

2. CHIEF COMMISSIONER'S OFFICE

2.0.1 The Chief Commissioner's Office is responsible for the overall implementation of the Regional Government programmes and objectives. It coordinates the activities of all Commissions of the Rodrigues Regional Assembly whilst providing the overall policy direction.

2.0.2 The areas of responsibility falling under the Chief Commissioner's Office are the following:

Central Administration

Registration of Deeds and Conservation of Mortgages

Transport

Companies Division

Management of State Land

Civil Aviation

Tourism Development

Marine Services

Education

Legal Services

2.1 Central Administration

- 2.1.1 The Central Administration aims at facilitating the development of effective and efficient human resources in the Rodrigues Regional Assembly (RRA); ensuring good governance by creating a modern and efficient public service; and offering timely and quality delivery of services to the members of the public. The different sections under its purview comprise Human Resources, Finance, Internal Control, Procurement and Supply, Economic Planning and Monitoring Unit and Statistics.
- 2.1.2 Being at the apex of the Central Administration, the Island Chief Executive (ICE) is assisted by the Departmental Heads and other heads of Sections/Divisions/Units.
- 2.1.3 In the context of this Report, both Management and Union have proposed a restructuring of the Central Administration with the introduction of a Senior Executive Service along with a restyling of certain key positions and creation of a level. In addition, they requested for a reorganisation of the operations of the Central Administration under two executive arms: namely Public Service Affairs Division and Finance and Economic Planning Division. In this context, creation of a grade of Director, Finance and Economic Planning has been proposed, against abolition of the grade of Head, Finance which is currently vacant.
- 2.1.4 During meetings held with the ICE, Departmental Heads and Acting Departmental Heads, several proposals were made with respect to a review of the mode of appointment to the position of ICE; granting enhanced conditions of service; upgrading of salaries; and provision of better career prospect to the Administrative Officers.
- 2.1.5 In the light of the various requests made, the Bureau is making the following observations, a few of which were already communicated during the consultative meetings: issues related to implementation should be dealt with administratively such as increase in workload, establishment of new Units and continued payment of allowance; and creation of levels is based on functional need.

Island Chief Executive

- 2.1.6 Appointment to or filling of the position of ICE is made on contractual terms on an assignment basis along more or less similar lines with what obtains for the grades of Permanent Secretary and Senior Chief Executive in the Civil Service.
- 2.1.7 For this Report, the ICE equally requested for the establishment of a senior executive service along with an upgrading of salary at par with a Senior Chief Executive in the Civil Service and for a review of the mode of appointment to the position of ICE, in line with what obtains for the grade of Permanent Secretary.
- 2.1.8 After examining the proposals carefully and upon obtention of views of relevant parties concerned, we consider that it would be more appropriate to maintain the *status quo*.

Recommendation 1

2.1.9 We recommend that appointment to the grade of Island Chief Executive should continue to be on contractual terms from outside candidates or an assignment basis from among officers holding a substantive post of Departmental Head.

Departmental Head

2.1.10 The Bureau held a few meetings with Departmental Heads and Acting Departmental Heads during which requests were made for enhanced salary and benefits, including pension benefits at time of reversion to substantive post.

2.1.11 After studying the proposals and taking into consideration several factors, we hold that the position of Departmental Head should continue to be filled on contractual terms or on an assignment basis.

Recommendation 2

2.1.12 We recommend that:

- (i) appointment to or filling of the position of Departmental Head should continue to be on contractual terms or an assignment basis for a period of two years; and**
- (ii) 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

2.1.13 Request was made for the restyling of the grade of Administrative Officer as Assistant Chief Executive. Given that we are not making any change to the Administrative Cadre, we are maintaining the present appellation.

2.1.14 Administrative Officers are presently allowed to proceed incrementally up to salary point Rs 62950 in the Master Salary Scale, subject to satisfying certain conditions. We are reiterating this provision whilst revising the salary point.

Recommendation 3

2.1.15 We recommend that Administrative Officers should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 69800 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Human Resource Management Cadre

Human Resource Executive

formerly Human Resource Officer/Senior Human Resource Officer

- 2.1.16 Restyling of grades is done only after following a set of established procedures and this is the prerogative of the Bureau. Surprisingly, it has been observed that the grade of Human Resource Officer/Senior Human Resource Officer (HRO/SHRO) has undergone a change in appellation in the Civil Establishment Order 2018. **In this respect, the Bureau is reflecting this change in the salary schedule while also holding that organisations should follow the established procedures regarding restyling of job appellations as spelt out in the Introductory Chapter of this Volume.**
- 2.1.17 At present, Human Resource Executive *formerly Human Resource Officer/Senior Human Resource Officer* possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification are allowed to proceed incrementally up to salary point Rs 42325 in the Master Salary Scale provided they satisfy certain performance criteria. We are continuing with the present arrangement.

Recommendation 4

- 2.1.18 We recommend that incumbents in the grade of Human Resource Executive *formerly Human Resource Officer/Senior Human Resource Officer* possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Senior Human Resource Executive (New Grade)

- 2.1.19 Supervision is an important element for efficient service delivery. Taking this into consideration, the Bureau is, in this Report, reinforcing the structure of the Human Resource Management Cadre.

Recommendation 5

- 2.1.20 We recommend the creation of a grade of Senior Human Resource Executive. The grade should be filled by promotion, on the basis of experience and merit, of officers in the grade of Human Resource Executive *formerly Human Resource Officer/Senior Human Resource Officer* reckoning at least three years' service in a substantive capacity in the grade and possessing a Diploma in Human Resource Management or Personnel Management or a Diploma with Personnel Management/Human Resource Management as a major component.**
- 2.1.21 Incumbent would be required, *inter alia*, to: advise on the interpretation of rules and regulations pertaining to human resource management and implementation of human resource policies; supervise and co-ordinate the activities of the Human

Resource Division in a Department; conduct human resource planning to determine the number of staff and skill levels required; carry out training needs assessment and assist in the mounting of appropriate training courses; and to supervise and provide proper guidance and coaching to junior staff.

Assistant Manager, Human Resources

- 2.1.22 Pursuant to the creation of the grade of Senior Human Resource Executive, there is need to bring consequential amendments to the scheme of service of the grade of Assistant Manager, Human Resources.

Recommendation 6

- 2.1.23 We recommend that, henceforth, promotion to the grade of Assistant Manager, Human Resources should be made, on the basis of experience and merit, of officers in the grade of Senior Human Resource Executive reckoning at least four years' service in a substantive capacity in the grade and possessing a Degree in Human Resource Management or a Degree with Human Resource Management as a major component or an equivalent qualification.**

Specific Provision for Assistant Manager, Human Resources

Recommendation 7

- 2.1.24 We recommend that officers in the grade of Assistant Manager, Human Resources possessing a Degree in Human Resource Management or a Degree with Human Resource Management as a major component should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Head, Human Resource Management formerly Manager, Human Resources

- 2.1.25 The 2013 Report recommended a three-level structure for the Human Resource Management Section. Being at the apex, the Manager, Human Resources is required, *inter alia*, to be responsible for providing advice on all matters pertaining to human resource policies, practices and procedures; ensuring the proper and consistent application of human resource policies, rules, regulations and procedures and that schemes of service are well drafted/reviewed; conducting human resource planning; and carrying out human resource proposals in the context of the budgetary exercise. In the context of this review, Management has submitted for the creation of the grade of Head, Human Resource Management.
- 2.1.26 Considering the specificities of the RRA, the Bureau has studied the structure of this Cadre. Hence, with a view to ensure uniformity and consistency in the management of human resources in the RRA, the Bureau considers that there is need to restyle the grade of Manager, Human Resources whilst upgrading its duties. This element has been taken into consideration in arriving at the salary recommended for the grade.

Recommendation 8**2.1.27 We recommend that the grade of Manager, Human Resources be restyled Head, Human Resource Management.**

2.1.28 Incumbent would head the Human Resource Management Section and be responsible to advise and provide technical input for the formulation and implementation of human resource policies and strategies in line with the strategic direction of Government and would be required, among others, to: ensure that reforms and change management initiatives in the field of human resource management including Performance Management System are carried out effectively; consider human resource proposals in context of budgetary exercise; ensure the proper staffing and deployment of officers; promote a learning culture among officers of the Human Resource Management Cadre while also mentoring and guiding them; be responsible for the preparation and amendment of the Civil Establishment Order; carry out research work for formulation of Human Resource policies and strategies; and to ensure that rules, regulations and other practices relating to human resource are correctly interpreted and applied.

GENERAL SERVICES

2.1.29 In line with recommendations made in the Civil Service, the General Services Cadre is being restructured with the creation of an additional level of Management Support Assistant.

Management Support Assistant (New Grade)**Recommendation 9****2.1.30 We recommend the creation of a grade of Management Support Assistant. Appointment thereto should be made by selection from among candidates who:**

- (a) possess the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principle of Accounts or an equivalent qualification;**
- (b) possess 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) are computer literate.**

2.1.31 Incumbent would be required, among others, to perform duties of a clerical nature including the preparation, scrutiny and processing of straightforward document and records; preparation of simple documents subject to check; arithmetical work; registry work; simple finance; human resource and procurement work under supervision; drafting of replies to simple correspondence; and simple data entry and updating of information in a computer system and microfilming. Incumbent would also have to carry out pay and cashier duties, whenever the need arises; operate modern equipment such as telefax machine, electronic photocopying machine, etc; and carry out simple research work in connection with official documents.

Management Support Officer

2.1.32 With the creation of the grade of Management Support Assistant (MSA), incumbents in the grade of Management Support Officer (MSO) should, henceforth, have supervisory ability, critical sense, readiness to accept delegated responsibilities and potential for training and handling of staff.

Recommendation 10

2.1.33 **We recommend that, in future, the grade of Management Support Officer should be filled by selection from among officers in the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity.**

2.1.34 **We also recommend that incumbent would, in addition, be required to provide administrative support in general administration, human resource management, finance, and procurement and supply; carry out pay and cashier duties, as and when required; coordinate and supervise the work of subordinate staff; and ensure the accuracy, completeness and timeliness of processes and activities performed in small units.**

2.1.35 **We further recommend that Management Support Officers reckoning more than four years' experience in a substantive capacity should be entrusted with the duty of supervision. The onus for the posting of the senior most Management Support Officers rests with Responsible Officers.**

2.1.36 **We additionally recommend that with the filling of the posts of Management Support Assistant, the number of posts to be filled for Management Support Officer should be gradually reduced.**

SECRETARIAL CADRE

Confidential Secretary

Adhoc Allowance

Recommendation 11

2.1.37 **We recommend that, subject to the approval of the MPSAIR, Confidential Secretaries posted to the Chief Commissioner's Office, Deputy Chief Commissioner's Office and Island Chief Executive's Office who have to regularly work over and above their normal working hours should continue to be paid an *adhoc* allowance as determined by the MPSAIR.**

2.1.38 **We further recommend that high officials should be advised not to unnecessarily retain their Confidential Secretaries in office for long hours after their normal hours of work, except where their presence in office is absolutely essential and may, if required, be justified.**

Allowance for performing additional duties

2.1.39 In addition to the *ad hoc* allowance, the Confidential Secretary attached to the Chief Commissioner's Office is eligible for a responsibility allowance equivalent to three increments at the point reached in the salary scale. We are renaming this allowance in line with what is provided in the Civil Service while the approval of the grant of the allowance should continue to be conveyed by the High Powered Committee.

Recommendation 12

2.1.40 We recommend that the High Powered Committee should continue to look into the advisability of the payment of an allowance to incumbent performing the duties of Confidential Secretary posted to the Chief Commissioner's Office.

2.1.41 We further recommend that this allowance may be reckoned as pensionable emoluments, subject to the approval of the High Powered Committee, provided that incumbents have:

- (i) performed in that position for a continuous period of five years;**
- (ii) not been subject to disciplinary proceedings on ground of inefficiency or inability to perform at that position or on ground of misconduct; and**
- (iii) reached the age of 55 years at the time of retirement/change in posting.**

Central Administration

2.1.42 In the course of this review, Management has made a case for the activities of the Central Administration which fall under the general direction of the ICE, to be organised under two executive arms, namely Public Service Affairs and Finance and Economic Planning Division. While the Public Service Affairs would be under the responsibility of a Departmental Head, proposal has been made for the creation of a grade of Director, to head the Finance and Economic Planning Division. We have scrupulously examined the duties and responsibilities that would be assigned to the new position and have observed considerable similarities in the set of duties of this level and the Head of Finance. In view of the similarities in the duties of these two grades it would not be appropriate to accede to the request.

Financial Operations Officer Cadre

2.1.43 The Financial Operations Officer Cadre is made up of a four-level structure. In our last Report, we restructured the cadre, to the extent possible, in line with what is obtainable in the Civil Service. For this review as well, we are bringing certain modification thereto by restyling the first two levels to a more proper appellation and reviewing their mode of appointment.

**Financial Operations Officer/Senior Financial Operations Officer
formerly Financial Officer/Senior Financial Officer**

**Assistant Financial Operations Officer
formerly Assistant Financial Officer**

Recommendation 13

2.1.44 We recommend that the grades of Assistant Financial Officer and Financial Officer/Senior Financial Officer be restyled Assistant Financial Operations Officer and Financial Operations Officer/Senior Financial Operations Officer respectively.

2.1.45 We further recommend that:

- (a) the scheme of service of the grade of Assistant Financial Operations Officer formerly Assistant Financial Officer, be amended so that, henceforth, appointment to the grade be made:**
 - (i) up to 31 December 2030, by selection from among officers in the grade of Management Support Officer, in post as at the eve of the publication of the 2021 Report, and the new grade of Management Support Assistant who reckon at least four years' service in a substantive capacity in their respective grades; and thereafter,**
 - (ii) by selection from among officers in the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in the grade.**
- (b) the scheme of service of the grade of Financial Operations Officer/Senior Financial Operations Officer formerly Financial Officer/Senior Financial Officer should be amended so that, henceforth, appointment to the grade is made by selection from among:**
 - (i) Assistant Financial Operations Officers formerly Assistant Financial Officer reckoning at least four years' service in a substantive capacity in the grade; and**
 - (ii) Office Management Assistants, in post as at the eve of the publication of the 2021 Report, and reckoning at least four years' service in a substantive capacity in the grade.**

Movement beyond salary

2.1.46 Financial Operations Officer/Senior Financial Operations Officer formerly Financial Officer/Senior Financial Officer possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Finance from a recognised institution are allowed to move incrementally up to salary point Rs 42325 in the Master Salary Scale subject to satisfying certain criteria. This provision should continue to be applied. We are revising the salary point and making a specific provision for the Assistant Manager, Financial Operations.

Recommendation 14

2.1.47 We recommend that incumbents in the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Officer/Senior Financial Officer* possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Finance from a recognised institution or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 47675 provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Specific Provision for Assistant Manager, Financial Operations**Recommendation 15**

2.1.48 We recommend that officers in the grade of Assistant Manager, Financial Operations possessing a Degree in Financial Management with specialisation in Public Finance or Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or a Degree with Finance as a major component or has a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Internal Control Cadre

2.1.49 The Internal Control Officer Cadre, which is responsible for the planning and conduct of internal auditing of all the Commissions, is made up of the grades of Principal Internal Control Officer and Internal Control Officer/Senior Internal Control Officer (ICO/SICO).

2.1.50 In the context of this review exercise, a request was made for the structure of the cadre to be reinforced with three new levels above the grade of Principal Internal Control Officer so that it is aligned with what is obtainable in the Civil Service. Proposals were also made to review the qualifications requirement of the existing grades. After careful examination, we consider that the proposed structure would be too heavy and have, therefore, discarded same. Consequently, Management was so apprised during the consultative meeting. As regards the amendments to the qualifications requirement of the grade of ICO/SICO, same has been addressed on an *ad hoc* basis.

Internal Control Officer/Senior Internal Control Officer

2.1.51 Provision exists for officers in the grade of Internal Control Officer/Senior Internal Control Officer to be allowed to move incrementally in the Master Salary Scale subject to certain conditions. This provision which is still relevant is being renewed.

Recommendation 16

2.1.52 We recommend that incumbents in the grade of Internal Control Officer/Senior Internal Control Officer having successfully completed all Papers of Fundamentals (Knowledge) and having obtained passes in Papers F4, F5 and F8 of Fundamentals (skills) of the ACCA Examinations or possessing the Certificate in Business Accounting (Foundation Level) and having 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 should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Procurement and Supply Cadre

2.1.53 In line with recommendations made in the Civil Service, we are bringing certain amendments to the qualifications requirement of the grades of Assistant Procurement and Supply Officer and Procurement and Supply Officer/Senior Procurement and Supply Officer respectively.

Assistant Procurement and Supply Officer

2.1.54 The grade of Assistant Procurement and Supply Officer (APSO) is presently filled by selection from among officers in the grade of Management Support Officer reckoning at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in the grade of Management Support Officer and the grades of General Services Officer (RRA), and Clerical Officer/Higher Clerical Officer.

2.1.55 With a view to harmonising the mode of appointment of different grades in the Cadre to what obtains in the Civil Service, to the extent possible, and pursuant to the creation of the grade of Management Support Assistant, there is need to bring consequential amendments to the qualifications requirement of the grade of APSO. In so doing, we are ensuring that no prejudice is being caused to those Management Support Officers already in post as at the eve of the publication of this Report.

Recommendation 17

2.1.56 We recommend that appointment to the grade of Assistant Procurement and Supply Officer should, up to 31 December 2030, be made by selection from among officers in the grade of Management Support Officer, in post as at the eve of the publication of this Report and the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in their respective grades. Thereafter, the post should be filled by selection from among officers in the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in the grade.

Procurement and Supply Officer/Senior Procurement and Supply Officer

2.1.57 With the creation of the grade of APSO, subsequent amendments need to be brought to the mode of appointment of the grade of Procurement and Supply Officer/Senior

Procurement and Supply Officer. We are, while making appropriate transitional provision, ensuring equity and fairness for those Assistant Procurement and Supply Officers in post as at the eve of the publication of this Report.

Recommendation 18

2.1.58 We recommend that the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should continue to be filled by promotion, on the basis of experience and merit, of Assistant Procurement and Supply Officers (in post as at the eve of the publication of this Report) and reckoning at least two years' service in a substantive capacity in the grade or by selection from Office Management Assistants (in post as at the eve of the publication of this Report) reckoning at least four years' service in a substantive capacity in the grade.

2.1.59 We further recommend that, on complete phasing out of the number of officers in the grade of Assistant Procurement and Supply Officer in post as at the eve of the publication of this Report, the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should, thereafter, be filled by promotion, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer reckoning at least four years' service in a substantive capacity in the grade or by selection from Office Management Assistants (in post as at the eve of the publication of this Report) reckoning at least four years' service in a substantive capacity in the grade.

Specific Provision for Assistant Manager (Procurement and Supply)

Recommendation 19

2.1.60 We recommend that officers in the grade of Assistant Manager (Procurement and Supply) possessing a Degree in Procurement and Supply Management or Purchasing and Supply Management should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Movement for Procurement and Supply Officer/Senior Procurement and Supply Officer

2.1.61 Officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer are allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325, subject to satisfying specific conditions. The present arrangement should continue to prevail.

Recommendation 20

2.1.62 We recommend that Procurement and Supply Officer/Senior Procurement and Supply Officers possessing a Diploma in Procurement and Supply Management or Purchasing and Supply Management or a Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 be allowed to proceed incrementally in the Master Salary Scale up to the salary point 47675 provided

they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Economic Planning and Monitoring Unit

- 2.1.63 A request was made for the grades of Analyst, Rodrigues Regional Assembly and Senior Analyst, Rodrigues Regional Assembly to be merged in line with what is obtainable at the Ministry of Finance, Economic Planning and Development. Following the creation of the grade of Lead Analyst in 2019, the supervisory duties now devolve on the latter grade. Hence, we consider that the request for the merging of the first two levels may be favourably considered. Management is, therefore, advised to bring consequential amendments to the scheme of service of the merged grade so as to reflect the new set of duties devolving upon the incumbents.
- 2.1.64 Pursuant to the above merging, amendments also need to be brought to the scheme of service of the grade of Lead Analyst which is presently filled by selection from among Senior Analysts, Rodrigues Regional Assembly and Analysts, Rodrigues Regional Assembly who reckon at least six years' service in a substantive capacity in the grade or an aggregate of at least six years' service in a substantive capacity in the grade of Analyst, Rodrigues Regional Assembly and the former grade of Economist.

Recommendation 21

2.1.65 We recommend that:

- (i) the grades of Analyst, Rodrigues Regional Assembly and Senior Analyst, Rodrigues Regional Assembly be merged and restyled Analyst/Senior Analyst, Rodrigues Regional Assembly; and**
- (ii) the scheme of service of the grade of Lead Analyst be amended such that, henceforth, appointment to the grade be made by selection from among:**
 - (a) Analyst/Senior Analyst, Rodrigues Regional Assembly, *formerly Senior Analyst, Rodrigues Regional Assembly*, in post as at the eve of the publication of the 2021 Report; and**
 - (b) (i) Analyst/Senior Analyst, Rodrigues Regional Assembly, *formerly Analyst, Rodrigues Regional Assembly*, who reckon at least six years' service in a substantive capacity in the grade; or**
 - (ii) an aggregate of six years' service in a substantive capacity in the grade of Analyst/Senior Analyst, Rodrigues Regional Assembly and the former grade of Analyst, Rodrigues Regional Assembly; or**
 - (iii) an aggregate of six years' service in a substantive capacity in the grade of Analyst/Senior Analyst, Rodrigues Regional Assembly, *formerly Analyst, Rodrigues Regional Assembly* and the former grade of Economist.**

Information Services Division

Communication/Public Relations Officer (New Grade)

2.1.66 The Communication/Public Relations Unit oversees all the activities relating to planning of events for news conferences, including the arrangements of banners and other graphics to be displayed at the event, preparing packets of information to distribute to the media and preparing executives to speak at news conferences. In view of the absence of a dedicated grade to man the Unit and to manage the smooth communication between RRA and its stakeholders, Management has requested that it be provided with a level of Communication/Public Relations Officer. On the basis of functional justifications, we are providing for the creation of this grade.

Recommendation 22

2.1.67 We recommend the creation of a grade of Communication/Public Relations Officer. Appointment thereto should be made from among candidates possessing a Diploma in English or French or Law or Legal Studies or Communication Studies or Journalism and/or Media Studies or an equivalent qualification from a recognised institution and reckoning at least one-year experience in public relations.

2.1.68 Incumbent would be required, *inter alia*, to: promote and provide quality customer service; gather write up and edit information for internal and external publication, website, annual report, press release and other forms of internal and external communication; organise and co-ordinate all public relations activities, press conferences, interviews and receptions; and to assist in drafting of parliamentary questions, amongst others.

Statistical Unit

2.1.69 The Statistical Unit comprises the grades of Statistician, Senior Statistical Officer and Statistical Officer.

2.1.70 In the context of this review, Management proposed for a reorganisation of its activities so that same are conducted under two separate executive arms namely, the Economic arm and the Social arm and both arms to operate under a new supervisory level of Principal Statistical Officer. During consultations, Management equally informed that the load of work at the Statistical Unit has increased considerably, hence the justification for this new grade. The request for creation of the level has also been made by the Union.

2.1.71 After examining the requests, the Bureau considers that the establishment of new Units rests upon Management and that grades are created on the basis of functional needs. Whilst assessing the functional need for the new level proposed, we observed that it would be more appropriate to maintain the structure, given the present staff size. A restructuring may, however, be contemplated upon the strengthening of the lower levels. We are, therefore, providing for Management to conduct a Human Resource Planning Exercise.

Recommendation 23

2.1.72 We recommend that Management should conduct a Human Resource Planning Exercise as provided in Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, prior to increasing the establishment size of the grades of Senior Statistical Officer and Statistical Officer to enable the Statistical Unit to operate more efficiently and effectively.

Transport Section

2.1.73 The Transport Section is responsible for ensuring proper public transport facilities to the Rodriguan population; planning transport services to respond better to changes in demand patterns; and implement successfully the free travel scheme. We consider the present structure to be appropriate.

Binding Unit

2.1.74 With a view to better examine the requests for the creation of the grades of Trainee Graphic Artist and Graphic Artist, restyling of the grade of Binding Supervisor to Production Supervisor and other consequent amendments be made to other grades in the Cadres, a site visit was carried out at the Binding Unit. It was observed that the Binding Unit is limited to binding works only and no production work is being carried out such that there is no Pre-Press and Printing Units. Therefore, the requests could not be considered.

Housekeeper, Chief Commissioner's Office *formerly Housekeeper*

2.1.75 The Housekeeper has the responsibility, among others, for the upkeep of the Residency as well as for the preparation and service of snacks and meals for the Executive Council members and delegations visiting Rodrigues. Representations were received for a restyling of the grade of Housekeeper to Housekeeper/Senior Housekeeper and for a review of the salary due to lack of promotional prospects and for career earnings. During oral discussion, the Bureau was apprised that incumbent is presently leading a team of General Workers and is also performing the duties of Cook (on Roster). Management was informed of the philosophy behind merging of grades. A fresh job evaluation exercise was carried out based on the information submitted in the newly written Job Description Questionnaire. The Bureau has observed an evolution in the nature and complexity of duties performed by incumbent. **These elements have been taken into account in arriving at the recommended salary. We also consider it appropriate to restyle the grade in consonance with the specificities of the Chief Commissioner's Office.**

Office Auxiliary/Senior Office Auxiliary

Recommendation 24

2.1.76 We recommend that employees in the grade of Office Auxiliary/Senior Office Auxiliary who have reached the top salary in their scale should be allowed to move incrementally in the Master Salary Scale by one increment.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
CHIEF COMMISSIONER'S OFFICE CENTRAL ADMINISTRATION	
02 000 114	Rs 132000 Island Chief Executive
02 000 107	Rs 110125 Departmental Head
01 096 101	Rs 77950 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375 Head, Finance
08 075 094	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Head, Human Resource Management <i>formerly Manager, Human Resources</i>
08 068 089	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Manager, Human Resources (Personal)
08 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager, Human Resources
08 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Human Resource Executive (New Grade)
08 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Human Resource Executive <i>formerly Human Resource Officer/Senior Human Resource Officer</i>

Salary Code	Salary Scale and Grade
02 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Administrative Officer (Personal)
02 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Administrative Officer
18 047 081	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Safety and Health Officer/Senior Safety and Health Officer
08 069 091	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 68000 Principal Executive Officer (Rodrigues) (Personal)
08 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Executive Officer (Rodrigues)
08 053 076	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Higher Executive Officer (Rodrigues) (Personal)
08 050 077	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Office Management Assistant
08 041 079	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Citizen's Advice Bureau Organiser
08 060 083	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Office Management Executive

Salary Code	Salary Scale and Grade
08 049 072	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Office Supervisor</p>
11 039 067	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Housekeeper, Chief Commissioner's Office <i>formerly Housekeeper</i></p>
08 046 076	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Confidential Secretary</p>
10 038 076	<p>Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Communication/Public Relations Officer (New Grade)</p>
08 038 070	<p>Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Management Support Officer</p>
08 030 067	<p>Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Clerical Officer/Higher Clerical Officer (Personal) Management Support Assistant (New Grade)</p>
23 037 077	<p>Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Social Worker, Rodrigues Regional Assembly</p>
10 032 069	<p>Rs 17305 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Audio Visual Assistant</p>

Salary Code	Salary Scale and Grade
08 039 069	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Senior Word Processing Operator</p>
25 044 067	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Chief Tradesman Foreman</p>
08 029 066	<p>Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000</p> <p>Word Processing Operator</p>
22 024 061	<p>Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875</p> <p>Receptionist/Telephone Operator</p>
24 039 063	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525</p> <p>Senior Field Supervisor</p>
16 027 065	<p>Rs 16005 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 33175</p> <p>Machine Minder (Bindery) (Rodrigues) (Personal)</p>
24 033 062	<p>Rs 17565 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 30700</p> <p>Driver (Mechanical Unit)</p>
25 029 062	<p>Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 30700</p> <p>Electrician (Shift)</p>
24 033 061	<p>Rs 17565 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875</p> <p>Driver (Heavy Vehicles above 5 tons)</p>

Salary Code	Salary Scale and Grade
24 039 059	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225</p> <p>Head Gardener/Nursery Attendant Head Office Auxiliary</p>
24 022 055	<p>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525</p> <p>Office Auxiliary/Senior Office Auxiliary</p>
25 026 059	<p>Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225</p> <p>Cabinet Maker Carpenter Electrician Mason</p>
24 026 059	<p>Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225</p> <p>Driver (on roster)</p>
24 030 058	<p>Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</p> <p>Field Supervisor</p>
24 025 058	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</p> <p>Driver Driver/Office Attendant (Ex-SMEDA) (Personal)</p>
24 025 054	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000</p> <p>Senior Gardener/Nursery Attendant</p>
21 022 053	<p>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475</p> <p>Storekeeper (Rodrigues)</p>

Salary Code	Salary Scale and Grade
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Gardener/Nursery Attendant
24 021 051	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Surveillant <i>formerly Security Guard</i>
24 020 050	Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Handy Worker (Special Class)
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
24 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Stone Breaker
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant
24 018 048	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 Handy Worker
24 018 047	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850 Gateman
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker General Worker (Ex-SMEDA) (Personal)

Salary Code	Salary Scale and Grade
FINANCIAL OPERATIONS CADRE	
01 075 092	<p>Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Manager, Financial Operations</p>
01 068 089	<p>Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400</p> <p>Assistant Manager, Financial Operations (Personal)</p>
01 068 088	<p>Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Assistant Manager, Financial Operations</p>
01 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Principal Financial Operations Officer</p>
01 053 078	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Financial Operations Officer/Senior Financial Operations Officer <i>formerly Financial Officer /Senior Financial Officer</i></p>
01 041 070	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Assistant Financial Operations Officer <i>formerly Assistant Financial Officer</i></p>
INTERNAL CONTROL CADRE	
01 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Principal Internal Control Officer</p>
01 041 078	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Internal Control Officer/Senior Internal Control Officer</p>

Salary Code	Salary Scale and Grade
PROCUREMENT AND SUPPLY CADRE	
21 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager (Procurement and Supply)
21 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager (Procurement and Supply)
21 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Procurement and Supply Officer
21 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Procurement and Supply Officer/Senior Procurement and Supply Officer
21 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Assistant Procurement and Supply Officer
ECONOMIC PLANNING & MONITORING UNIT	
01 092 102	Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Lead Analyst
01 058 092	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Analyst/Senior Analyst, Rodrigues Regional Assembly <i>formerly Analyst, Rodrigues Regional Assembly</i> <i>Senior Analyst, Rodrigues Regional Assembly</i>
20 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Statistician

Salary Code	Salary Scale and Grade
20 053 076	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Senior Statistical Officer
20 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Statistical Officer
TRANSPORT SECTION	
26 053 084	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Head, Transport
08 029 067	Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Transport Accounts Clerk



2.2 Registration of Deeds and Conservation of Mortgages

- 2.2.1 The Registration of Deeds and Conservation of Mortgages Unit is responsible, among others, for: registration of information regarding land ownership and obligations; provision of publicity for the safeguard of interests of creditors and of parties in sales and leases of immovable properties; transcription of transfers of immovable properties, leases and seizures; issuance of certificates showing inscriptions and charges; registration of particulars of deeds and documents presented by members of the Legal Profession and the public; follow-up action after re-assessment of values of immovable properties by the Chief Government Valuer, including representations before the Tax Appeal Tribunal; and collection of annual tax payable by campement site owners and campement owners.
- 2.2.2 Presently, the Unit is headed by a Principal Registration Officer who reports to the Island Chief Executive for general administration and to the Registrar-General in Mauritius for technical matters. He is supported in his day-to-day functions by incumbents in the Registration Officer Cadre and the general services grades.
- 2.2.3 In the context of this Report, both the staff side and Management have proposed to restyle the grade of Principal Registration Officer while aligning its salary with that of the Principal Registration Officer/Chief Registration Officer in the Civil Service. In addition, Management proposed the creation of the grade of Head, Registration Unit. Stakeholders were apprised that in view of the specificity, scope of activities and cadre structure, creation of an additional level is not warranted at this stage and as the grade of Chief Registration Officer does not exist on the establishment of the RRA, the request of restyling the grade cannot be acceded to.
- 2.2.4 We are, nonetheless, making appropriate recommendation to enable the Unit to deliver on its mandate.

Recommendation 1

- 2.2.5 We recommend that the grade of Principal Registration Officer be restyled Officer-in-Charge, Registration. The RRA should enlarge its scheme of service to include duties of the corresponding position in the Civil Service. This element has been taken into account while determining the salary scale recommended for the grade.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	REGISTRATION OF DEEDS AND CONSERVATION OF MORTGAGES
18 062 080	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Officer-in-Charge, Registration <i>formerly Principal Registration Officer</i>
18 053 074	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Senior Registration Officer (Personal salary for officers in post as at 31.12.12)
18 037 072	Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Registration Officer/Senior Registration Officer



2.3 Management of State Land - Cadastral Department

- 2.3.1 The Cadastral Department has two executive arms, namely the Survey Section and the Planning Section. The objectives of the Survey Section are, *inter alia*, to: keep an up-to-date and complete record of all uses and occupation of all parts of State Lands in Rodrigues; ensure that land development in Rodrigues is effected in an orderly and sustainable way; and attend to cases of queries and complaints regarding land related issues. The Planning Section is responsible, amongst others, for implementing approved land use planning policies; enforcing existing legislation; and ensuring that development control is done with the help of existing planning instrument.
- 2.3.2 A Principal Surveyor acts as the Officer-in-Charge of the Department and the present structure comprises the Surveyor and Cartographer Cadres and the grade of Survey Technician as well as other support staff.
- 2.3.3 In the context of this Report, the RRA made several proposals regarding the Cadastral Department. For instance, creation of the grades of Head, Town and Country Planning, Senior Town and Country Planning Officer (STCPO) and Senior Survey Technician. Same were discussed during consultative meetings held at the RRA and they were informed that the creation of grades at senior level depends on the degree of supervision required. Therefore, in view of the establishment size of the grades of Town and Country Planning Officer and Survey Technician, request for the creation of senior level could not be acceded to. However, the Bureau considers that the number of posts of Survey Technician could be increased to cope with the increasing workload and officers could be posted in the Units where the grade was required.
- 2.3.4 After careful examination, the Bureau views that the prevailing organisation structure of the Cadastral Department is meeting its operational requirements.

Allowance for the Principal Surveyor

- 2.3.5 A monthly allowance of Rs 1220 is currently being paid to the Principal Surveyor for acting as Officer-in-Charge of the Cadastral Office and this provision is being maintained.

Recommendation 1

- 2.3.6 We recommend that the Principal Surveyor acting as the Officer-in-Charge of the Cadastral Office should be paid a revised monthly allowance of Rs 1280.**

Plan Printing Operator

- 2.3.7 Presently, provision is made for incumbents in the grade of Plan Printing Operator (PPO) who possess a Certificate in Autocad in addition to the prescribed qualification of the grade, to proceed beyond their top salary by one increment provided they satisfy the set criteria. This provision was introduced as an inducement for PPOs to upgrade their qualification to better equip them to cope with technical issues. We are, in this Report, reviewing this provision.

Recommendation 2

2.3.8 We recommend that Plan Printing Operators should, on obtention of a Certificate in Autocad or a relevant equivalent qualification, be granted one additional increment subject to the top salary recommended for the grade.

Health Surveillance

2.3.9 Currently, necessary arrangements are made for Plan Printing Operators to benefit from medical/health checkup free of charge. These officers are constantly exposed to substances emanating from the printing machines which are hazardous to health. The recommendation for Health Surveillance for these incumbents is still valid.

Recommendation 3

2.3.10 We recommend that Management should continue to arrange with the Health Authorities to enable Plan Printing Operators to undergo regular medical/health checkup free of charge.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	CADASTRAL OFFICE
26 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Surveyor
26 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Surveyor
26 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Surveyor
26 031 034	Rs 17045 x 260 - 17825 Trainee Surveyor
26 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Cartographer (Personal salary for officers in post as at 31.12.12)

Salary Code	Salary Scale and Grade
26 043 081	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Cartographer/Senior Cartographer</p>
26 031 033	<p>Rs 17045 x 260 - 17565</p> <p>Trainee Cartographer</p>
26 032 069	<p>Rs 17305 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Survey Technician</p>
24 040 065	<p>Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 33175</p> <p>Head Survey Field Worker</p>
24 021 058	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</p> <p>Survey Field Worker/Senior Survey Field Worker</p>
16 026 065	<p>Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 33175</p> <p>Plan Printing Operator</p>
PLANNING UNIT	
26 063 088	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Town and Country Planning Officer</p>
26 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Development Control Officer</p>

Salary Code	Salary Scale and Grade
26 032 069	Rs 17305 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550 Planning Assistant
26 056 059	Rs 26050 x 675 - 27400 x 825 - 28225 Cadet Planner



2.4 Civil Aviation

- 2.4.1 Operating under the *aegis* of the Chief Commissioner's Office, the Civil Aviation of Rodrigues is responsible for, among others, the infrastructural development of the Sir Gaetan Duval Airport; ensuring that Civil Aviation Operations are compliant with ICAO Standards and practices; and providing safe and expeditious flow of air traffic as well as safety and security of premises.
- 2.4.2 The mission of Civil Aviation of Rodrigues is mainly to ensure the development of Civil Aviation to meet the economic and social requirement of the island. With a view to providing the best aviation services on behalf of Rodrigues, the Department works in close collaboration with the Department of Civil Aviation of Mauritius and the Prime Minister's Office (External Communications).
- 2.4.3 As subsequently amended, the Fourth Schedule of the RRA Act 2001 stipulates that the RRA is solely concerned with the administrative aspects of the Civil Aviation. The responsibility of the Civil Aviation of Rodrigues consists essentially of providing aerodrome flight information regarding the conditions of runway linked to aircrafts operations while the regulatory functions rests with the mainland Mauritius.
- 2.4.4 The Department is currently staffed, among others, with officers in the Technical grades and employees in the Workmen's Group. For this Report, there has been no request for major review of the organisation structure of the Department save for the creation of the grade of Senior Flight Data Officer and the restyling of the grade of Patrol Officer (Rodrigues) to Aviation Security Officer.

Patrol Officer (Rodrigues)

- 2.4.5 For this review exercise, the staff side has apprised the Bureau that the qualifications requirement and duties of the grade of Patrol Officer (Rodrigues) are similar to the grade of Aviation Security Officer in Mauritius. However, the salary scales of both grades are different. They have, therefore, requested for a restyling and alignment of the grade of Patrol Officer (Rodrigues) to their counterparts in Mauritius. They further informed that a case has been lodged at the Employment Relations Tribunal (ERT) to decide on this issue.
- 2.4.6 Upon perusal of the schemes of service of the grades of Patrol Officer (Rodrigues) and that of Aviation Security Officer, the Bureau noted that the duties prescribed therein are in fact the same. However, upon obtention of additional information from the Management of RRA, they confirmed that some of the duties listed in the scheme of service of the grade of Patrol Officer (Rodrigues) are not being performed by the incumbents in Rodrigues. **Therefore, the Bureau recommends that the RRA should review the scheme of service of the grade of Patrol Officer (Rodrigues) to reflect the actual duties being performed by the incumbents.**

Senior Flight Data Officer (New Grade)

- 2.4.7 Both the staff side and Management have requested for the creation of a grade of Senior Flight Data Officer to supervise and coordinate the work of Flight Data Officers.
- 2.4.8 In view of the expanded activities that would occur at the Plaines Corail Airport, the Bureau is providing the grade of Senior Flight Data Officer.

Recommendation 1

2.4.9 We recommend the creation of a grade of Senior Flight Data Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Flight Data Officer who reckon at least four years' service in a substantive capacity; have administrative and organising abilities; and possess good supervisory and communication skills.

- 2.4.10 Incumbent would be called upon, *inter alia*, to: supervise Flight Data Officers in the discharge of their duties; ensure proper operation of the aeronautical message switching system to receive, transmit, update and distribute aeronautical data including serviceability reports, meteorological information and navigation warnings; ensure provision of third party communication services, Aerodrome Flight Information Services, hazard alerting and emergency service as required, relaying of air traffic information and other operational information; ensure that operation data pertaining to aircraft operations are received in a timely manner and distributed promptly to Air Traffic Control System and all the other Air Traffic Services Units concerned.

Height Allowance

- 2.4.11 At present, a non-pensionable height allowance is payable to Electricians of the Civil Aviation of Rodrigues for climbing poles above 20 feet as follows:
- (i) at twice the normal hourly rate for each hour of work performed, whenever required to climb above 20 feet and up to 150 feet; and
 - (ii) at thrice the normal hourly rate for each hour of work performed at a height of above 150 feet.
- 2.4.12 Since the current arrangement still remains valid, the Bureau is making appropriate recommendation.

Recommendation 2

2.4.13 We recommend that the present provision governing the payment of a non-pensionable Height Allowance to Electricians of the Civil Aviation of Rodrigues be maintained.

Allowance to drive Heavy Specialised Vehicles

- 2.4.14 As per existing provision, officers possessing the heavy vehicle driver's licence and who are designated to drive heavy specialised vehicles, are granted a monthly allowance equivalent to one increment at the initial point of their respective salary scale. **This provision, being appropriate, is being maintained. However, in the**

event the quantum of the above allowance payable to incumbents is lower than that drawn as at the eve of the publication of this Report, they should continue to be paid the higher quantum on a personal basis.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
CIVIL AVIATION	
03 063 084	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Air Traffic Controller Grade I (Rodrigues)</p>
03 048 077	<p>Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Assistant Air Traffic Controller (Rodrigues)</p>
03 047 078	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Senior Flight Data Officer (New Grade)</p>
03 033 076	<p>Rs 17565 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Flight Data Officer</p>
22 053 079	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Senior Technician</p>
03 036 070	<p>Rs 18375 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Assistant Ground Supervisor (Rodrigues)</p>
03 028 066	<p>Rs 16265 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000</p> <p>Patrol Officer (Rodrigues)</p>

Salary Code	Salary Scale and Grade
25 029 062	Rs 16525 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 30700 Electrician (Shift) Fitter (Shift)
25 026 059	Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225 Electrician Motor Diesel Mechanic



2.5 Tourism Development

- 2.5.1 The Tourism Development Division has the responsibility to drive the tourism sector in Rodrigues so that it becomes one of the major pillar of the economy. Currently, the Division is manned by a Head, Tourism and officers in the grades of Tourism Promotion Officer, Tourism Planner, Tourism Enforcement Officer, Leisure Officer and Tourism Information Officer.
- 2.5.2 In the course of this review exercise, no submission from the staff side was received. In so far as Management's proposals are concerned, the latter initially requested for a restructuring of the Division such that it comprises three distinct executive arms namely Promotion Unit; Planning and Strategic Unit and Tourism Enterprise Licensing Unit. Proposals were also made for the creation of a grade of Senior Tourism Enforcement Officer to head the Tourism Enterprise Licensing Unit and for the grade of Tourism Promotion Officer to be restyled into Senior Tourism Planner. Subsequently, during our consultative meeting, Management withdrew these submissions and undertook to submit new proposals to the Bureau. However, no further submission was received. In these circumstances, we are maintaining the present structure.

Leisure Officer

- 2.5.3 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 from a recognised institution 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
	TOURISM DEVELOPMENT
10 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Head, Tourism
10 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Tourism Promotion Officer

Salary Code	Salary Scale and Grade
10 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Tourism Planner</p>
18 047 078	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Tourism Enforcement Officer</p>
23 035 077	<p>Rs 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 QB 43500 x 1300 - 44800</p> <p>Leisure Officer</p>
10 031 070	<p>Rs 17045 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Tourism Information Officer</p>



2.6 Education (Administration)

- 2.6.1 The Chief Commissioner's Office, according to the Fourth Schedule of the RRA Act, is responsible for all matters pertaining to the administration of education in Rodrigues. The main objectives of the Education Division are to provide holistic and quality education at Pre-primary, Primary and Secondary level; encourage the enrolment of all children in Pre-Primary Schools; ensure provision of adequate school infrastructure, equipment, furniture and other basic necessities; and provide inclusive education through greater parental involvement and social responsibility.
- 2.6.2 Moreover, the Education Division is responsible for the overall administration of education at pre-primary, primary and secondary levels; the implementation of policies pertaining to education as prescribed by the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology; the conduct and organisation of examinations run by the Mauritius Examinations Syndicate; the organisation of Workshops/Seminars for teaching staff in collaboration with the Mauritius Institute of Education and other educational bodies; and the admission and transfer of pupils in pre-primary, primary and secondary Schools.
- 2.6.3 There are 17 Primary Schools in Rodrigues out of which 12 are Government Primary Schools and five are run by the Roman Catholic Education Authority (RCEA). The establishment of the Primary Education comprises a complement of 314 teaching staff inclusive of 109 officers from the RCEA. The Commission fulfils its mandate for secondary education in partnership with the Rodrigues Educational Development Co. Ltd (REDCO); the Private Aided Secondary School; and the Private Secondary Education Authority.
- 2.6.4 Presently, the Division is headed by the Director of Education (RRA) who is supported in his duties by officers in the grades of Head of Education (Primary), Secondary School Inspector, Senior School Inspector, as well as officers of the Primary School Educator Cadre, among others.
- 2.6.5 The Bureau had several meetings with representatives of the different Unions during its official visit. The Union requested among others, for the creation of a grade of Senior Social Worker; provision of transport facilities/eligibility to duty exemption for Social Workers as well as the payment of uniform allowance and risk allowance; and alignment of the salary scale of the grade of Social Worker with that of counterparts in Mauritius.
- 2.6.6 Additional requests made by the Union pertained to: the recruitment of Primary School Educators in the teaching of Holistic Education in the RRA; the filling of vacancies in the grade of Primary School Educator; amending the scheme of service of the grade of Head Master such that appointment thereto should be made by promotion from among officers in the grade of Deputy Head Master instead of selection from several grades; the creation of the grades of Senior Primary School Educator and Maintenance Officer; allowing Primary School Educators possessing Diploma in Educational Management (DEM) to cross the QB in the salary scale though

they do not possess the Teacher's Diploma; and require Support Teachers to cover Grades 3 and 4 as well.

- 2.6.7 Representatives of the Bureau also had a meeting with the Manager of REDCO whose main requests pertained to the posting of a Deputy Rector in each school irrespective of school population; increasing the establishment size of Senior Educators; and consider the specificity of the RRA in the specific conditions prevailing in the Education Sector.
- 2.6.8 On the other hand, the Chief Commissioner made a request for the creation of a grade of Psychologist in the Education Division. Management side also beseeched for the reinforcement of the existing structure of the Directorate through the creation and restyling of some grades; amending schemes of service in respect of the qualifications' requirement for the grade of Director of Education and duties devolving upon the grade of School Inspector; and setting up of an Examinations Unit; among others.
- 2.6.9 All parties were apprised of the Bureau's policy for the creation of grades which should be justified by a functional need in the organisation. They were also informed that a restyling of a grade is considered in cases where the appellation of a grade is not in consonance with the level or nature of duties devolving upon the grade. Moreover, determination of salary is based on a Job Evaluation Exercise. Both Management and the staff side were given due explanation for all the other requests, which for technical reasons, could not be acceded to.
- 2.6.10 Considering that the Education Division of the RRA is limited to the implementation of policies defined at the level of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology, the existing structure is appropriate. We are, however, reflecting some provisions which are relevant for the Education Division of the RRA.

Primary School Educator

- 2.6.11 A Qualification Bar has been inserted in the salary scale for the grade of Primary School Educator. **Incumbents should possess the Teacher's Diploma (Primary) to proceed incrementally beyond the Qualification Bar (QB) in the salary scale recommended for the grade.**

Deputy Head Master

Health and Physical Education Instructor (Personal to officers in post as at 31.12.20)

- 2.6.12 A Qualification Bar has been inserted in the salary scale for the grades of Deputy Head Master and Health and Physical Educator Instructor (Personal to officers in post as at 31.12.20). **Incumbents should possess the Diploma in Educational Management (DEM) or Certificate in Educational Management (CEM) to proceed incrementally beyond the Qualification Bar (QB) in the salary scale recommended for the grades.**

Refund of Travelling by Bus to Trainee Primary School Educators

2.6.13 Trainee Primary School Educators are presently refunded travelling expenses incurred by bus from residence to the place of work/training and back. **This arrangement should continue.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
EDUCATION (Administration)	
06 082 099	Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 85250 Director of Education (RRA)
06 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Head of Education (Primary) Secondary School Inspector
06 072 090	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200 Senior School Inspector
06 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Educational Psychologist
06 068 087	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 School Inspector
06 065 085	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)

Salary Code	Salary Scale and Grade
06 063 083	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Head Master</p>
06 056 082	<p>Rs 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550</p> <p>Assistant Supervisor (The Arts)</p>
06 055 080	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250</p> <p>Deputy Head Master Health and Physical Education Instructor (Personal to officers in post as at 31.12.20)</p>
06 049 080	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Mentor (Personal to officers in post as at 31.12.20)</p>
06 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Educator (Special Educational Needs)</p>
06 047 077	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 1300 - 44800</p> <p>Primary School Educator</p>
06 030 069	<p>Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Support Teacher</p>
06 031 033	<p>Rs 17045 x 260 - 17565</p> <p>Trainee Primary School Educator</p>

Salary Code	Salary Scale and Grade
08 041 070	<p>Rs 19800 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Senior School Clerk</p>
08 030 067	<p>Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>School Clerk</p>
04 033 071	<p>Rs 17565 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400</p> <p>ICT Support Officer (Personal to officers in post as at 31.12.20)</p>
24 030 059	<p>Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225</p> <p>Senior/Head School Caretaker</p>
24 022 052	<p>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950</p> <p>School Caretaker</p>
25 044 067	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Foreman</p>
25 026 059	<p>Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225</p> <p>Cabinet Maker Carpenter Electrician Mason Painter Plumber and Pipe Fitter</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>



2.7 Legal Services Unit

- 2.7.1 The Legal Services Unit is responsible to look after and advise on all legal matters of the different Commissions of the RRA. Its structure presently comprises the grades of Attorney and Legal Officer, which are both vacant. The RRA has recourse to the services of legal persons employed on contract on a part-time or full-time basis, depending upon operational requirements.
- 2.7.2 In the context of this Report, both the Union and Management have proposed that: a Legal Division, in lieu of the existing Legal Services Unit, be established and a grade of Chief Legal Adviser be created to head the Legal Division. During the consultative meetings, Management further informed that difficulties are being encountered to attract officers in the grades of Attorney and Legal Officer and these are adversely impacting on service delivery.
- 2.7.3 Pursuant to the proposals made and consultations held with both parties, we have observed that: given the RRA Act provides for a Legal Services Unit, any change would require an amendment of the relevant part of the Act; creation of a supervisory level to head the Unit would be superfluous as both the positions of Attorney and Legal Officer are vacant; and the RRA should re-advertise vacancies in the grades of Attorney and Legal Officer on the basis of the new remuneration package, highlighting all the attached fringe benefits, to enable filling of these positions for an effective and efficient service delivery and the Legal Services Unit to deliver on its mandate appropriately.
- 2.7.4 We consider the existing structure of the Legal Services Unit to be appropriate. We are, however, reviewing the quantum of the yearly allowance payable to the Attorney employed on a full-time basis to meet costs of certain items, in line with what obtains in the public sector for the same grade. We are equally revising the all-inclusive monthly allowance (excluding travelling) being paid to Attorneys employed on a part-time basis.

Allowance to Attorney

- 2.7.5 In previous Reports, we provided for the payment of a yearly allowance to Attorneys employed on a full-time basis in view of meeting costs of certain items. We are retaining the payment of the allowance based on what obtains in the public sector for the same grade.

Recommendation 1

- 2.7.6 We recommend that Attorneys employed on a full-time basis by the Rodrigues Regional Assembly be paid a yearly allowance of Rs 24255 as an assistance to cover certain items of expenditure related to the exercise of their profession.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 069 092	LEGAL SERVICES UNIT
	Rs 30910 Attorney (RRA) (Part-Time) Legal Officer (RRA) (Part-Time)
	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Attorney (RRA) Legal Officer (RRA)

