and regular supply of water.
- 4.03 The strategic objectives of the Commission include, *inter alia*, improving the road network of the island; complying with good engineering practices and standards in the provision of infrastructural development of Rodrigues; enhancing traffic management, road safety measures and enforce legislation; developing social housing schemes; increasing water production to meet the increasing demand for water supply for domestic, industrial and the tourism sector; and developing a more efficient mechanism for water distribution.

4.1 Public Infrastructure

- 4.1.1 The Public Infrastructure Division is responsible for the development of Rodrigues through the maintenance and renovation of public buildings; upgrading, extension of existing roads and construction of new ones; repairing and strengthening of bridges; and the issuing of building permits. The Division also ensures that there is a proper control of development throughout the island.
- 4.1.2 The Departmental Head has the overall responsibility of the Administration and Technical Unit. The Technical Unit is manned by Engineers, Technical Officers (Civil Engineering), Inspector of Works, among others.
- 4.1.3 We are maintaining the present structures which are appropriate and introducing the Special Professional Retention Allowance for certain categories of professionals.

Special Professional Retention Allowance

- 4.1.4 The Special Professional Retention Allowance (SPRA) was introduced in the last overall review in order to motivate and retain certain professionals in scarcity areas based on the Survey on Recruitment and Retention Problems in the Public Sector conducted in 2007. In the context of this Report, a similar survey has been carried out in order to gauge the effectiveness of the SPRA. The results have revealed that there has been no outward movement of these

professionals meaning that the SPRA has served its purpose of retaining professionals of high calibre.

- 4.1.5 So as to minimise the overall employee turnover and in view of the major developmental projects underway in this sector, we are, therefore, maintaining the SPRA up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector for retaining at these levels of operations.

Recommendation 1

- 4.1.6 **We recommend, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the payment of a monthly Special Professional Retention Allowance to officers in the Engineer/Senior Engineer (Civil), Architect/Senior Architect, Quantity Surveyor/Senior Quantity Surveyor, Electrical Engineer/Senior Electrical Engineer and Mechanical Engineer/Senior Mechanical Engineer cadres, as specified in the table below:**

Salary	SPRA % of Monthly Salary
Rs 26250 up to Rs 54600 and reckoning at least 10 years' service in their respective grade	7
Above Rs 54600 and up to Rs 61200	7

- 4.1.7 **We further recommend that those officers:**
- (i) who leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and**
 - (ii) who retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.**

However, provision made at paragraph 4.1.7(i) and (ii), should not apply to officers retiring as per their new compulsory retirement age or on medical ground.

Recruitment Procedures

4.1.8 We recommend that recruitment to the grade of Tradesman's Assistant should continue to be opened also to candidates from outside the service who have successfully followed technical courses in the relevant fields at the MITD, Lycée Polytechnique or College of Gabriel.

Watchman - Caverne Patate

4.1.9 We are revising the allowance paid to the Watchman posted at Caverne Patate.

Recommendation 2

4.1.10 We recommend that the allowance of Rs 400 monthly payable to the Watchman posted at Caverne Patate be revised to Rs 440.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>PUBLIC INFRASTRUCTURE (ADMINISTRATION)</i>
02 00 87	Rs 90000 Departmental Head
02 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Administrative Officer
08 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Higher Executive Officer (Rodrigues)
08 35 51	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 Office Supervisor
08 32 55	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Clerk/Senior Confidential Clerk
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)

Salary Code	Salary Scale and Grade
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 Driver (Mechanical Unit)
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
24 16 37	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 Senior/Head Office Caretaker
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 Driver (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 17850 Driver
21 08 31	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15700 Storekeeper (Rodrigues)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman

Salary Code	Salary Scale and Grade
24 06 28	Rs 8750 x 250 – 12500 x 300 – 14300 x 350 – 14650 Handy Worker (Special Class)
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
<i>TECHNICAL UNIT</i>	
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Officer-in-Charge, Public Infrastructure
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 – 54600 Architect/Senior Architect <i>formerly Architect</i> Engineer/ Senior Engineer (Civil) <i>formerly Engineer (Civil)</i> <i>Senior Engineer (Civil)</i> Quantity Surveyor/Senior Quantity Surveyor <i>formerly Quantity Surveyor</i>
22 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 – 54600 Electrical Engineer/Senior Electrical Engineer <i>formerly Electrical Engineer</i>
26 41 43	Rs 21000 x 750 – 22500 Trainee Architect Trainee Civil Engineer Trainee Engineer
22 41 43	Rs 21000 x 750 – 22500 Trainee Engineer

Salary Code	Salary Scale and Grade
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Civil Engineering)
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Chief Inspector of Works
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Inspector of Works
26 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Inspector of Works
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Inspector of Works
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Heavy Vehicle above 5 tons)
26 12 14	Rs 10250 x 250 – 10750 Trainee Assistant Inspector of Works
26 27 52	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Draughtsman
26 16 18	Rs 11250 x 250 – 11750 Trainee Draughtsman
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Chief Tradesman Foreman

Salary Code	Salary Scale and Grade
18 13 48	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Supervisor of Cemeteries
24 07 30	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15350 Burial Ground Attendant (Rodrigues) (Roster)
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Sanitary Attendant
13 24 40	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 20250 Crane Driver and Mechanic
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Automobile Electrician Blacksmith Cabinet Maker Carpenter Electrician Mason Painter Plumber & Pipe Fitter Tinsmith Welder</i>
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Gangman
25 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Barbender

Salary Code	Salary Scale and Grade
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Plant and Equipment Operator
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Waste Water Pipe Cleaner (Roster)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Seamstress
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Sprayerman Stone Breaker
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant Tradesman's Assistant <i>formerly Tradesman's Assistant (Blacksmith)</i> <i>Tradesman's Assistant (Carpenter)</i> <i>Tradesman's Assistant (Cabinet Maker)</i> <i>Tradesman's Assistant (Electrician)</i> <i>Tradesman's Assistant (Mason)</i> <i>Tradesman's Assistant (Painter)</i> <i>Tradesman's Assistant (Welder)</i>
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader

4.2 Housing

- 4.2.1 The Housing Unit is responsible for the social housing development in Rodrigues. This Unit provides assistance to vulnerable groups and develops housing scheme for needy people by integrating needy families in the mainstream of society as well as facilitating access to housing provision for the lower middle socio-economic segment of the population.
- 4.2.2 At present, the Housing Unit is manned by an Executive Officer on a part-time basis and an Assistant Inspector of Works.
- 4.2.3 In order to enable the Housing Unit to pursue efficiently and effectively its mandate, there is a need to strengthen the structure at the apex with a professional to be responsible for the management of the entire Unit. We are making appropriate recommendation to this end.

Engineer/Senior Engineer (Civil)

Recommendation

- 4.2.4 We recommend that one Engineer/Senior Engineer (Civil) be posted in the Housing Unit such that the incumbent would be responsible for the overall management of the Unit.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>HOUSING UNIT</i>
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 – 54600 Engineer/Senior Engineer (Civil)
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Inspector of Works
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)

4.3 Transport

- 4.3.1 The Transport section ensures that the Rodrigues Regional Assembly has an efficient transport fleet and it promotes excellence in management of inland transport. It also ensures an effective public transport system through enhanced traffic management, road safety measures and enforced legislations.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>TRANSPORT</i>
26 36 63	Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 42600 Officer-in-Charge, Transport
26 17 46	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Transport Supervisor
08 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Transport Accounts Clerk
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Heavy Vehicles above 5 Tons) Driver (Mechanical Unit)
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker

Salary Code	Salary Scale and Grade
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

4.3.1 National Transport Authority

- 4.3.1.1 The National Transport Authority as a regulatory body, is responsible for registration and transfer of ownership for motor vehicles; licensing of motor vehicles; collection of road tax and licence fees; examination of motor vehicles as to their road worthiness; licensing of bus conductor; enforcement of road transport legislation and monitoring the level of public transport; control of paid parking zones; keeping statistics relating to motor vehicles; students pass and school bus services.
- 4.3.1.2 The Sub Office of the NTA is manned by a complement staff of three Road Transport Inspectors among whom two Mauritian officers are posted on a tour of service, and those of the General Services Staff.
- 4.3.1.3 The present arrangement is appropriate.

Hours of Work

- 4.3.1.4 Officers in the grades of Road Transport Inspector and Senior Road Transport Inspector are required to work on roster on a six-day week basis, based on operational needs of the authority and this element has been taken into consideration in working out the salaries of the grades.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>NATIONAL TRANSPORT AUTHORITY</i>
18 33 55	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Road Transport Inspector (Roster)
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker

4.4 Mechanical Workshop

- 4.4.1 The Mechanical Workshop is responsible for the maintenance and servicing of government vehicles and generators. The Workshop also carries out preventive maintenance for improving the life time of vehicles.
- 4.4.2 The main activities at the Workshop consist of examination of vehicles involved in accidents, assessing fitness of vehicles and servicing of heavy duty and light vehicles such as excavator, backhoe loader, double cabs, lorries, buses, cars, dumpers and motorcycles.
- 4.4.3 Given that the post of Mechanical Engineer has remained vacant for a long period and that there is an imperative need for a new grade to assume full responsibility of the Mechanical Workshop, we are, in this Report, providing a grade of Mechanical Workshop Superintendent.

Mechanical Workshop Superintendent (New Grade)

- 4.4.4 **We recommend the creation of a grade of Mechanical Workshop Superintendent. Appointment to the grade should be on the basis of experience and merit of officers in the grade of Technical Officer (Mechanical) reckoning at least five years' service in a substantive capacity in the grade.**
- 4.4.5 The Mechanical Workshop Superintendent would be responsible, *inter alia*, for the day-to-day administration of the Workshop; installation of Mechanical equipment; complex works in the Workshop; and supervision of subordinate staff.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>MECHANICAL WORKSHOP</i>
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 – 54600 Mechanical Engineer/Senior Mechanical Engineer <i>formerly Mechanical Engineer</i>
26 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Mechanical Workshop Superintendent (New Grade)

Salary Code	Salary Scale and Grade
26 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Mechanical)
25 38 49	Rs 18900 x 600 – 19500 x 750 – 27000 Workshop Supervisor
22 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Automobile Electronics Technician
26 41 43	Rs 21000 x 750 – 22500 Trainee Mechanical Engineer
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Chief Tradesman <i>formerly Chief Mechanic</i> <i>Chief Panel Beater</i> Foreman
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Automobile Electrician</i> <i>Coach Painter</i> <i>Diesel Fitter Mechanic</i> <i>Electrician</i> <i>Fitter</i> <i>Motor Diesel Mechanic</i> <i>Panel Beater</i> <i>Tinsmith</i> <i>Turner and Machinist</i> <i>Welder</i> Upholsterer
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Vulcaniser

Salary Code	Salary Scale and Grade
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
21 08 31	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15700 Storekeeper (Rodrigues)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker Toolskeeper
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman Assistant <i>formerly Tradesman's Assistant (Automobile)</i> <i>Tradesman's Assistant (Motor Diesel Mechanic)</i> <i>Tradesman's Assistant (Panel Beater)</i> <i>Tradesman's Assistant (Welder)</i> <i>Tradesman's Assistant (Fitter)</i>
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

4.5 Water Resources Unit

- 4.5.1 The Water Resources Unit aims at ensuring sustainable provision of water throughout the island of Rodrigues. The objectives of the Unit are to offer high quality of water in the island by, among others, enhancing the water production and storage capacity in Rodrigues to cater for the present and future socio-economic development needs; accelerating the institutional reforms so as to boost up effective water management; improving water distribution by the development of a more efficient mechanism for a better service in the Water Sector; and ensuring that the water supplied to consumers is of acceptable quality standard and frequency.
- 4.5.2 The Water Resources Unit is manned by both professional and technical staff.
- 4.5.3 In this Report, the existing structure is being further consolidated with a professional grade specialised in Mechanical Engineering.

Mechanical Engineer/Senior Mechanical Engineer

- 4.5.4 The Water Production Section is expanding its services across the island of Rodrigues. Hence, there is a need to professionally manage this Section. We are making provision for a grade of Mechanical Engineer/Senior Mechanical Engineer to be responsible for the management of the Water Production Section.

Recommendation 1

- 4.5.5 We recommend that one Mechanical Engineer/Senior Mechanical Engineer be posted in the Water Resources Unit such that the incumbent be responsible for the overall management of the Water Production Section.**

Hydrological Officer

- 4.5.6 In the 2008 PRB Report, it was recommended that Hydrological Officers be appointed by selection from among Hydrological Technicians and Technical Officers of the Commission of Agriculture, Food Production, Plant and Animals Quarantine, Water Resources and Forestry possessing a post 'A' Level Degree in Civil Engineering or Physics or Mathematics or Geology/Geography or Hydrology and reckoning at least two years' post graduate experience in hydrological science and/or hydrological studies connected with civil engineering works directed towards water resources.
- 4.5.7 It has been submitted that the Water Resources Unit no longer falls under the same Commission as in the 2008 PRB Report and there is need to amend the scheme of service for the grade so that the recruitment could also be made by selection from outside candidates possessing the required qualification.

- 4.5.8 The Bureau is agreeable to the submission and we are making provision to widen the scope of recruitment to the grade of Hydrological Officer.

Recommendation 2

- 4.5.9 We recommend that, in future, appointment to the grade of Hydrological Officer should be made by selection from among Hydrological Technicians and Technical Officers of the Rodrigues Regional Assembly possessing a post 'A' Level degree in Civil Engineering or Physics or Mathematics or Geology/Geography or Hydrology and reckoning at least two years' post graduate experience in hydrological science and/or hydrological studies connected with civil engineering works directed towards water resources. In the absence of suitably qualified serving officers at the Rodrigues Regional Assembly, appointment should be made by selection from among candidates possessing the prescribed qualification.

Hydrological Technician

- 4.5.10 At present, the Hydrological Technicians possessing a Diploma in Hydrology are allowed to move incrementally in the master salary scale up to salary point Rs 26400. We are, in this Report, introducing a Qualification Bar (QB) in the salary scale of the grade of Hydrological Technician such that those possessing the Diploma in Hydrology may move incrementally beyond the QB.

Recommendation 3

- 4.5.11 We recommend that the Hydrological Technicians on obtaining the Diploma in Hydrology be allowed to move beyond the QB in their salary scale.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>WATER RESOURCES UNIT</i>
26 64 75	Rs 44100 x 1500 – 57600 x 1800 – 61200 Officer-in-Charge, Water Resources Unit
26 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 – 54600 Engineer/Senior Engineer (Civil) <i>formerly Engineer (Civil)</i> Mechanical Engineer/Senior Mechanical Engineer <i>formerly Mechanical Engineer</i>

Salary Code	Salary Scale and Grade
26 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Hydrological Officer
26 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Senior Inspector of Works
26 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Inspector of Works
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Inspector of Works
26 12 14	Rs 10250 x 250 – 10750 Trainee Assistant Inspector of Work
19 25 52	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 29400 Laboratory Technician
26 22 55	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 QB 29400 x 900 – 32100 Hydrological Technician
25 38 49	Rs 18900 x 600 – 19500 x 750 – 27000 Workshop Supervisor
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Chief Tradesman <i>formerly Chief Plumber and Pipe Fitter</i> <i>Chief Pump Mechanic</i> Foreman

Salary Code	Salary Scale and Grade
24 19 39	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Driver (Heavy Vehicles above 5 tons) Driver (Mechanical Unit)
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Electrician Mason Motor Diesel Mechanic Plumber and Pipe Fitter Pump Mechanic</i>
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Gangman
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman Senior Valve Operator (Personal)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Operator Pumping Station (Rodrigues) (Roster) Water Supply Attendant (Roster)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stone Breaker Stores Attendant

Salary Code	Salary Scale and Grade
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant <i>formerly Tradesman's Assistant (Electrician)</i> <i>Tradesman's Assistant (Mason)</i> <i>Tradesman's Assistant (Panel Beater)</i>
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Filterman Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

5. COMMISSION FOR SOCIAL SECURITY, EMPLOYMENT, LABOUR AND INDUSTRIAL RELATIONS, CONSUMER PROTECTION, TRADE, COMMERCE AND LICENSING

- 5.0.1 The portfolios under the purview of this Commission comprise Social Security, Employment, Labour and Industrial Relations, Consumer Protection, Trade, Commerce and Licensing.
- 5.0.2 The mission of this Commission is, among others, to provide social security services to vulnerable and needy groups; facilitate placement opportunities for registered job seekers; promote a safe, healthy and harmonious work environment; and safeguard and promote consumers' rights and interests.

5.1 Social Security

- 5.1.1 The Social Security Division is responsible, *inter alia*, for the payment of non contributory basic pension and the provision of adequate financial assistance to needy persons and victims of natural disasters.
- 5.1.2 Its major areas of intervention include the welfare of the elderly, the socio-economic integration of the disabled in the mainstream society and the management of national pensions.
- 5.1.3 Its main objectives are, among others, to provide social aid and assistance to vulnerable groups; assist and empower the disabled and the elderly; and enhance the quality of life of the senior citizens.
- 5.1.4 We are, in this Report, reinforcing the structure of the Medical Unit.

Medical Unit

- 5.1.5 As enunciated in the 'Discours Programme' 2012-2017 of the Rodrigues Regional Assembly and to enhance the quality of life and health of the elderly and disabled persons, a Medical Unit has been set up at the Commission for Social Security, Employment, Labour and Industrial Relations, Consumer Protection, Trade, Commerce and Licensing. It will provide support services to improve the conditions of the elderly so that all elderly people may enjoy a good health and remain mobile and independent.
- 5.1.6 In Mauritius, the Medical Unit is headed by a Medical Director who is supported by Administrative and Medical/Paramedical Staff. Medical and Health Officers are employed on a sessional basis at the Ministry of Social Security, National Solidarity and Reform Institutions and are paid allowances to service Medical Boards and Medical Tribunal and to effect domiciliary visits.

- 5.1.7 Given the difficulties encountered to enlist doctors in Rodrigues, and the cost and increasing demand for such services, the RRA could consider the advisability of employing doctors on contractual basis to serve the Medical Board and effect domiciliary visits.

Recommendation

- 5.1.8 We recommend that the Rodrigues Regional Assembly considers the advisability of employing doctors on contractual basis to serve the Medical Board and effect domiciliary visits.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>SOCIAL SECURITY</i>
02 00 87	Rs 90000 Departmental Head
08 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Higher Executive Officer (Rodrigues)
08 32 55	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Clerk/Senior Confidential Clerk
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
23 48 60	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 Principal Social Security Officer
23 40 55	Rs 20250 x 750 – 28500 x 900 – 32100 Senior Social Security Officer
23 33 53	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Higher Social Security Officer

Salary Code	Salary Scale and Grade
23 23 50	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Social Security Officer
09 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Community Health Rehabilitation Officer
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Painter</i>
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Social Security Attendant Stores Attendant
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker

Salary Code	Salary Scale and Grade
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

5.2 Employment

- 5.2.1 The core activities of the Employment sub division are, among others, the registration and placement of job seekers; employment counseling; providing up-to-date market information; conducting work permit inspections; inspections of private recruitment agencies; organisation of sensitisation services and helping in the redeployment of laid-off workers and the processing of the recruitment of workers for overseas vacancies.
- 5.2.2 The Employment sub division is manned by officers in the grades of Officer-in-Charge, Employment, Senior Employment Officer, Employment Officer and officers of the General Services grades.
- 5.2.3 The present organisation structure is appropriate.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>EMPLOYMENT</i>
18 47 59	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Officer-in-Charge, Employment
18 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Senior Employment Officer
18 19 50	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Employment Officer

5.3 Labour and Industrial Relations

- 5.3.1 The Labour and Industrial Relations Division comprises three sections, namely, the Labour and Industrial Relation; Occupational Safety and Health Inspectorate, and the Registry of Associations. The Labour and Industrial Relations section provides an equitable, sound and conflict free environment in line with international norms. It is responsible for the enforcement of minimum terms and conditions of employment; settlement of complaints made at labour offices; and sensitisation of workers on their rights and obligations.
- 5.3.2 The Occupational Safety and Health Inspectorate promotes a safe work environment in line with international norms. It is responsible for the enforcement of Occupational Safety and Health legislations and investigation of notifiable occupational accidents and dangerous occurrences and sensitization of workers, employers and other stakeholders, on Occupational Safety and Health norms.
- 5.3.3 The Registry of Associations monitors the operation of Registered Associations, Trade Unions and Employees Superannuation Funds. It is responsible for the registration of Associations, Trade Unions and Superannuation Funds and ensure their compliance with relevant legislations.
- 5.3.4 The organisation structure of the Labour and Industrial Relations Division comprises the grades of Officer-in-Charge, Labour and Industrial Relations; Labour and Industrial Relations Officer, Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer; Inspector of Associations and officers of the General Services grades.
- 5.3.5 The present structure is appropriate.

Labour and Industrial Relations Officer

- 5.3.6 **A Qualification Bar (QB) has been inserted in the salary scale of the grade. Labour and Industrial Relations Officers who possess the Diploma in Human Resource Management or equivalent qualification should be allowed to proceed beyond the QB.**

Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer

- 5.3.7 There is a Qualification Bar (QB) in the salary scale of the grade of Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer. **To move beyond the QB, officers need to possess a Degree in either Occupational Safety and Health or Civil or Mechanical or Electrical or Chemical Engineering or an equivalent qualification.**

Inspector of Associations

- 5.3.8** A Qualification Bar (QB) has been inserted in the salary scale of the grade of Inspector of Associations. **Officers who have successfully completed all the papers of Fundamentals (Skills) formerly Part II of the ACCA Examinations an or equivalent qualification should be allowed to proceed beyond the QB.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>LABOUR AND INDUSTRIAL RELATIONS</i>
18 45 61	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Officer-in-Charge, Labour and Industrial Relations
18 33 60	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 QB 36600 x 1500 – 38100 Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer
18 23 55	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 32100 Inspector of Associations Labour and Industrial Relations Officer
18 16 18	Rs 11250 x 250 – 11750 Trainee Inspector of Associations Trainee Labour and Industrial Relations Officer Trainee Occupational Safety and Health Officer
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker

5.4 Consumer Protection Unit

- 5.4.1 The Consumer Protection Unit is responsible to enforce the various consumer legislations, attend to complaints from consumers and provide overall customer satisfaction and security. Its main objectives are to, among others, protect consumer rights through enforcement of laws; monitor prices of non controlled commodities; educate consumers on their rights and responsibilities; and settle disputes between traders and consumers by mutual agreement or in case of deadlock through a court of justice. It regularly updates existing laws to meet new challenges.
- 5.4.2 The Unit is manned by officers in the grades of Officer-in-Charge, Consumer Protection, Senior Consumer Protection Officer, Consumer Protection Officer and officers of the General Services grades.
- 5.4.3 The present structure is appropriate.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>CONSUMER PROTECTION UNIT</i>
18 52 64	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Officer-in-Charge, Consumer Protection
18 47 59	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 36600 Senior Consumer Protection Officer
18 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Consumer Protection Officer
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker

Salary Code	Salary Scale and Grade
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

5.5 Trade, Commerce and Licensing

5.5.1 The Trade, Commerce and Licensing Division aims at promoting and facilitating trade and commercial activities in the Island by providing members of the public with appropriate information.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>TRADE, COMMERCE AND LICENSING</i>
02 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Analyst (Trade) <i>formerly Trade Analyst</i>
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Legal Metrology)
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

6. COMMISSION FOR HEALTH AND SPORTS

- 6.0.1. The Commission for Health and Sports has the responsibility for Medical Services, Public Health and Sanitation Services, and Sports.
- 6.0.2. Its overall mission and objective is to provide high quality and timely health services and promote the development of sports.
- 6.0.3. In pursuance of its mission, the Commission aims, among others, to reduce morbidity and disability as well as increase life expectancy through disease prevention, health promotion and provision of high quality care and treatment to patients; encourage the practice of physical activities for leisure and health; and increase access to sports infrastructure and provide necessary assistance for the organisation of sports activities for all.
- 6.0.4. The Departmental Head, who is responsible for the administrative matters of the Commission is assisted in his duty by officers ranging from the grade of Higher Executive Officer (Rodrigues) to General Worker.
- 6.0.5. The Medical and Health Division is responsible for the provision of health care to Rodriguans. The health services are provided by one main Hospital, two Area Health Centres and 14 Community Health Centres.

6.1 *Medical and Health (Administration)*

- 6.1.1 All the Medical Professionals belong to the Ministry of Health & Quality of Life and serve on a tour of service in Rodrigues. They are assisted by paramedical and support officers of the Commission.
- 6.1.2 Given that the present organisation structure is appropriate, we are maintaining it.

Health Director

- 6.1.3 In view of the additional responsibilities devolving upon the Health Director, an allowance of Rs 10000 is paid to him. This allowance is taken into account when computing the disturbance allowance.

Recommendation 1

- 6.1.4 **We recommend that the Health Director should be paid an allowance of Rs 15000. We additionally recommend that this allowance should be taken into account when computing the disturbance allowance.**

Allowance to Doctors in Rodrigues

- 6.1.5 At present an allowance of Rs 135 per case for certifying the cause of death “a domicile” is paid to doctors posted in Rodrigues. This allowance is being revised.

Recommendation 2

- 6.1.6 We recommend that the allowance payable to doctors in Rodrigues for certifying the cause of death ‘a domicile’ be revised to Rs 150 per case.**

Allowance to Dental Surgeon/Senior Dental Surgeons in Rodrigues

- 6.1.7 Dental Surgeons/Senior Dental Surgeons posted in Rodrigues are presently paid an allowance of Rs 500 per hour inclusive of travelling time when attending cases after normal working hours in the absence of Specialists (Dental Services). Given that this arrangement will continue, we are revising the allowance.

Recommendation 3

- 6.1.8 We recommend that Dental Surgeon/Senior Dental Surgeon in Rodrigues, when attending cases after normal hours in the absence of Specialist (Dental Services), be paid an allowance at the rate of Rs 600 per hour inclusive of travelling time.**

Post Mortem/Autopsy Examination

- 6.1.9 Doctors in Rodrigues are paid an allowance of Rs 235 per case for post mortem/autopsy examination. We are revising the allowance.

Recommendation 4

- 6.1.10 We recommend that an allowance of Rs 260 per case be paid to doctors in Rodrigues for post mortem/autopsy examination.**

Inducement Allowance

- 6.1.11 An inducement allowance of 50% of monthly salary in lieu of the disturbance allowance is paid to Specialist/Senior Specialist posted on a tour of service in Rodrigues.
- 6.1.12 Payment of the inducement allowance is also made on a pro-rata basis to those Specialist/Senior Specialists who are posted for short duration in Rodrigues and who are accommodated in fully furnished rent-free quarters/houses. However, the inducement allowance is not payable to Specialist/Senior Specialists who are provided with board and lodging in hotels for the duration of their tour.
- 6.1.13 In order to ensure continued service delivery, there is still need for posting of Specialist/Senior Specialists in Rodrigues.

6.1.14 To this end, we are maintaining the existing provision.

Recommendation 5

6.1.15 We recommend:

- (i) **payment of inducement allowance of 50% of monthly salary to certain categories of Professionals in scarce supply posted on a tour of service in Rodrigues, subject to the approval of the MCSAR.**
- (ii) **payment of the inducement allowance of 50% of monthly salary on a pro-rata basis to those Specialists/Senior Specialists posted for short duration in Rodrigues and who are accommodated in fully furnished rent- free quarters; and**
- (iii) **that the inducement allowance should not be payable to officers who for one reason or another continue to be provided with board and lodging in hotels.**

Specialised Nurse (New Grade)

6.1.16 The Acquired Immune Deficiency Syndrome (AIDS) Unit at the Queen Elizabeth Hospital is the main technical unit for the management of Human Immuno-deficiency Virus (HIV) and AIDS in Rodrigues. It is responsible for the implementation of projects, programmes and activities related to HIV/AIDS through the provision of care and support to people living with HIV/AIDS, including anti-retroviral treatment and counseling. Presently, the Unit is serviced by one Medical and Health Officer/Senior Medical and Health Officer who is assisted by one Nursing Officer against payment of an *ad hoc* allowance.

6.1.17 With the increase in the number of HIV/AIDS cases, the activities related to prevention, education and care are also increasing. To cope with the complexity, diversity and volume of work at this Unit, there is need for a specialized and dedicated personnel.

Recommendation 6

6.1.18 **We recommend the creation of a grade of Specialised Nurse. Appointment thereto should be made by selection from among officers in the grade of Nursing Officers reckoning at least 10 years' service in a substantive capacity in the grade including at least five years' experience in General Nursing and at least two years' working experience in the relevant field.**

6.1.19 Incumbent would, *inter alia*, be required to conduct educational programmes on the prevention of HIV/AIDS/STI, targeting the general public; counsel the general public, people with high risk groups and blood donors as well as Ward staff in relation to in-patients suffering from HIV/AIDS on immediate and continued care; participate in the Hospital Management meetings and attend

committees; participate actively in the organisation of special events related to HIV/AIDS; ensure infection control by educating health care workers for the adoption of universal precautions in public and private settings; and to attend to queries on hotline service and, whenever necessary, direct callers to appropriate services.

6.1.20 Very often, officers, from the main stream hierarchies, promoted to specialised cadres are deprived of further promotional avenues. In order to address this issue, the Bureau is proposing that the grade of Specialised Nurse be filled on an assignment basis against payment of an allowance.

6.1.21 **We further recommend that a Nursing Officer who has been assigned the duties of Specialised Nurse formerly Specialised AIDS Nurse be paid an allowance equivalent to 3 increments at the point reached in the master salary scale.**

Bank Schemes

6.1.22 With the increase in the population, the demand for health services is on the rise. There is need to provide continued health services. In order to ensure that all the units are properly equipped with qualified staff to meet emergencies and to palliate the shortage of staff, the bank schemes are being introduced whereby Health Care Assistants (General), Nursing and Midwifery staff will be employed on sessional basis in Government Health Institutions against payment of allowances.

Recommendation 7

6.1.23 **We recommend that:**

- (i) **serving Nursing Officers, Charge Nurses, Ward Managers, Midwives, Nursing Supervisors and Nursing Administrators employed on sessional basis under the Bank Nurse Scheme be paid an allowance of Rs 700 per session of four hours irrespective of day or night duty.**
- (ii) **an all-inclusive allowance of Rs 470 per session of four hours irrespective of day or night duty be paid to Health Care Assistants (General) employed on sessions in Government Health Institutions.**
- (iii) **Midwives, Senior Midwives and Principal Midwives employed on sessional basis under the Bank Midwife Scheme be paid an allowance of Rs 640 per session of four hours irrespective of day or night duty.**

6.1.24 **The allowances under these Bank Schemes should be paid on a *pro-rata* basis whenever the officer is required to work for more or less than the specified number of hours.**

Retention Allowance

- 6.1.25 Presently, to ease the attrition problem, there is a retention plan for Nursing Staff. To this end, Nursing Officers who have completed their bonded periods as well as Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators and Public Health Nursing Officers *formerly Community Health Nursing Officers* are eligible to a monthly retention allowance equivalent to two increments at the point they have reached in their salary scales.
- 6.1.26 To reduce the attrition of the nursing personnel, we are maintaining the payment of the retention allowance.

Recommendation 8

- 6.1.27 We recommend that Nursing Officers who have successfully completed the bonded period as well as Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators and Public Health Nursing Officers formerly Community Health Nursing Officers should continue until the publication of the next Report, to be eligible to a monthly retention allowance equivalent to two additional increments at the point they have reached in the master salary scale, subject to satisfactory performance and upon recommendation of the Responsible/Supervising Officer.**

Night Duty Allowance

- 6.1.28 To address the acute problem of absenteeism during night shifts, officers of the Nursing Group who effectively work on night shift are paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours lying-in period.
- 6.1.29 However, the Night Duty Allowance is computed exceptionally at the rate of 17.5% on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Nursing Officer cadre and officers in the grades of Health Care Assistant (General), Senior Midwife, Midwife and Student Midwife.
- 6.1.30 The present provision is maintained since this incentive has contributed towards motivating officers to provide an efficient and effective service.

Recommendation 9

- 6.1.31 We recommend that officers in the Nursing Group who effectively work on night shift be paid a Night Duty Allowance equivalent to 17.5% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours lying-in period.**
- 6.1.32 We, however, recommend that the Night Duty Allowance be computed exceptionally at the rate of 17.5% on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Nursing Officer**

cadre and officers in the grades of Health Care Assistant (General), Senior Midwife, Midwife and Student Midwife.

Night Attendance Bonus

6.1.33 Besides the Night Duty Allowance, a monthly Night Attendance Bonus is payable to Student Nurses, Nursing Officers, Charge Nurses, Nursing Supervisors, Midwives, Senior Midwives and Health Care Assistant (General) to encourage and motivate them to work at night. Given that this incentive has proved to be effective, we are maintaining the Night Attendance Bonus and revising the rate.

Recommendation 10

6.1.34 **We recommend the payment of a monthly Night Attendance Bonus up to the publication of the next Report, to officers in the grades as listed below provided they attend duty on all scheduled night shifts during the month, as shown hereunder:**

Grades	Night Attendance Bonus (Rs)
Student Nurse	265
Nursing Officer: Up to 10 years' service Over 10 years' service	520 660
Charge Nurse: Up to 10 years' service Over 10 years' service	660 790
Nursing Supervisor: Up to 10 years' service Over 10 years' service	790 960
Midwife: Up to 10 years' service Over 10 years' service	370 520
Senior Midwife: Up to 10 years' service Over 10 years' service	520 660
Health Care Assistant (General): Up to 10 years' service Over 10 years' service	300 430

Refund of Vacation and Casual Leave**Recommendation 11**

- 6.1.35** The recommendation made at paragraph 34.204 of Volume 2 Part I would also apply to officers of the Nursing Officer cadre at the RRA.

Allowances to Charge Nurses and Nursing Officers for performing duties of ECG Technician

- 6.1.36** Generally ECG Technicians work from 0900 hours to 1600 hours. However, ECG is carried out by Nursing Officers and Charge Nurses outside normal working hours against payment of an allowance of Rs 120 per night. Given that the provision of ECG services will continue to be provided after normal working hours, the present allowance is maintained and the quantum is being revised.

Recommendation 12

- 6.1.37** We recommend that Charge Nurses and Nursing Officers posted at the Accident and Emergency Department and who are required to perform the duties of ECG Technicians at night, on Saturdays, Sundays and Public Holidays be paid an allowance of Rs 130 per night/Sunday/Public Holiday and Rs 65 for Saturday from 1200 hours to 1800 hours.

Allowance to Nursing Officers in the Operation Theatre

- 6.1.38** Whenever emergency operations are carried out after normal working hours, Nursing Officers posted to the operation theatre are required to stay up to the completion of the surgeries. In such circumstances, they are paid the Bank Nurse Allowance. This present arrangement is maintained.

Recommendation 13

- 6.1.39** We recommend that the above mentioned allowance presently payable be maintained.

Allowance for the post Basic Midwifery Certificate**Recommendation 14**

- 6.1.40** We recommend that the provision of Recommendation 58 made at paragraphs 34.186 and 34.187 at Chapter 34 of the Report (Volume 2 Part I) should also apply to officers of the Rodrigues Regional Assembly.

Filling of Log Books and making transport arrangement**Recommendation 15**

- 6.1.41** We recommend that the provision of Recommendation 75 made at paragraph 34.233 at Chapter 34 of the Report (Volume 2 Part I) should also apply to officers of the Rodrigues Regional Assembly.

Medical Laboratory Services

6.1.42 Medical Laboratory services are provided on an “on-call” system. Medical Laboratory Technicians and Senior Medical Laboratory Technicians are paid allowances for being “on-call” for coverage during nights, weekends and Public Holidays. We are maintaining the present arrangement and revising the allowance.

Recommendation 16

6.1.43 We recommend that Medical Laboratory Technicians and Senior Medical Laboratory Technicians in Rodrigues hospital who are required to be "on-call" and attend to emergencies during nights, weekends and Public Holidays be paid allowances as hereunder:

Period	“On-Call” Allowance Rs	“In-Attendance” during on-call Rs/hour
Weekdays 1600 hours to 0900 hours the following day	260	130
Saturdays 1200 hours to 0900 hours the following day	330	130
Sundays and Public Holidays 0900 hours to 0900 hours the following day	390	130

Recommendation 17

6.1.43 We also recommend that, should the services of the Medical Laboratory Technician and/or Senior Medical Laboratory Technician be required beyond their normal working hours in order to provide a 24-hour coverage of Laboratory services during nights, weekends and Public Holidays in an “In-Attendance” pattern of work, they should be paid “In-Attendance” allowance as follows:

"In-Attendance" Allowance		
Period	Medical Laboratory Technician	Senior Medical Laboratory Technician
	Rs	Rs
Weekdays 1600 hours to 2200 hours 2200 hours to 0900 hours the following day	555 1015	775 1420
Saturdays 1200 hours to 2200 hours 2200 hours to 0900 hours the following day	925 1015	1300 1420
Sundays and Public Holidays 0900 hours to 1600 hours 1600 hours to 2200 hours 2200 hours to 0900 hours the following day	555 555 1015	775 775 1420

6.1.44 We further recommend that the "In-Attendance" Allowance should be paid on a *pro-rata* basis whenever the officer is required to work for more or less than the specified number of hours.

On-Call/In Attendance Allowance (Radiography)

6.1.45 At present, an emergency Radiography (diagnostic) service at the Radiography Unit in Rodrigues is provided during nights, weekends and Public Holidays in an "on-call" system. Medical Imaging Technologist or a Senior Medical Imaging Technologist who remains "on-call" after a normal day's work is paid an "On-Call" Allowance and an "In-Attendance" Allowance for attendance during "on-call". We are maintaining the present arrangement and revising the allowances.

Recommendation 18

6.1.46 We recommend that Medical Imaging Technologists and Senior Medical Imaging Technologists who are required to be "on-call" and attend to emergencies during nights, weekends and Public Holidays should be paid allowances as follows:

Period	“On-Call” Allowance Rs	“In-Attendance” during on-call Rs/hour
Weekdays 1600 hours to 0900 hours the following day	250	125
Saturdays 1200 hours to 0900 hours the following day	310	125
Sundays and Public Holidays 0900 hours to 0900 hours the following day	375	125

Screening Allowance

6.1.47 In the absence of a Radiologist, the Medical Imaging Technologist staff serving in Rodrigues are paid an allowance of Rs 85 per case for carrying out screening examination. This allowance is being revised.

Recommendation 19

6.1.48 We recommend that officers of the Medical Imaging Technologist cadre in Rodrigues be paid a screening allowance of Rs 95 per case for performing screening examinations in the absence of a Radiologist.

Insecticide Sprayerman

6.1.49 Presently, the Insecticide Sprayerman is paid an allowance of Rs 50 per case for spraying insecticide on decaying corpses. Given that this duty is not included in the scheme of service of the grade and that this practice will continue, we are maintaining the allowance and revising the quantum.

Recommendation 20

6.1.50 We recommend the payment of an allowance of Rs 65 per case to the Insecticide Sprayerman for spraying insecticide on decaying corpses.

Senior Hospital Care Attendant

6.1.51 Presently, a non- pensionable monthly allowance of Rs 360 is paid to Senior Hospital Care Attendants posted in operation theatre for a whole month. We are revising this allowance.

Recommendation 21

6.1.52 We recommend that a monthly non-pensionable allowance of Rs 395 be paid to Senior Hospital Care Attendants posted in operation theatres for a whole month.

Mortuary Attendant

6.1.53 A commuted non-pensionable monthly allowance of Rs 600 is presently being paid to the Mortuary Attendant of the Rodrigues Regional Assembly in lieu of the allowance recommended for his counterpart on the Island of Mauritius.

Recommendation 22

6.1.54 We recommend the payment of a commuted non-pensionable monthly allowance of Rs 660 to the Mortuary Attendant of the Rodrigues Regional Assembly in lieu of the allowance recommended for his counterpart in the Island of Mauritius.

Specific Conditions of Service for Health Sector**Recommendation 23**

6.1.55 The recommendation made at paragraph 34.349 of Volume 2 Part I should apply to employees of the RRA also.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>MEDICAL AND HEALTH (Administration)</i>
02 00 87	Rs 90000 Departmental Head
09 00 86	Rs 87000 Health Director
09 72 85	Rs 56100 x 1500 – 57600 x 1800 – 68400 x 2400 – 78000 x 3000 – 84000 Specialist/Senior Specialist
09 63 79	Rs 42600 x 1500 – 57600 x 1800 – 68400 Community Physician
09 60 76	Rs 38100 x 1500 – 57600 x 1800 – 63000 Medical and Health Officer/Senior Medical and Health Officer
09 59 76	Rs 36600 x 1500 – 57600 x 1800 – 63000 Dental Surgeon/Senior Dental Surgeon

Salary Code	Salary Scale and Grade
09 48 71	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 PB 50100 x 1500 – 54600 Pharmacist/Senior Pharmacist <i>formerly Pharmacist</i>
09 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Nursing Administrator (Female) Nursing Administrator (Male)
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Nutritionist
09 52 65	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 45600 Nursing Supervisor (Female) Nursing Supervisor (Male)
09 47 61	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Ward Manager (Female) Ward Manager (Male)
09 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600 Charge Nurse (Female) Charge Nurse (Male)
09 39 57	Rs 19500 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Public Health Nursing Officer <i>formerly Community Health Nursing Officer</i>
09 26 55	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100 Nursing Officer
09 14 16	Rs 10750 x 250 – 11250 Student Nurse

Salary Code	Salary Scale and Grade
09 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600 Specialised Nurse (New Grade)
09 43 59	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Principal Midwife
09 36 55	Rs 17850 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Senior Midwife
09 34 52	Rs 16950 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Senior Midwife (Personal)
09 22 50	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Midwife
09 31 55	Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Blood Bank Officer
09 14 16	Rs 10750 x 250 – 11250 Student Midwife
09 54 64	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Principal Pharmacy Technician <i>formerly Principal Pharmacy Dispenser</i>
09 49 61	Rs 27000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Pharmacy Stores Manager
09 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 QB 35400 x 1200 – 36600 Senior Pharmacy Technician <i>formerly Senior Pharmacy Dispenser</i>

Salary Code	Salary Scale and Grade
09 25 55	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100 Pharmacy Technician <i>formerly Pharmacy Dispenser</i>
09 14 16	Rs 10750 x 250 – 11250 Student Pharmacy Technician <i>formerly Student Pharmacy Dispenser</i>
09 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 47100 QB 48600 Principal Medical Laboratory Technician
09 50 62	Rs 27750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Senior Medical Laboratory Technician
09 33 59	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Medical Laboratory Technician
09 16 19	Rs 11250 x 250 – 12000 Student Medical Laboratory Technician
18 52 62	Rs 29400 x 900 – 33000 x 1200 – 36600 x 1500 – 41100 Principal Public Health and Food Safety Inspector <i>formerly Principal Health Inspector</i>
18 44 59	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Public Health and Food Safety Inspector <i>formerly Senior Health Inspector</i>
18 26 55	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Public Health and Food Safety Inspector <i>formerly Health Inspector</i>
11 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Hospital Administrator

Salary Code	Salary Scale and Grade
11 45 58	Rs 24000 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Hospital Administrative Assistant
11 22 53	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 30300 Head Catering Unit
11 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Health Services) (Non Shift) Steward
11 19 46	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Catering Supervisor
09 15 46	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24750 Physiotherapy Assistant
09 47 62	Rs 25500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 38100 QB 39600 x 1500 – 41100 Senior Medical Imaging Technologist
09 31 57	Rs 15700 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 QB 33000 x 1200 – 34200 Medical Imaging Technologist
09 14 16	Rs 10750 x 250 – 11250 Student Medical Imaging Technologist
09 29 48	Rs 15000 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Senior Medical Imaging Assistant <i>formerly Senior Radiographic Assistant</i>
09 13 43	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 22500 Medical Imaging Assistant <i>formerly Radiographic Assistant</i>

Salary Code	Salary Scale and Grade
22 19 48	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Bio-Medical Engineering Technician
09 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 ECG Technician (Female) ECG Technician (Male)
09 32 48	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Senior Dental Assistant
09 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Dental Assistant
09 35 54	Rs 17400 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 31200 Senior Health Records Clerk
09 15 50	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Health Records Clerk/Higher Health Records Clerk <i>formerly Health Records Clerk</i> <i>Higher Health Records Clerk</i>
09 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Community Health Rehabilitation Officer
09 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Community Health Care Officer
09 17 48	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Health Care Assistant (General)

Salary Code	Salary Scale and Grade
24 12 41	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Laboratory Attendant
09 08 41	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Linen Officer
24 19 40	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 x 750 – 20250 Ambulance Driver (Shift)
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Incinerator Operator Mortuary Attendant (Roster)
24 12 36	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Senior Hospital Care Attendant (Shift)
24 13 34	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 16950 Cook (Roster)
24 11 32	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 Ambulance Care Attendant (Shift) <i>formerly Ambulance Attendant (Shift)</i> Hospital Care Attendant (Shift)
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 –15000 Laundry Attendant (Roster)
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Sanitary Attendant
<i>OTHERS</i>	
08 39 55	Rs 19500 x 750 – 28500 x 900 – 32100 Higher Executive Officer (Rodrigues)

Salary Code	Salary Scale and Grade
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
08 32 55	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Clerk/Senior Confidential Clerk
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
20 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Statistical Assistant
22 13 42	Rs 10500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21750 Telephonist
08 11 41	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Receptionist (Health Services)
22 10 39	Rs 9750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 Receptionist/Telephone Operator
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Carpenter Diesel Fitter Mechanic Electrician Mason Plumber & Pipe Fitter Tinsmith</i>

Salary Code	Salary Scale and Grade
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 Driver (Roster)
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 17850 Gangman
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 17850 Driver
21 08 31	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15700 Storekeeper (Rodrigues)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
25 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Tradesman's Assistant <i>formerly Tradesman's Assistant (Blacksmith)</i> <i>Tradesman's Assistant (Mason)</i> <i>Tradesman's Assistant (Painter)</i>
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Gateman Sanitary Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker

Salary Code	Salary Scale and Grade
25 30 45	Rs 15350 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Foreman
SANITARY SECTION	
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Insecticide Sprayerman Office Caretaker
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Sanitary Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
FAMILY PLANNING, MATERNAL AND CHILD HEALTH SERVICES	
09 60 76	Rs 38100 x 1500 – 57600 x 1800 – 63000 Medical and Health Officer/Senior Medical and Health Officer
09 38 52	Rs 18900 x 600 – 19500 x 750 – 28500 x 900 – 29400 Supervisor/Senior Supervisor (Female) (Family Planning) (Personal)
09 26 55	Rs 14000 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100 Nursing Officer

Salary Code	Salary Scale and Grade
10 24 55	Rs 13400 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Communication Officer

6.2 Sports Division

- 6.2.1 The Sports Division is responsible for, *inter-alia*, effective implementation of policies related to sports; maintaining and upgrading existing sports facilities at community level; and investing in sports infrastructure. Its main objective is to promote the concept of “sports de masse” through the decentralisation of sports activities. It also ensures the empowerment of Rodriguan athletes.
- 6.2.2 At present, the Sports Division is manned by a Sports Officer and officers of the Coach cadre. There has been persistent request to reinforce this Division with a supervisory managerial level to be responsible for the proper functioning of the sports section including the management of staff and to provide assistance and guidance for the implementation and operation of sports organisation. Submission is made for the creation of a level of Officer-in-Charge, Sports, to assume these responsibilities.
- 6.2.3 We are, therefore, strengthening the structure of the Sports Section with the creation of a grade of Officer-in-Charge, Sports.

Officer-in-Charge, Sports (New Grade)

Recommendation 1

- 6.2.4 **We recommend the creation of a grade of Officer-in-Charge, Sports. Appointment thereto should be made by selection from among officers in the grade of Sports Officer reckoning at least three years’ service in a substantive capacity in the grade and possessing leadership and supervisory skills.**
- 6.2.5 Incumbent would be required to, among others, be responsible for the organisation of major events at local level, the setting up and maintenance of local sports infrastructure; advise on formulation of policies, programmes and projects for the development of sports; and be responsible for the proper functioning of the Sports Section including the management of staff.

Time off Facilities

- 6.2.6 Coaches are often required to work outside normal working hours. Given the nature of their work, they are not always able to take advantage of time off facilities and are compensated at hourly rate of pay for extra hours put in. We are revisiting this provision.

Recommendation 2

- 6.2.7 **We recommend that coaches who have put in extra hours of work should continue to be given, as far as possible on a monthly basis equivalent time off for hours put in. Where it has not been possible for management to grant time off upon request within a period of six consecutive months, a request should be made to the Ministry of Civil Service and Administrative Reforms through the Island Chief Executive**

for the payment of an allowance as compensation for the extra hours put in subject to a minimum of 15 extra hours put in monthly.

Swimming Pool Attendant (Roster) (New Grade)

- 6.2.8 The Rodrigues Regional Assembly has constructed an Olympic 50 m swimming pool which is fully operational. Management has made submission for a dedicated grade to be responsible for the opening and closing of the swimming pool complex as well as for its maintenance. The Bureau has examined this issue and is making appropriate provision.

Recommendation 3

- 6.2.9 **We recommend the creation of a grade of Swimming Pool Attendant. Appointment thereto should be made through open competition and from among employees on the permanent and pensionable establishment possessing as a minimum, a pass at the Cambridge School Certificate in at least three subjects including English Language or English Literature and Mathematics or principles of Accounts or passes in at least three subjects including English Language or English Literature and Mathematics or Principles of Accounts at the General Certificate of Education “ordinary level” or an equivalent qualification and be able to swim at least 25 metres.**

- 6.2.10 Incumbent would be required, among others, to open and close the swimming pool complex, offices, cloakrooms, bathrooms and toilets; to clean and maintain the swimming pool and its accessories including the pool deck and grand stand; to add chlorine and other chemicals to the swimming pool as and when instructed by the Technician; to watch premises during opening hours; to attend to members of the public calling at the swimming pool for information; to sell tickets in connection with activities at the swimming pool and deposit the receipts thereof into Bank or the District Cashier’s Office; to ensure the security of personal belongings left in the cloakroom; to keep records of all institutions and individuals using the swimming pool; to control and check the access cards of members of swimming clubs; to record attendance of pupils of “Ecoles de Natation”; and to run errands as and when required.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>SPORTS SERVICES</i>
06 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Officer in Charge, Sports (New Grade)
06 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Sports Officer
06 41 59	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Senior Coach
06 23 52	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 Coach <i>formerly Coach</i> <i>Coach (Swimming)</i>
22 21 51	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 Technician (Youth and Sports)
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
24 12 38	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 18900 Swimming Pool Attendant (Roster) (New Grade)
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman

Salary Code	Salary Scale and Grade
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Filterman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

7. COMMISSION FOR ENVIRONMENT, FORESTRY SERVICES, FISHERIES, MARINE PARKS AND TOURISM

- 7.0.1 This Commission has the following portfolios under its responsibility: Environment, Forestry Services, Fisheries, Marine Parks and Tourism.
- 7.0.2 The mission of the Commission is *inter alia* to, implement proper strategies for the cleaning and embellishment of sites; ensure the conservation and preservation of the marine environment; build the tourism sector into a key engine of growth and make Rodrigues one of the best eco-tourism island destinations in the Indian Ocean; promote sustainable development of artisanal, semi-industrial and industrial fishing and contribute towards the socio-economic development of the fisher community; preserve the environment and natural resources; protect and conserve wildlife and forest bio-diversity; and ensure the sustainable use of natural resources.

7.1 Environment

- 7.1.1 The activities of the Environment Division are being organized into four distinct sections: Waste Management and Pollution Control; Integrated Coastal Zone Management ((ICZM); Environmental Awareness, Education and Sensitisation; and Embellishment and Landscaping.
- 7.1.2 The Waste Management and Pollution Control is responsible for the enforcement of all environmental standards and regulations, supervision of cleaning contracts, conducting research in regard to better waste management practices including waste water management.
- 7.1.3 The Integrated Coastal Zone Management ((ICZM) monitors and coordinates the implementation of coastal project. It ensures the development the ICZM plan for Rodrigues which greatly help to harmonise efforts for coastal zone management.
- 7.1.4 The Environmental Awareness, Education and Sensitisation section is responsible for the implementation of policies in the above fields.
- 7.1.5 The Embellishment and Landscaping section is responsible for the identification and implementation of embellishment of landscaping work in villages thus enhancing quality of life by the improvement of basic amenities and recreational facilities all around Rodrigues.
- 7.1.6 The present organisation structure of the Environment Division is appropriate. We are maintaining it.

Environment Officer

7.1.7 Presently, recruitment to the grade of Environment Officer is made by open competition from among candidates possessing a Degree in any one of the following fields: Environmental Science, Environmental Law, Agriculture, Engineering and in related fields. We are, in this Report, widening the scope of recruitment to the grade of Environment Officer in order to provide a career path to the serving officers of the Division.

Recommendation

7.1.8 We recommend that, in future, recruitment to the grade of Environment Officer should be made by selection from among serving officers of the Environment Division possessing a Degree in any one of the following fields : Environmental Science, Environmental Law, Agriculture, Engineering or in related fields. In the absence of qualified serving officers, appointment should be made by open competition from candidates possessing the prescribed qualifications.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>ENVIRONMENT DIVISION</i>
02 00 87	Rs 90000 Departmental Head
02 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Administrative Officer
19 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Officer-in-Charge, Environment
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Environment Officer
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Environment)

Salary Code	Salary Scale and Grade
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
18 23 50	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Enforcement Officer
24 25 41	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Senior Gangman
26 18 48	Rs 11750 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 26250 Assistant Inspector of Works
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Carpenter</i> <i>Mason</i>
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
21 08 31	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15700 Storekeeper (Rodrigues)

Salary Code	Salary Scale and Grade
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader Sanitary Attendant
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

7.2 Forestry Services

- 7.2.1 The Forestry Services is responsible for the proper administration and management of all forest lands, 'pas geometriques', mountains and river reserves, road reserves and offshore islets. It ensures sustainable management and restoration of natural terrestrial fauna and flora so as to retain its biodiversity for the future generations and provision of leisure/recreational and eco-tourism in state forest lands and enforcement of forest legislations.
- 7.2.2 The mission of the Forestry Services is to ensure: an appropriate legal framework for forest protection and conservation; and an adequate forest cover throughout the island.
- 7.2.3 The present staffing structure of the forestry services comprises the Officer-in-Charge, Forestry who is responsible for the the day-to-day administration, and officers of the Forest Officers' cadre provide support services.
- 7.2.4 We are, in this report, while maintaining the present organisation structure, restyling a few grades in the Forest Officer's cadre to more appropriate job appellations in order to better reflect the duties performed by officers of the Forest Services.

Recommendation 1

- 7.2.5 **We recommend that the under mentioned grades in the Forest Services be restyled as follows:**

From	To
(i) Forest Guard	Forest Conservation and Enforcement Officer
(ii) Forester	Senior Forest Conservation and Enforcement Officer

All-Inclusive Allowance to employees staying overnight on islets

- 7.2.6 Representations have been received to the effect that employees are, at times, required to work and stay overnight on offshore islets without any additional remuneration. We are, therefore, making provision for the payment of an all-inclusive allowance to these categories of employees.

Recommendation 2

- 7.2.7 **We recommend that a daily All-Inclusive Allowance including meal allowance of Rs 795 be paid to those employees who are required to work and stay overnight on the islets.**

Rent Allowance**Recommendation 3**

7.2.8 We recommend that eligible officers of the Forests Department not occupying government quarters be paid the following rent allowance:

Grades	Amount (Rs)
Forest Conservation and Enforcement Officer <i>formerly Forest Guard</i>	645
Senior Forest Conservation and Enforcement Officer <i>formerly Forester</i>	695
Deputy Forest Ranger	895
Officer-in-Charge (Forestry)	1010

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>FORESTRY SERVICES</i>
19 51 64	Rs 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Officer-in-Charge, Forestry
19 46 59	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Forest Ranger
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Deputy Forest Ranger
19 32 49	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Senior Forest Conservation and Enforcement Officer <i>formerly Forester</i>
19 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Forest Conservation and Enforcement Officer <i>formerly Forest Guard</i>

Salary Code	Salary Scale and Grade
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 25 37	Rs 13700 x 300 – 14300 x 350 – 16050 x 450 – 18300 Head Gardener/Nurseryman
24 16 36	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Gangman
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver
13 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Launch Driver
21 08 31	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15700 Storekeeper (Rodrigues)
13 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Boatman
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Gardener/Nurseryman Office Caretaker Woodcutter
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman

Salary Code	Salary Scale and Grade
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 0016	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

7.3 Fisheries

- 7.3.1 The main objective of the Fisheries Division is to ensure sustainable development in the fisheries sector. To this end, it enforces fisheries legislation; promotes off-lagoon fishery; and implements voluntary redeployment in lagoon fishes; educate, trains lagoon fishers, motivates and provides incentives to fishers to practice outer lagoon fisheries and aquaculture, amongst others.
- 7.3.2 The Fisheries Protection Service ensures compliance with the Fisheries and Marine Resources Act No 22 of 1998. It is responsible, *inter alia*, to: register fishers; issue license to fishmongers; register new boats; and effect patrols on land and at sea with a view to booking contraveners and also act as a deterrent to offenders.
- 7.3.3 The organisation structure comprises both officers in the Fisheries Protection Officer cadre, which is the enforcement arm and officers in the professional/technical cadre.
- 7.3.4 As the organisational structure is appropriate, we are maintaining it.

Allowance to General Workers

- 7.3.5 At present, General Workers, performing certain duties normally befalling on Fisheries Protection Officers, are paid an *ad hoc* allowance of Rs 700 monthly. We are maintaining this provision and revising the quantum until such time there is enough Fisheries Protection Officers to perform the set of duties. We are also restyling a few grades.

Recommendation 1

- 7.3.6 **We recommend that the *ad hoc* allowance payable to the General Workers for performing certain duties befalling on Fisheries Protection Officers be revised to Rs 770 monthly.**

Allowance to officers posted in Flying Squad

- 7.3.7 At present, officers of the Fisheries Protection cadre posted in the Flying Squad are paid a monthly special duty allowance equivalent to one and a half increment at the initial of the salary scales for effecting surprise visits inland as well as at sea to track contraveners of the Fisheries Act. We are revising the quantum of this allowance. **We are maintaining the present arrangement.**

Rent Allowance

Recommendation 2

7.3.8 We recommend that eligible officers of the Fisheries Protection Service not occupying Government quarters be paid rent allowances as follows:

Grades	Amount (Rs)
Fisheries Protection Officer	645
Senior Fisheries Protection Officer	700
Principal Fisheries Protection Officer	895
Assistant Controller, Fisheries Protection Service	985
Officer in Charge (Fisheries)	1010

Sensitisation Fee

7.3.9 Officers of the Fisheries Protection Service often hold sessions of 1¼ to 1½ hours of sensitisation programmes after normal working hours in respect of fishing activity to fishers and the community at large. We are, therefore, providing for a compensatory allowance to these officers.

Recommendation 3

7.3.10 We recommend the payment of Rs 220 monthly to those officers who are required to hold sensitisation programmes of a minimum of 1¼ to 1½ hour duration after their normal working hours.

Additional Duties

7.3.11 At present, there is one Clerical Officer/Higher Clerical Officer posted at the Fisheries Protection Service who is performing additional duties pertaining to record of all stores equipment and stationery found in the stores over and above the normal schedule of duties without any remuneration. We are therefore, making provision for the payment of an allowance.

Recommendation 4

7.3.12 We recommend the payment of an allowance equivalent to one increment at the initial of the salary scale of the grade of Clerical Officer/Higher Clerical Officer posted in the Fisheries Protection Service for performing additional duties in the stores.

Coxswain**Recommendation 5**

7.3.13 We recommend that the grade of Coxswain be restyled Second Hand Fishing (Limited). Appointment thereto, should in future be made from among candidates possessing the Certificate of Competency as Second Hand Fishing (Limited) and reckoning at least three years service in the operation of fishing boats or other boats at sea.

Artificer**Recommendation 6**

7.3.14 We recommend that the grade of Artificer be restyled Motorman/Engine Driver. Recruitment thereto should, in future be made from among holders of a Certificate of ratings forming part of the Engine Room Watch as per Section A – 11/4 of the International Convention on Standards of Training Certification and Watchkeeping for Seafarers (STCW Convention) and reckoning at least two years experience in the operation of fishing boats or others boats at sea as Motorman or Engine Room Rating.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>FISHERIES</i>
19 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Scientific Officer (Fisheries)
19 33 58	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 x 1200 – 35400 Technical Officer (Fisheries)
19 51 64	Rs 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 44100 Officer-in-Charge (Fisheries)
19 46 59	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 Assistant Controller, Fisheries Protection Service (Rodrigues)
19 39 53	Rs 19500 x 750 – 28500 x 900 – 30300 Principal Fisheries Protection Officer

Salary Code	Salary Scale and Grade
06 22 50	Rs 12800 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27750 Training Instructor, Fisheries
19 32 49	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Senior Fisheries Protection Officer
19 15 45	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Fisheries Protection Officer
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
13 24 41	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 21000 Motorman/Engine Driver <i>formerly Artificer</i> Second Hand Fishing (Limited) <i>formerly Coxswain</i>
25 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Tradesman <i>formerly Carpenter (Marine)</i> <i>Motor Diesel Mechanic</i> <i>Outboard Motor Mechanic</i>
13 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Launch Driver
13 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Boatman
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker

Salary Code	Salary Scale and Grade
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Driver (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 17850 Driver

7.4 Marine Parks

The South East Marine Protected Area (SEMPA)

- 7.4.1 The South East Marine Protected Area (SEMPA) is responsible, *inter alia*, for the conservation and preservation of the marine environment and the development of attractive livelihood initiatives for fishermen in the southern region.
- 7.4.2 Rodrigues lagoon has a surface area of 240 km² which is currently being extensively exploited by fishers through different destructive fishing methods. To help to protect the meagre resources within, there is need for implementation of sustainable practices so as to reduce the pressure on the lagoon.
- 7.4.3 The Convention for Biodiversity recommends that 10% of the world sea surface area be protected under the creation of Marine Protected Areas. A Marine Protected Area has therefore been created in the southern lagoon of Rodrigues totaling a surface area of 43 km² for the sustainable management of our marine resources. Thereafter, the MPA falls under the responsibility of the RRA. Now the SEMPA is part of the Commission for Environment, Fisheries and Marine Parks.
- 7.4.4 The department will be responsible for the protection and conservation of marine bio-diversity and habitats for sustainable use while maximizing economic and social benefits derived from coastal zone and thereby contributing to the "Maurice Ile Durable".

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>MARINE PARKS</i>
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman

Salary Code	Salary Scale and Grade
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

7.5 Tourism Division

- 7.5.1 The mission of the Tourism Division is to build the tourism sector into a key engine of growth and make Rodrigues one of the best eco-tourism island destinations in the Indian Ocean.
- 7.5.2 Its main objectives are, among others to: regulate and promote tourism activities in Rodrigues; develop tourism as one of the most productive sectors of the local economy; increase accessibility, visibility and attractiveness of Rodrigues as a tourist destination; promote the sustainable development of the tourist industry; foster and encourage the conduct of activities in the tourism industry in a responsible manner to preserve the integrity of Rodrigues as a travel destination; coordinate, support and interact with organisations and institutions aimed at promoting the tourism industry; promote public interest in the tourism industry; develop and implement tourism and tourism related projects.
- 7.5.3 The Tourism Division comprises a Licensing Unit which is responsible, among others, to: license, regulate and supervise tourist enterprises; gauge the standard of these enterprises; register, license and supervise the activities of Skippers and assist in the delivery of competency test.
- 7.5.4 It has been observed that a few posts in this Division have remained vacant for quite some time. This situation may not be conducive for making the tourism sector in Rodrigues the key engine of growth to enable **the Division to operate at its optimal capacity. It is, therefore, suggested that vacant posts be filled, to ensure the efficient functioning of the units.**

Leisure Officer

- 7.5.5 A Qualification Bar (QB) has been inserted in the salary scale of the grade of Leisure Officer. **Incumbent should possess a Diploma in the field of Leisure or Diploma in Management with specialisation in Leisure or an equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
10 64 75	<p style="text-align: center;"><i>TOURISM DIVISION</i></p> <p>Rs 44100 x 1500 – 57600 x 1800 – 61200 Officer-in-Charge, Tourism</p>

Salary Code	Salary Scale and Grade
10 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Tourism Promotion Officer
10 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Tourism Planner
18 33 56	Rs 16500 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 33000 Tourism Enforcement Officer
23 21 55	Rs 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 QB 31200 x 900 – 32100 Leisure Officer
10 17 49	Rs 11500 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Tourism Information Officer
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
24 16 37	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 Senior/Head Office Caretaker
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker

8. COMMISSION FOR YOUTH, COMMUNITY DEVELOPMENT, LIBRARY SERVICES, ARCHIVES AND MUSEUM

- 8.0.1 The Commission has the following port-folios namely: Youth, Community Development, Library Services, Archives and Museum.
- 8.0.2 The functions of the Commission are, among others, to empower the youth and promote their development and employability; facilitate access to research and documentary work; provide logistic support to encourage reading culture and community participation geared towards welfare, education, health and poverty alleviation.

8.1 Youth Division

- 8.1.1 The Youth Division is responsible, among others, to meet the aspirations and needs of the youth by providing them with adequate and modern infrastructure for the practice of youth and leisure activities.
- 8.1.2 Its main objectives are to increase participation of the athletes and youth in local, national and international events; decentralize sports activities; promote the concept of "Sport de masse"; equip young people with appropriate skills and knowledge to become responsible citizens; empower youth and provide them with the logistic support to practise healthy activities; train the youth for self-development; encourage them to participate in recreational, leisure and cultural activities.

Officer-in-Charge, Youth Services (New Grade)

- 8.1.3 Presently, the Principal Youth Officer heads the Youth Division and is supported by officers in the grades of Senior Youth Officer and Youth Officer. Since Rodrigues became autonomous, there is constant development occurring in the Youth Division and the interests for youth activities have increased substantially.
- 8.1.4 We are, therefore, reinforcing the existing organisational structure with the provision of an appropriate level to head the division for better planning and coordination of the youth activities in the island. We are recommending accordingly.

Recommendation

- 8.1.5 **We recommend the creation of a grade of Officer-in-Charge, Youth Services. Appointment to the grade should be made by selection from among officers in the grade of Principal Youth Officer reckoning at least four years' service in a substantive capacity in the grade.**
- 8.1.6 Incumbent would be required, among others, to assist and advise the Departmental Head on the formulation of policies, programmes and projects

for the development of the youth; plan and coordinate youth activities; provide assistance and guidance to youth organisations; ensure that appropriate training for youth and officers of the Youth Officer cadre is carried out properly; supervise, monitor and evaluate youth activities; and motivate youth to participate in national, regional and international level activities.

Youth Officer

- 8.1.7 A Qualification Bar (QB) has been inserted in the salary scale of the grade of Youth Officer. **Incumbent should possess a Diploma in Social Work or an equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>YOUTH DIVISION</i>
02 00 87	Rs 90000 Departmental Head
02 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Administrative Officer
23 23 52	Rs 13100 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 29400 Organising Officer (Youth Counselling Centre)
08 32 55	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 32100 Confidential Clerk/Senior Confidential Clerk
08 27 49	Rs 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Executive Officer (Rodrigues)
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)

Salary Code	Salary Scale and Grade
08 15 44	Rs 11000 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 x 600 – 19500 x 750 – 23250 Word Processing Operator
24 12 37	Rs 10250 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 18300 Driver (Roster)
24 11 36	Rs 10000 x 250 – 12500 x 300 – 14300 x 350 –16050 x 450 – 17850 Driver
24 04 25	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13700 Handy Worker
26 37 53	Rs 18300 x 600 – 19500 x 750 – 28500 x 900 – 30300 Inspector of Works
21 08 31	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15700 Storekeeper (Rodrigues)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 –15350 Office Caretaker
24 05 27	Rs 8500 x 250 – 12500 x 300 – 14300 Stores Attendant
24 04 24	Rs 8275 x 225 – 8500 x 250 – 12500 x 300 – 13400 Lorry Loader
<i>YOUTH SERVICES</i>	
23 54 67	Rs 31200 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Officer in Charge, Youth Services (New Grade)
23 46 61	Rs 24750 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 39600 Principal Youth Officer

Salary Code	Salary Scale and Grade
23 41 57	Rs 21000 x 750 – 28500 x 900 – 33000 x 1200 – 34200 Senior Youth Officer
23 24 55	Rs 13400 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 32100 Youth Officer
08 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Clerical Officer/Higher Clerical Officer (Personal)
24 09 31	Rs 9500 x 250 – 12500 x 300 – 14300 x 350 – 15700 Youth Centre Attendant (Roster)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Office Caretaker
24 07 29	Rs 9000 x 250 – 12500 x 300 – 14300 x 350 – 15000 Watchman
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

8.2 Community Development

- 8.2.1 The Community Development Unit aims at improving the conditions of living for the lower segments of the Rodriguan society, encouraging social participation and development, and enhancing empowerment of the vulnerable groups. It is responsible for the provision of assistance to the community in the development of programmes geared towards welfare, education, health and poverty alleviation.
- 8.2.2 To this end, an array of activities are organised in various village communities and appropriate empowerment programmes and projects are developed to promote the welfare of the people and inculcate the spirit of voluntarism and awareness.

Community Development Officer

Social Welfare Officer

- 8.2.3 A Qualification Bar (QB) has been inserted in the salary scale of the grade of Community Development Officer and Social Welfare Officer. **Incumbent should possess a Diploma in Social Work or an equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>COMMUNITY DEVELOPMENT</i>
19 48 67	Rs 26250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Psychologist
23 19 55	Rs 12000 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 28500 x 900 – 29400 QB 30300 x 900 – 32100 Community Development Officer Social Welfare Officer

8.3 Library Services

- 8.3.1 The Public Library Service facilitates access to library services and provides information to the public in general. Its main functions are to, *inter alia*, ensure that the Central Library provides effective and efficient collection of library materials; and provide free internet facilities. It aims at increasing access to reading and responding to the needs of library users; facilitating access to research and documentary work and providing logistics support to encourage reading culture; improving and increasing access to IT Services and facilitating access to local information at the National Library Antenna, among others.
- 8.3.2 The Library Services is manned, among others, by officers in the grades of Officer-in-Charge, Library Services; Librarian, Senior Library Clerk, and Library Clerk. The present structure is appropriate and is maintained.

Allowance to Officers of the Library Clerk Cadre

- 8.3.3 Officers of the Library Clerk cadre are called upon to organise and monitor cultural and artistic activities as well as indoor games in the “Centre de Lecture et d’Animation Culturelle”. Given that these activities do not form part of the scheme of duties of incumbents, the RRA submitted that monetary incentives be provided for the performance of these additional duties. We have examined the issue and we are making appropriate provisions.

Recommendation

- 8.3.4 **We recommend the payment of a monthly *ad hoc* allowance of Rs 330 to officers of the Library Clerk cadre who are called upon to carry out duties related to the organisation and monitoring of cultural and artistic activities as well as indoor games in the “Centre de Lecture et d’Animation Culturelle” during and after working hours. The payment of the allowance should, be limited to the month during which such activities are conducted, and subject to the approval of the Officer-in-Charge, Library Services.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
<i>LIBRARY SERVICES</i>	
05 58 71	Rs 35400 x 1200 – 36600 x 1500 – 54600 Officer-in-Charge, Library Services
05 44 67	Rs 23250 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Librarian (Rodrigues)
05 32 49	Rs 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Senior Library Clerk (Rodrigues)
05 16 45	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 24000 Library Clerk (Rodrigues)
05 12 14	Rs 10250 x 250 – 10750 Trainee Library Clerk
21 08 31	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15700 Storekeeper (Rodrigues)
24 08 30	Rs 9250 x 250 – 12500 x 300 – 14300 x 350 – 15350 Library Attendant Office Caretaker
24 00 22	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 12500 x 300 – 12800 General Worker (Personal to employees in post as at 30.06.08)
24 00 16	Rs 7400 x 200 – 7600 x 225 – 8500 x 250 – 11250 General Worker

8.4 Archives

- 8.4.1 The Archives Division is responsible for collecting, preserving and making accessible the collective memory of the island for the benefit of the present and future generations, for research and exploitation purposes.
- 8.4.2 The structure of the Archives Division which comprises grades of Archivist and Archives Officer, is appropriate.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<i>ARCHIVES</i>
05 43 67	Rs 22500 x 750 – 28500 x 900 – 33000 x 1200 – 36600 x 1500 – 48600 Archivist
05 16 49	Rs 11250 x 250 – 12500 x 300 – 14300 x 350 – 16050 x 450 – 18300 x 600 – 19500 x 750 – 27000 Archives Officer /Senior Archives Officer <i>formerly Archives Officer</i>

Specific Conditions

1. In the ensuing paragraphs, there are a few conditions which apply specifically to officers on the Rodriguan establishment.

Duty Remission

2. The Clerk, Rodrigues Regional Assembly and the Departmental Heads are eligible for 100% duty remission on cars, and benefit from travelling allowances as well as loan facilities. These officers are also allowed to purchase a 4X4 double cabin pick-up vehicle in lieu of a saloon car.

Recommendation 1

3. **We recommend that the Clerk, Rodrigues Regional Assembly and the Departmental Heads should be eligible for car benefits as per provision at paragraph 18.2.19 (No.1); benefit from travelling allowances as provided at paragraph 18.2.74 (No. 1) and loan facilities as per provisions at paragraphs 18.2.46 and 18.2.71, whichever is appropriate. These officers are also allowed to purchase a 4X4 double cabin pick-up vehicle in lieu of a saloon car.**

Loan on Cars or Motor Cycles

Recommendation 2

4. **We also recommend that Departmental Heads should identify in their respective Departments the officers who would be entitled for loans for the purchase of cars or motorcycles/autocycles as per relevant provision at paragraphs 18.2.46, 18.2.61 and 18.2.62 in Volume 1 of this Report, with particular reference to officers in the Fire Services, Health Section and Agriculture. The recommendations from the Heads of Department should be subject to the approval of the Island Chief Executive. It should also be binding upon the officers in receipt of such facilities to use their vehicle to attend work.**

Outer Island Supplement Allowance

5. The Bureau has received representations from staff associations of Rodrigues for the payment of an Outer Island Supplement Allowance.
6. To enable the formulation of an appropriate recommendation for the Outer Island Supplement Allowance the Statistics Mauritius was requested to work out the following details:
 - (i) the cost of the Rodriguan basket in Mauritius and Rodrigues;
 - (ii) the cost of the Mauritian basket in Mauritius and Rodrigues;
 - (iii) the comparative costliness index of one island relative to the other;

- (iv) the cost of the Rodriguan 2008 basket vis-à-vis the cost of the 2012 basket; and
 - (v) the cost of the Mauritian 2008 basket vis-à-vis the cost of the 2012 basket.
7. For the purpose of comparing the cost of living in Rodrigues with that in Mauritius, a basket of common items consumed by both Mauritians and Rodriguans has been constituted. This basket accounts for 90% of the total household consumption expenditure of Rodriguans and 66% of that of Mauritians.
8. The monthly comparative costliness index for Rodrigues relative to the island of Mauritius for 2011, indicates that the price levels are lower in Rodrigues than in the island of Mauritius.
9. The prices were found to increase at a faster rate in Rodrigues (+15%) than in Mauritius (+12%) from January - December 2008 to January - December 2011. The main reason being that items that are subject to higher price increases such as food, alcoholic beverages and tobacco carry a bigger weight in the CPI basket for Rodrigues than for the island of Mauritius.
10. The study may be summarised as follows:
- (i) The Rodriguan basket of common items costs around 11% more in Mauritius than in Rodrigues.
 - (ii) The Mauritian basket of common items costs around 2% less in Mauritius than in Rodrigues.
 - (iii) The cost of Rodriguan basket of common items in Rodrigues is around 6% less than the cost of the Mauritian basket in Mauritius.
11. **On the basis of the findings of the Statistics Mauritius, the Bureau considers that there is no case for the payment of an Outer Island Supplement Allowance.**

Police Officers domiciled in Rodrigues posted in Mauritius

12. At present, Police Officers domiciled in Rodrigues, posted in Mauritius are paid a disturbance allowance of 25% of the monthly salary and are eligible for free passages. We are maintaining the present provision.

Recommendation 3

13. **We recommend that a disturbance allowance of 25% of the monthly salary should continue to be paid to Police Officers domiciled in Rodrigues posted in Mauritius.**

14. **We also recommend that an officer who is domiciled in Rodrigues and is posted to Mauritius be eligible for:**
- (i) **one free passage, to and from Mauritius, for himself, his spouse and up to three dependent children below the age of 21; and two additional free tickets to Rodrigues to married officers in case the tour of service is extended for another 12 months; and**
 - (ii) **one additional free return ticket to Rodrigues to single officers in case the tour of service is extended for another 12 months.**

Special Leave

15. Officers proceeding officially to Mauritius to participate in international/special events are normally required to apply to the Island Chief Executive for the grant of special leave. **The Bureau concurs with this arrangement and recommends that this practice be maintained.**

Walking Allowance

16. At present, certain officers such as officers in the grade of Water Supply Attendant, who are required to walk in the performance of their duties because their places of work are not accessible by vehicles, are paid a monthly walking allowance of Rs 150. We are maintaining the provision for the allowance and revising the quantum.

Recommendation 4

17. **We are revising the walking allowance to Rs 165 monthly.**

Walking Allowance to Attend Duty

18. Rodriguan officers have to walk long distances for attending duty owing to the topography of the land and to the fact that their home places are inaccessible by buses or cars. These officers are paid a walking allowance of Rs 150 monthly. We are maintaining the allowance and revising the quantum.

Recommendation 5

19. **We recommend that the walking allowance payable, wherever applicable, to Rodriguan officers to attend duty be revised to Rs 165 per month.**

Shift, Roster, Staggered Hours

20. A number of officers in a few grades in the different Commissions work on shift/roster or staggered hours. This element has been taken into account in arriving at the recommended salary for the grades.

Night Duty Allowance

21. The Night Duty Allowance equivalent to 17.5% of the normal rate per hour, is paid to officers who effectively work on night shift for the hours between 2300 hours and 0500 hours (including up to a maximum of two hours lying-in period).

Recommendation 6

22. We recommend that the provision regarding Night Duty Allowance be maintained.

Miscellaneous**Recommendation 7**

23. We recommend that:
- (a) officers domiciled in Rodrigues and coming to Mauritius on training should continue to be paid an allowance equivalent to 50% of salary for the duration of the course;
 - (b) those officers who cannot be provided with quarters be paid an allowance of Rs2400 monthly as an assistance towards payment of rent;
 - (c) where the salaries of identical/comparable grades in the Rodrigues Regional Assembly have been aligned on those of the Civil Service of the Island of Mauritius, the schemes of service of those grades should, wherever relevant, be amended along the lines of counterparts in the Civil Service; and
 - (d) that subject to the approval of the Ministry of Civil Service and Administrative Reforms, revised conditions in respect of grades of the Island of Mauritius would, in principle, be applicable to similar grades of the Rodrigues Regional Assembly.

Temporary Appointment/Traineeship

24. Where there exist officers on temporary appointment or trainees who have been appointed under the terms of the previous schemes of service, the officers should be considered for appointment in the respective grades on satisfactory completion of their temporary period or traineeship, even though they may not qualify under the revised qualifications.

Master Salary Conversion Table

Salary Point	2008 PRB Basic Salary	Gross salary December 2012	Revised salary 1st January 2013	Salary Point	2008 PRB Basic Salary	Gross salary December 2012	Revised salary 1st January 2013
02	6,425	7,496	7,825	46	20,200	21,270	24,750
03	6,600	7,673	8,050	47	20,800	21,870	25,500
04	6,800	7,880	8,275	48	21,400	22,470	26,250
05	7,000	8,087	8,500	49	22,000	23,070	27,000
06	7,200	8,294	8,750	50	22,600	23,670	27,750
07	7,400	8,501	9,000	51	23,200	24,270	28,500
08	7,600	8,708	9,250	52	24,000	25,070	29,400
09	7,800	8,915	9,500	53	24,800	25,870	30,300
10	8,000	9,122	9,750	54	25,600	26,670	31,200
11	8,200	9,329	10,000	55	26,400	27,470	32,100
12	8,400	9,536	10,250	56	27,200	28,270	33,000
13	8,600	9,743	10,500	57	28,000	29,070	34,200
14	8,800	9,950	10,750	58	29,000	30,070	35,400
15	9,000	10,157	11,000	59	30,000	30,420	36,600
16	9,200	10,364	11,250	60	31,250	31,670	38,100
17	9,400	10,571	11,500	61	32,500	32,920	39,600
18	9,600	10,778	11,750	62	33,750	34,170	41,100
19	9,800	10,985	12,000	63	35,000	35,420	42,600
20	10,000	11,192	12,250	64	36,250	36,670	44,100
21	10,200	11,399	12,500	65	37,500	37,920	45,600
22	10,450	11,658	12,800	66	38,750	39,170	47,100
23	10,700	11,917	13,100	67	40,000	40,420	48,600
24	10,950	12,175	13,400	68	41,250	41,670	50,100
25	11,200	12,434	13,700	69	42,500	42,920	51,600
26	11,450	12,708	14,000	70	43,750	44,170	53,100
27	11,700	12,967	14,300	71	45,000	45,420	54,600
28	12,000	13,270	14,650	72	46,250	46,670	56,100
29	12,300	13,370	15,000	73	47,500	47,920	57,600
30	12,600	13,670	15,350	74	48,750	49,170	59,400
31	12,900	13,970	15,700	75	50,000	50,420	61,200
32	13,200	14,270	16,050	76	51,500	51,920	63,000
33	13,500	14,570	16,500	77	53,000	53,420	64,800
34	13,800	14,870	16,950	78	54,500	54,920	66,600
35	14,200	15,270	17,400	79	56,000	56,420	68,400
36	14,600	15,670	17,850	80	58,000	58,420	70,800
37	15,000	16,070	18,300	81	60,000	60,420	73,200
38	15,500	16,570	18,900	82	62,000	62,420	75,600
39	16,000	17,070	19,500	83	64,000	64,420	78,000
40	16,600	17,670	20,250	84	66,000	66,420	81,000
41	17,200	18,270	21,000	85	68,000	68,420	84,000
42	17,800	18,870	21,750	86	70,000	70,420	87,000
43	18,400	19,470	22,500	87	72,500	72,920	90,000
44	19,000	20,070	23,250	88	75,000	75,420	93,000
45	19,600	20,670	24,000				

Master Salary Scale: Rs 7825 x 225 - 8500 x 250 - 12500 x 300 - 14300 x 350 - 16050 x 450 - 18300 x 600 - 19500 x 750 - 28500 x 900 - 33000 x 1200 - 36600 x 1500 - 57600 x 1800 - 68400 x 2400 - 78000 x 3000 - 93000

